



FACULTY HANDBOOK

OF THE

FASHION INSTITUTE OF TECHNOLOGY
STATE UNIVERSITY OF NEW YORK



Last updated 2019/ 2020/ February 2021, February 2022 and July 18 2024

Special thanks to the Executive Committee of the Faculty Senate, the Faculty Senate and the Office of Faculty Services as well as to the many colleagues across the college who wrote or updated various sections of the Handbook.

FIT's Mission

FIT prepares students for professional excellence in design and business through rigorous and adaptable academic programs, experiential learning, and innovative partnerships. A premier public institution in New York City, FIT fosters creativity, career focus, and a global perspective and educates its students to embrace inclusiveness, sustainability, and a sense of community.

Message from FIT's President

Dear Faculty:

I am delighted to welcome you to FIT and am confident that you will play a central role in the development and delivery of exceptional academic and mentorship experiences for our students. I am grateful to your dedication to fostering creativity and excellence as we expand FIT's mission.

As you know, the college's three major goals focus on preparing students for professional excellence, partnering with creative industries worldwide, and developing innovative design and business solutions. Inclusivity, diversity and sustainability are equally foundational to our mission.

The Faculty Handbook outlines the relationship between the faculty and the college as we work together to achieve our mission. It also includes essential information about our priorities, policies, and practices that we are responsible to uphold. I hope that it will answer many of the questions you may have and prove useful in supporting the important work that you do.

Joyce F. Brown, PhD, President

Message from FIT's Faculty Senate President

Dear Colleagues:

The Faculty Handbook represents a distillation of the policies related to college governance and faculty rights. The Faculty Senate is organized according to these bylaws: "Through its duly authorized officers and committees, the Faculty Senate shall play an active part in the governance of FIT, supplementary to and consistent with the policies of the Board of Trustees of FIT, as required by the Educational Law, 355, Section 605.1. The faculty shall participate in the formulation of the policy relating to student health, scholarship, standards of admission, attendance and discharge of students, curriculum and other study programs, the granting of degrees, student activities, extra-curricular activities and student disciplines." Faculty members also carry special responsibilities with respect to creation and maintenance of high quality curricula and academic programs. We invite new and returning faculty to participate in Faculty Senate activities as the Faculty Senate's contributions substantially benefit the college.

Calvin Williamson, PhD, Professor, Science and Mathematics
Faculty Senate President 2019- 2024

Message from FIT's Interim Vice President for Academic Affairs

Dear Colleagues:

It is an honor to serve you as FIT's Interim Vice President for Academic Affairs as we work together to achieve our college's mission and goals. FIT's Faculty Handbook provides our faculty members with college policies, guidelines, resources, and responsibilities. The handbook is not an all inclusive guide to the institution. It does include adjunct and full time faculty requirements and responsibilities, as well as tenure and promotion, reappointment and benefits information.

This handbook is prepared in accordance with Article IX, Title A, §3 of the State University of New York Policies of the Board of Trustees which identifies the responsibility for preparation and publication of a college handbook for faculty to include administrative responsibilities, faculty bylaws, local policies, and be made available for all academic members.

As you may know, FIT is part of the State University of New York system and is subject to the regulations and oversight of the following government entities: State University of New York Board of Trustees; New York State Board of Regents, New York State Education Department; Middle States Commission on Higher Education; New York State laws, codes, rules and regulations; and federal laws and regulations.

Whether you are an adjunct or full time faculty member, I hope that you will find this handbook informative and useful as you begin or further your academic career at FIT.

Yasemin Jones, PhD, Interim Vice President for Academic Affairs

Foreword

FIT's *Faculty Handbook* introduces faculty members, particularly those new, to college policies, resources, and procedures. It includes the bylaws of the college, the role of the Faculty Senate and its committees, shared governance principles and provides references to relevant topics related to appointment, tenure, and promotion as well as those from the Collective Bargaining Agreement (CBA) between the Administration and the United college Employees of the Fashion Institute of Technology (UCE-FIT, Local 3457, American Federation of Teachers, AFT). The handbook is published by Academic Affairs with consultation and review by the Faculty Senate and the approval of the college president.

As contractual and policy changes may not always be reflected in the Handbook, updates to the document will be scheduled in three year cycles. The Handbook is not intended to serve as an interpretation of the bylaws or policies of the college or of contractual agreements between the college and UCE-FIT. Instead, it serves as a general guide, highlighting those matters that are of frequent or ongoing concern to faculty members. As it does not present detailed information on every issue, faculty are strongly urged to acquaint themselves with the following:

- Employee Policy Manual: <http://www.fitnyc.edu/documents/hr/hr-employee-manual.pdf>
- Collective Bargaining Agreement between the Administration and UCE-FIT: http://www.fitnyc.edu/files/pdfs/HR_CollectiveBargainingAgreement.pdf
- Faculty Senate Bylaws: <https://sites.fitnyc.edu/depts/facultyservices/Bylaws/Faculty%20Senate%20Bylaws.pdf>
- College Bylaws: <https://www.fitnyc.edu/about/administration/board-of-trustees/bylaws.php>
- Current Undergraduate Catalog: <https://catalog.fitnyc.edu/undergraduate/>
- Current Graduate Catalog: <http://catalog.fitnyc.edu/graduate/>
- Current Student Rights and Responsibilities Handbook: <https://www.fitnyc.edu/life-at-fit/rights-and-responsibilities/index.php>

Additional information sources include:

- MyFIT, the college's intranet site: <https://myfit.fitnyc.edu>
- FIT's website: <http://www.fitnyc.edu>
- UCE-FIT's website: <http://www.uce-fit.org>
- SUNY's website: <http://www.suny.edu>

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I. FIT's Mission and Vision

Mission

FIT prepares students for professional excellence in design and business through rigorous and adaptable academic programs, experiential learning and innovative partnerships. A premier public institution in New York City, FIT fosters creativity, career focus, and a global perspective and educates its students to embrace inclusiveness, sustainability and a sense of community.

Vision

FIT will be globally celebrated as the institution where students, scholars, and teachers cross traditional disciplinary boundaries to stimulate innovation, partner with creative industries worldwide, and develop innovative design and business solutions. By focusing on the college's three major goals for excellence, innovation, and student empowerment, FIT will become stronger by conscious design and be known as a strategic organization—one that applies available resources to greatest effect to achieve its vision.

1. Academic and Creative Excellence

FIT will provide a rigorous learning experience built on the highest standards of academic and scholarly excellence; an environment that promotes creativity and experimentation; and diverse experiential learning with a variety of industry partners.

2. An Innovation Center

The college will work with industries worldwide to help address key challenges, build an even stronger culture of innovation and entrepreneurship at FIT, and establish collaborations that translate creative ideas into action.

3. An Empowering Student Community

FIT will build an inclusive community in which students engage with, learn from, and inspire each other—discovering how their differences and similarities promote creativity, intellectual and personal growth, and understanding.

II. College Overview

One of New York City's premier public institutions, FIT is an internationally recognized undergraduate and graduate college for design, fashion, art, communications, and business. FIT is known for rigorous, unique, and adaptable academic programming, experiential learning opportunities, academic and industry partnerships, and commitment to research, innovation, and entrepreneurship.

While the college's pedagogical mission is to prepare our students for professional excellence in design and business, the broader ethos is to foster creativity, inspire leadership, impart a global perspective, and educate students to embrace inclusiveness, commit to sustainability, and engage with the community. Students, scholars, teachers, and industry colleagues cross traditional boundaries of both geography and disciplines. Collaboratively, the college strives to develop innovative design and strategic business solutions that will upend the status quo, create personal and professional opportunity, and have a lasting and sustainable global impact.

A. History

In the 1940s, fashion and apparel industry members were faced with a dwindling number of qualified people to help them run and carry on their businesses. The next generation wanted to be doctors and lawyers—not tailors. A group of industry members, led by Mortimer C. Ritter, an educator with an interest in programs for young working people, and Max Meyer, a retired menswear manufacturer, set about organizing a school to ensure the vitality of their businesses.

First, they created the Educational Foundation for the Apparel Industries to promote education for the industry. The Foundation then obtained a charter from the New York State Board of Regents to establish a “fashion institute of technology and design.”

The Institute opened in 1944 with 100 students, and was located on the top two floors of the High School of Needle Trades. Soon, supporters wanted to bring greater prestige to the industry by having the institute become a college with the authority to confer degrees. Industrialists and educators decided on two majors: Design (with programs in apparel, millinery, and textiles) and Scientific Management. The curriculum also included Liberal Arts. In 1951, three years after the State University of New York had been established and state law had provided for the creation of community colleges, FIT became the second SUNY community college approved to grant the Associate in Applied Science (AAS) degree. By then, there were 400 day students and about 1,000 evening students.

FIT received accreditation in 1957, and as the curriculum and student body grew, the college moved into its first real home—a nine-story building on Seventh Avenue in the heart of the garment district—in 1959. The building had been planned for 1,200 students; by 1963, there were 4,000. During this time, the college's curriculum was growing beyond traditional notions of fashion, to include subjects like photography and advertising and interior design. The college wanted to further expand its curriculum by offering bachelor's and master's degrees—something that “was just not done” by a community college, according to the State University's former chancellor. Representatives of the college and supporters in the industry and government lobbied to persuade legislators to allow FIT to

do this. In 1975, an amendment to the Education Law of New York State permitted FIT to offer BS and BFA programs; another in 1979 authorized master's degrees.

By this time, six more buildings had been added to the campus, including two dormitories, and the Shirley Goodman Resource Center, which houses the Gladys Marcus Library and The Museum at FIT. The college continued to grow by adding modern facilities, like the Design/Lighting Research Laboratory and the Annette Green Fragrance Foundation Studio (the first of its kind on a college campus), made international programs available to students, and evolved in its academic offerings.

Today, the campus encompasses an entire city block and serves nearly 8,000 degree seeking students. The college offers undergraduate and graduate degrees in diverse subjects, such as Menswear and Cosmetics and Fragrance Marketing, which are unique to the college, and Fashion Business Management, Visual Presentation and Exhibition Design, and Toy Design, the first of their kind in the country.

B. Faculty

At FIT, classroom and non-classroom faculty define the teaching corps. In fall 2020, the number of classroom faculty at FIT totaled 913; 212 full-time faculty and 701 adjunct faculty members. Of full-time faculty, 195 were tenured and 31 on tenure track. There were 67 professors, 65 associate professors, and 79 assistant professors. The faculty are divided nearly equally by gender (full-timers include 90 men and 121 women; adjunct faculty include 315 men and 386 women.) Twenty-five percent of all instructional faculty who reported their race/ethnicity were Hispanic and /or a race other than White. Additionally, as of fall 2020, the number of non-classroom faculty totaled 64; 46 full time and 18 adjunct.

In addition to teaching, FIT's classroom faculty are expected to:

- Update their knowledge and skills in their respective disciplines and industries;
- Develop the college's curriculum;
- Participate in departmental and college-wide committees;
- Develop grants for study and research;
- Demonstrate creative activity;
- Mount exhibits, particularly of student work; and
- Sustain excellence in teaching through participation in ongoing programs for faculty development, utilizing both internal and external professional resources.

C. Student Demographics

In fall 2021, there were 8,150 matriculating students: 86% full-time and 14% part-time. In 2020-2021, the institution awarded 1,871 Associate degrees, 1,677 Bachelor degrees, 11 credit certificates, and 93 Master's degrees. In fall 2020, the full-time equivalency (FTE) was 7,715.

Sixty percent of FIT's students are from New York State, and 83% are female. In 2018-19, six percent of students self-reported a disability. Eleven percent are international students. Twelve percent of degree-seeking and 69% of the non-degree seekers are twenty-five or

older. Continuing education students are non-degree seeking enrolled in various seminar, career training, and professional development courses offered through the Center for Continuing and Professional Education.

III. Organization

The college is organized pursuant to the Education Law of the State of New York and is accredited by the Middle States Commission of Higher Education. The college's Art and Design related programs are accredited by the National Association of Schools of Art and Design (NASAD), and the majority of the undergraduate programs from the Jay and Patty Baker School of Business and Technology are accredited by the Accreditation Council for Business Schools and Programs (ACBSP). The Interior Design degree program is accredited by the Council for Interior Design Accreditation (CIDA) and the Museum at FIT is accredited by the American Alliance of Museums (AAM). The FIT Foundation is a separate not-for-profit organization that acts as the fundraising arm of the college.

A. The City of New York, the State of New York, and SUNY

FIT, as a community college, is locally sponsored by the Department of Education of the City of New York. The college is part of the State University of New York system and is approved to offer associate, baccalaureate and master's degrees, in accordance with standards and regulations prescribed by the State University Trustees, and authorized pursuant to the provisions of the Master Plan and New York State's Education Department. In addition to student tuition and fees, FIT receives financial support for operating costs from budget appropriations from the State and City of New York. FIT was one of the first community colleges in New York authorized to grant the Associate in Applied Science (AAS) degree and now grants the Bachelor of Fine Arts (BFA), Bachelor of Science (BS), Master of Arts (MA), Master of Fine Arts (MFA), and Master of Professional Studies (MPS) degrees and credit certificates.

B. Board of Trustees

FIT's Board of Trustees establishes policies governing the college. Subject to the approval of the Board of Trustees of the State University of New York, the Board appoints the college president, approves curricula and budgets, establishes tuition and fees within legal limits, and approves sites and facilities. It is responsible for the care, custody, control and management of the college's physical facilities. The Board sets policies and delegates to the President or their designee the responsibility for implementing them, including but not limited to: personnel policies; the creation of divisions, departments, and administrative and academic positions; rules governing student conduct; the use of college facilities by outside organizations; the admission of students; and the preparation of the budget. The Board also has such other powers and duties as provided by New York law or prescribed by the SUNY Board of Trustees.

By State law, there are sixteen trustees: eight are appointed by the college's local sponsor, through the New York City Panel for Educational Policy; seven are appointed by the governor, but must reside in New York City; and one is the current President of the

Student Association, elected by the other students of the college. Other than the student trustee, all trustees appointed after August 5, 2003 have seven-year terms; trustees appointed previously had nine-year terms. The student trustee serves for one year, but has the same parliamentary privileges, including the right to vote, as the other members. The Board selects its chair from among its voting membership.

C. The FIT Foundation

The FIT Foundation is a not-for-profit corporation established to secure and build long-term giving support that furthers the purpose and mission of the Fashion Institute of Technology through advocacy, resource development, and resource management. Volunteers and staff working on behalf of the Foundation maintain relationships with industry colleagues, alumni, friends, and members of the FIT community. FIT's President serves as President of the FIT Foundation.

D. Administration

The college comprises seven divisions, led by seven vice presidents who report to the President. These are Academic Affairs, Communications and External Relations, Development and Alumni Relations, Enrollment Management and Student Success, Finance and Administration, Human Resource Management and Labor Relations, and Information Technology.

FIT's President engages the college community in strategic planning efforts to build faculty ranks, increase technology, renew the curriculum, and improve student services. The President leads major college initiatives such as diversity and sustainability and oversees a twelve member cabinet of senior administrators. The cabinet assists the President in setting the strategic direction of the college, as well as managing the daily operations of the college (<http://www.fitnyc.edu/about/administration/>).

E. President's Cabinet

Members of the President's Cabinet include:

- Chief Diversity Officer
- Deputy to the President
- Deputy to the President for Industry Partnerships and Collaborative Programs
- Executive Director of Strategic Planning and Innovation
- General Counsel and Secretary of the College
- Vice President for Academic Affairs
- Vice President for Advancement and Executive Director of the FIT Foundation
- Vice President for Communications and External Relations
- Vice President for Enrollment Management and Student Success
- Treasurer and Vice President for Finance and Administration
- Vice President for Human Resource Management and Labor Relations
- Vice President for Information Technology and Chief Information Officer

For a complete list of titles and names of college administrative personnel, as well as

members of the Board of Trustees and the FIT Foundation, see the current college catalog, catalog.fitnyc.edu under Directories.

United College Employees of FIT (UCE-FIT)

The United College Employees of FIT (UCE-FIT, Local 3457, American Federation of Teachers, AFT) is recognized by the college as the exclusive bargaining representative for all employees in the bargaining unit of the Fashion Institute of Technology. In order to gain union membership and access the rights associated, faculty must register and will receive a union membership card. Union dues are paid through payroll deductions.

The membership of the UCE-FIT includes full-time and part-time faculty, classroom assistants, and classified staff. For FIT's Collective Bargaining Agreement (CBA) between the college and its employees, see the current CBA:

<http://www.fitnyc.edu/about/administration/hr/current-employees/cba/index.php>.

F. Division of Academic Affairs

The Division of Academic Affairs provides leadership support and facilitates the work of faculty and academic staff in their efforts in achieving the college's mission.

Academic Affairs includes the Schools of Art and Design, the Baker School of Business and Technology, Liberal Arts, Graduate Studies, the Center for Continuing and Professional Studies, Faculty and Student Academic Program Support units, the Library, Office of Grants and Sponsored Programs, the Office of International Programs, and FIT's Honors program.

1. Degree and Professional Studies programs

FIT's degree programs lead to associate, bachelor, and master's degrees in 48 majors, comprising 41 undergraduate and 7 graduate programs. As of 2020, 33 minors are available. Degree programs are organized in four Schools: the School of Art and Design, the Jay & Patty Baker School of Business and Technology, the School of Liberal Arts, and the School of Graduate Studies. The Center for Continuing and Professional Studies organizes non-credit certificates, credit certificates, micro credentials and non degree enrollments in coursework for adult learners.

For a complete listing of undergraduate degree programs:

<http://catalog.fitnyc.edu/undergraduate/majors/>

For a complete listing of graduate degree programs:

<http://catalog.fitnyc.edu/graduate/academic-programs/>

For a complete listing of credit certificate programs:

<http://www.fitnyc.edu/academics/academic-divisions/ccps/credit/certificates/index.php>.

For a complete listing of non-credit certificates:

<http://www.fitnyc.edu/academics/academic-divisions/ccps/noncredit/index.php>.

For a complete listing of academic minors:

<http://www.fitnyc.edu/academics/minors/>

Center for Continuing and Professional Studies (CCPS)

CCPS advertises credit courses, micro- credentials, credit certificates for non-degree students in evening and weekend sessions, organizes non-credit certificate programs and offers seminars and career training courses. The college offers a wide variety of training services through the Center of Continuing and Professional Studies that respond to the specific educational needs of individuals and companies in fashion and related businesses.

2. Gladys Marcus Library

The library supports the academic and research needs of the FIT community and its instructional programs, as well as the needs of scholars and researchers from academia and fashion-related industries. The library provides a well-selected collection of more than 112,000 titles (208,187 individual volumes) of print, non-print, and electronic materials all listed in StyleCat, the Library's Online Catalog. The library's collection includes e-books, electronic periodicals (many full text), media (videos, DVDs, slides, microfilm, etc.), and three FIT library-created vertical files (designer, fashion and picture).

Also within the collections are specialized electronic/digital resources not often found in conventional academic libraries such as fashion/trend forecasting services, sketch collections, clipping files and fashion show DVDs. With more than 375 current newspaper and periodical subscriptions, and extensive back-issue runs, the periodicals collection specializes in trade and international design periodicals. Approximately 125 databases give access to thousands of full-text journal articles, books, images, research reports and other resources, most available remotely 24/7.

The FIT Library is located on the fourth, fifth, and sixth floors of the Shirley Goodman Resource Center. The PrintFX Graphics Lab is located in the Fred P. Pomerantz Art and Design Center, 5th floor, Room D529A. For more information:

<https://www.fitnyc.edu/academics/library/>

3. Office of International Programs

The Office of International Programs (OIP) coordinates all undergraduate overseas programs approved by the college and provides administrative and logistical support to faculty and students in study abroad programs. Through this office, students have the opportunity to study abroad on programs led by FIT faculty or sponsored by FIT through exchange or affiliated SUNY and consortium programs. With prior approval of the student's major advisor, FIT grants academic transfer credit for courses completed abroad. Study abroad programs are recommended by the appropriate department, the school/unit dean, reviewed for informational purposes by the Curriculum Committee, Deans Council and the President, and are registered with SUNY's Office of International Programs. Year-long, semester, summer and winter programs are offered in Australia, Canada, China, Denmark, England, France, Germany, Hong Kong, Italy, Japan, Mexico, and Spain, for example.

Course and program descriptions, as well as prerequisites, are described on the Study Abroad website (<https://www.fitnyc.edu/academics/global/study-abroad/index.php>). Faculty interested in teaching or developing new winter, summer or semester exchange programs contact their department chair and OIP.

Presidential Scholars Program: FIT's Honors Program

The mission of the Presidential Scholars Program is to provide honors students with an enriched learning environment in the liberal arts. The program challenges honors students intellectually through rigorous liberal arts courses and scholarly extra and co-curricular experiences. Our goal is for our students to be active participants in their own intellectual development. With a diverse student body from majors across the college, the Presidential Scholars Program fosters a cohesive community of scholars who become leaders on campus and in their fields. Our program seeks to take advantage of our location in New York City, using it to enrich our classrooms and expand students' horizons. For more information: <https://www.fitnyc.edu/academics/honors/index.php>.

5. Faculty and Student Academic Program Support

Housed within Academic Affairs, the Office for Faculty and Academic Program Support (FAPS) oversees and supports the work of the Curriculum Office, faculty development through the Center for Excellence in Teaching (CET) and the Faculty Development and Grants and Awards Program (FDGA), Institutional Research and Effectiveness (IR&E), the Internship Studies department, Office of Faculty Services, the Office of Online Learning and Academic Technologies. FAPS also supports the work of areas comprising Student Academic Support (SAS) which includes: Career and Internship Services, Academic Advisement Center, Placement Testing Center, Academic Skills Tutoring Center, and the Writing and Speaking Studio.

FAPS coordinates work related to Middle State accreditation cycles and manages SUNY and New York State Education policy and compliance expectations. More information about FAPS and SAS including curriculum resources, current initiatives, highlighted projects and resources can be found here:

<http://www.fitnyc.edu/about/administration/academic-affairs/faculty-academic-support/>

a. Academic Advisement Center

The Academic Advisement Center supports the FIT mission by serving as a student-centered resource in partnership with the FIT community in order to foster the academic and personal growth of students. The student-centered team in the Academic Advisement Center is committed to the development of students by providing advisement and assistance with degree-mapping and course registration. Advisors also collaborate with the college's network of resources, faculty, and other offices on campus to help students find the information and assistance they may need to remain successful. For more information: <https://www.fitnyc.edu/academics/academic-support/advisement/>

i. Starfish Student Success Platform and Early Alert Initiative

Starfish is a multifaceted student success platform that allows faculty and staff to work collaboratively on behalf of our students. The overarching goal of the platform is to provide opportunities to enhance the FIT community through communication, engagement, and teamwork. Starfish has been primarily used in the Academic Advisement Center for student appointments and note keeping. However, the platform usage continues to expand across the campus community.

However, Early Alert is one initiative within the Starfish platform and was launched campus wide in 2020 and is designed to identify students who are struggling at the midpoint of the semester and to provide congratulatory remarks for students doing well. When faculty complete the progress survey and identify those students who may need assistance, the Academic Advisement Center and faculty proactively work with those students to identify essential resources, provide guidance and create plans of completion for a successful semester.

b. Curriculum

Office for Curriculum provides guidance to faculty and academic departments on revising and developing course curricula, undergraduate and graduate credit degree programs, and certificates. Guided by regulations from the U.S. Dept. of Education and New York State Education Department, Curriculum team members work collaboratively with academic and administrative offices to assist faculty in meeting state, regional, federal and national higher education expectations while designing and implementing innovative curricula.

The Office also works in cooperation with the Office of Faculty Services, which assists faculty in preparing materials for review by the college-wide Curriculum Committee, and with the Registrar's Office regarding the implementation of new curricular items or curriculum revisions. For more information:

<https://www.fitnyc.edu/about/administration/academic-affairs/faculty-academic-support/curriculum/>

c. Faculty Development/ Center for Excellence in Teaching

With the goal of improving teaching and student learning through professional development, the FIT Faculty Development Program, anchored by the Center for Excellence in Teaching (CET) assists and supports faculty in the development, use and assessment of effective instructional and curricular strategies. The Faculty Development program provides support for innovative, educational exploration across the curriculum, and seeks to foster a community of teaching practice. CET also works with faculty to explore new academic technologies and integrate pedagogically sound technology into the classroom. For more information: <http://www.fitnyc.edu/cet/index.php>.

d. Career and Internship Services (CIS)

CIS services include internship placement, career counseling, experiential learning,

employment programs and career services for current students and alumni. For more information: <https://www.fitnyc.edu/academics/cis/index.php>.

e. Internship Studies

Internship Studies (IS) is an academic department supporting students' career and personal development in the transition from school to work. Working in collaboration with CIS, IS faculty teach credit-based internship courses paired with a student's internship placement. Students increase their self-knowledge and professional skills to make effective career choices. <https://www.fitnyc.edu/academics/cis/internship-studies/index.php>.

f. The Office of Faculty Services

The Office of Faculty Services is an administrative office dedicated to providing guidance and support to schools/divisions and their departments in the areas of college processes such as Assignment of Program (AOP), Tenure, Promotion, Reappointment, and Certificates of Continuous Employment (CCE). This office also administers student evaluations of teaching effectiveness.

Faculty Services also supports the work of select Faculty Senate committees including the Committee on the Evaluation of Administrative Personnel, Tenure and Promotion, Sabbatical and Release time for Research in accordance with their Bylaws.

For more information, log in to MYFIT.

g. The Office of Online Learning and Academic Technologies

The Office of Online Learning and Academic Technologies supports faculty who develop and deliver FIT's online, blended, and web-enhanced courses, as well as the students who take these courses. These courses foster exciting, dynamic learning communities in which the FIT faculty member gets to know every student and encourages meaningful interaction and teamwork.

The office is also responsible for the technologies supporting these courses, including the campus learning management system (Blackboard) and all integrated tools that support high-quality learning. We support FIT's strategic plan by continuously, and thoughtfully, expanding online and blended courses, programs, and related academic technologies, thereby building flexibility in the curriculum, providing an empowering experience for students, encouraging greater participation in minors, and helping to retain an outstanding faculty. For more information: <https://www.fitnyc.edu/academics/online-learning/index.php>.

h. Institutional Research and Effectiveness

The Office of Institutional Research and Effectiveness collects, manages, and analyzes data and information to support internal planning, decision-making, and accreditation activities and to meet the reporting requirements of external constituencies. The Office promotes

continuous improvement by providing leadership in the periodic program review for academic programs and administrative units as well as in assessing student learning. <https://www.fitnyc.edu/about/administration/academic-affairs/ire/index.php>.

i. Writing and Speaking Studio

The Writing and Speaking Studio offers students one-to-one and group feedback on their writing assignments and presentations. Writing consultants work collaboratively with Students during the writing process to help develop, focus, and execute ideas, understand expectations and communicate for different purposes, discover and build upon strategies for effective communication in local, global, and digital contexts. The Writing and Speaking Studio Directors offer faculty support in developing assignments, facilitating workshops, responding to writing, cross-cultural communication, writing for the web, and their own manuscript preparation. For more information: <https://www.fitnyc.edu/academics/academic-support/writing-speaking/index.php>.

j. Placement Testing Center

The mission of the Testing Center is to assess a student's current skill in mathematics and English for placement purposes. Through this initial testing, students are properly placed into a mathematics or English course based on their current level, thus maximizing their chances of academic success. For more information: <https://www.fitnyc.edu/admissions/undergraduate-applicants/placement-tests/index.php>.

k. Academic Skills Tutoring Center

The purpose of the Academic Skills Tutoring Center is to provide all FIT students who are Currently enrolled in credit-bearing and developmental courses with the support system they may need in order to be successful in their classes. The tutoring services offered work towards enabling each student to acquire the skills necessary to become well-rounded independent learners. For more information: <https://www.fitnyc.edu/academics/academic-support/tutoring/index.php>.

IV. Division of Enrollment Management and Student Success

The Division of Enrollment Management and Student Success (EMSS) is dedicated to offering student-focused services and co-curricular programming in support of FIT's diverse student population. EMSS aims to collaborate with students and other members of the FIT community to create an experiential environment that complements and contributes to students' academic learning, social growth, and professional development.

A. Student Development

1. Athletics and Recreation

FIT has intercollegiate teams in cross- country, tennis, volleyball, among others. Participation in athletics provides training for life and FIT student athletes strive

toward excellence within the classroom and within intercollegiate competition. FIT teams compete against other schools in Region XV of the National Junior college Athletic Association.

Athletics and Recreation unit also organizes the Employee Wellness Program which offers a variety of programs each semester including free on-campus lunchtime exercise classes, special lunchtime seminars, and health screenings. Programs are announced via e-mails from HR Wellness. For more information: <http://www.fitnyc.edu/athletics/>.

2. Counseling Center

The Counseling Center provides confidential, personal counseling to students. Chief services are short-term individual counseling, crisis intervention, and, when necessary, referrals to external agencies. Counselors also conduct exit interviews or students withdrawing from the college, probation counseling to those with academic difficulties, and specialized assistance. For more information: <https://www.fitnyc.edu/life-at-fit/health-and-wellness/counseling/index.php>.

3. Health Services

Health Services provides basic and preventative medical programs. The office provides diagnostic services, treatment for general medical conditions and clinics for sexually transmitted diseases, emergency care, family planning services, and education in preventing substance abuse. For more information: <https://www.fitnyc.edu/life-at-fit/health-and-wellness/health-services/index.php>.

4. Disability Services

The Office of Disability Services (FIT-ABLE) exists to ensure that students with disabilities are provided with equal access to learning, in accordance with the Americans with Disabilities Act of 1990, and with Section 504(e) of the Rehabilitation Act of 1973, which speaks specifically to post-secondary education. The FIT-ABLE office is a confidential support service for FIT students who elect to self-disclose, seeking reasonable academic adjustments, accommodations, and auxiliary services, free of discrimination. FIT-ABLE staff are available to meet individually with students, faculty, staff, and administrators, and provide support services to enable the participation of students with disabilities in classes and events sponsored by the college. Students with learning disabilities, physical, mobility, visual, or hearing impairments, and medical and mental health conditions, comprise this population accepted to the college by regular admissions standards. For more information: <http://www.fitnyc.edu/fitable/index.php>.

5. Residential Life

Residential Life administers four residence halls with approximately 2,300 residents. All resident counselors and professional staff live on campus. This includes the Director of Residential Life, Assistant Directors, Resident Counselors, and Building Managers. Resident Counselors and Building Managers are on call for

emergencies in all four halls after business hours. Residential Assistants (student staff) are assigned to every floor in each hall. Counselors supervise campus life as well as a Conduct/Judicial Board and Resident Hall Community Council. Preference for housing is given to full-time, degree-seeking students. The residence halls include: Co-ed Hall, Nagler Hall, and Alumni Hall, all three are on campus on West 27th Street, and George and Mariana Kaufman Residence Hall on West 31st Street between 9th and 10th Avenues. For more information: <https://www.fitnyc.edu/life-at-fit/residential-life/index.php>.

6. Student Life

Student Life is responsible for providing quality extracurricular activities. There are more than 70 student-run clubs, the FIT Student Government Association (FIT SGA), the Drama Club, the *W27* student newspaper, the yearbook, WFIT Radio and Television, and *ICON*, a magazine featuring students' creative work. This office also handles film series, common hour programs, educational, cultural, and social events, and the Center and Game Room activities. Leadership training programs in group dynamics and life skill workshops for students are run by this office, as well as college Orientation Programs, Commencement Exercises, the Student Ambassador Program, Student Volunteer Services, Phi Theta Kappa, and the FIT Student Handbook. For more information: <https://www.fitnyc.edu/life-at-fit/department-of-student-life/index.php>.

B. Enrollment Services

1. Admissions and Strategic Recruitment

The Admissions Office is the first point of contact for all prospective students for graduate and undergraduate programs. Admissions personnel advise and counsel prospective students concerning degree program paths and choice of an appropriate major through information sessions, college fairs, individual counseling, and professional workshops. The Admissions Office oversees application processing and the procedures involved in admitting first-time and transfer students, internal transfers, and readmitted students for all degree levels—for the associate and bachelor degree levels, both full- and part-time. For more information: <http://www.fitnyc.edu/admissions/index.php>.

2. Office of Educational Opportunity Programs

a. Educational Opportunity Program

Educational Opportunity Program (EOP) is a State University of New York admissions initiative implemented in 1969. It coordinates and provides comprehensive support services to eligible NYS students with persistent socioeconomic disadvantages who seek educational advancement. Services are intended to foster academic

persistence and successful degree completion. They include: personal counseling, supplemental tutoring, peer mentoring, support workshops, and supplemental financial assistance. For more information: <http://www.fitnyc.edu/eop/>.

b. Child Care Assistance Program

Child Care Assistance Program (CAP) has operated at FIT since 1987 as a service to FIT students with primary childcare responsibilities. Program services focus on effective adjustments to parent-student role demands, with attention to academic needs, goals, and childcare coverage. Services include: personal advisement, participation in peer support groups, and financial assistance for childcare coverage. On-site childcare is not provided. Questions regarding this program may be directed to the EOP office.

c. OEOP Art and Design Prep

OEOP Art and Design Prep Program, launched during fall 2006, is a Saturday program for under-served high school students with art and/or design talents. The mission is to identify and prepare talented high school students who wish to apply to FIT during their senior year of high school. OEOP Art and Design Prep Program offers courses in life drawing, fashion illustration, portfolio and preparation. OEOP Art & Design Prep Program partners with New York City area high schools and is administered by the Office of Educational Opportunity Programs.

3. Financial Aid

FIT provides scholarships, grants, loans, and part-time employment to students in financial need. Students must be in a degree program and apply for financial aid for each academic year. Applicants complete the Free Application for Federal Student Aid (FAFSA) by March 1st for the fall semester and by November 1st for the spring semester. Interest-free tuition payment plans are also available to help distribute all or part of a student's educational expenses into monthly payments.

4. International Student Services (ISS)

International Student Services (ISS) assists all nonimmigrant students admitted to FIT degree programs in matters pertaining to their immigration status in the U.S. and seeks to foster intercultural understanding by facilitating the Cultural Fellows program and producing a number of internationally themed events for the entire FIT community throughout the year.

ISS does not admit students; prospective international students should be directed to Admissions for information on academic offerings, requirements, admissions eligibility, and transfer-credit guidelines.

5. Registration and Records

The Registrar's Office is responsible for maintaining integrity of student data and

academic records according to the academic policies and procedures of the college. The Office also oversees the administration of the programming and scheduling of courses and course management by restricting, processing appropriate enrollment sizes as well as processing registration, pre-registration, de-registration. Additionally, the Office provides support for graduation advisement, graduation review/certification, enrollment certification and verification, issuance of transcripts; and the maintenance of academic and planning calendars.

V. The Faculty Senate

A. Mission and Bylaws

FIT's Faculty Senate is the college faculty's leadership structure and is organized through elected, standing committees. The Faculty Senate structure ensures faculty participation in the formulation of policy for undergraduate and graduate education in relation to curriculum, academic standards, student affairs, and tenure and promotion. The Faculty Senate general meetings are scheduled once a month and are open to all faculty. Some Faculty Senate committee meetings are open to all faculty (Please contact the Office of Faculty Services [fac_serv@fitnyc.edu] if you wish to attend a meeting.) The following Committees are not open to faculty: Executive Committee, the Committee to Evaluate Administrative Personnel, Sabbaticals Committee and the Tenure & Promotion Committee.

The Faculty Senate Bylaws are available through the Faculty Senate website located on the college's intranet: [MyFIT Home /Academic Affairs /Faculty Senate / Faculty Senate Bylaws](#).

B. Faculty Senate Standing Committees

Currently, the Faculty Senate consists of ten (10) standing committees. Faculty are invited to run for membership as per the guidelines set forth in the Faculty Senate Bylaws. Nominations and elections are held in the spring semester and the membership term is two years with the exception of the College-wide Tenure and Promotion Committee and the Executive Committee Officers' positions which are three years. Committee responsibilities, specific eligibility and membership requirements may be found in the Faculty Senate Bylaws.

1. Executive Committee (this group oversees the following committees)
2. Academic Assessment Committee
3. Committee on Academic Standards
4. Committee to Evaluate Administrative Personnel
5. Curriculum Committee
6. Instructional Technology Committee
7. Nominations and Elections Committee
8. Committee on Sabbaticals and Release Time for Research

- 9. Student Affairs Committee
- 10. Tenure & Promotion Committee

VI. Faculty

The faculty of FIT include classroom and non-classroom members, full-time and part-time. In all cases, the following ranks apply: Instructor, Assistant Professor, Associate Professor, and Professor.

A. Appointment

The duty and power to make all appointments are vested in the President, the chief executive officer of the college. The President makes appointments to full or part-time faculty positions at any rank after review and recommendation by the qualified voters of the department or unit, the School/Unit Dean/Senior administrator, and the Vice President for Academic Affairs.

The appointment process for the director or administrative head of a non-classroom faculty unit is set forth in detail in the Collective Bargaining Agreement (CBA §13.0).

Nothing set forth herein shall be construed as limiting or modifying the President's responsibility and ultimate authority to approve and authorize appointments and promotions. The requirements and qualifications described hereinafter serve as a guide. The possession of such qualifications is no assurance of appointment or promotion. The President in such situations may modify any described requirements and qualifications where he or she considers such action to be in the best interest of the college. Such action shall not be considered as a precedent.

Initial appointment to a rank higher than Instructor will require the candidate to show evidence of education and/or superior achievement in his or her field for consideration by the qualified members of the department (via the respective departmental Tenure and Promotion Committees). If the majority vote is for acceptance, and if recommended by the School/unit dean, the candidate's name will then be sent to the college-wide Tenure and Promotion Committee for consideration and recommendation to the President via the Vice President for Academic Affairs or the Vice President for Enrollment Management and Student Success as appropriate.

B. Reappointment/**Peer Observations**

All full-time non-tenured faculty on tenure track must be considered for reappointment by their department each semester until tenure is granted. Peer observations are required of all full-time faculty on tenure track. The Office of Faculty Services maintains records of reappointment and distributes notices regarding the reappointment process. All adjunct faculty and part-time classroom assistants on Certificate of Continuous Employment (CCE) track must be considered for reappointment each semester until a CCE is granted. Peer observations are required of all adjunct faculty and part-time classroom assistants on CCE track.

Please refer to **CBA § 17.0** (full-time) and **CBA §19.0** for detailed information on reappointment and peer observations.

In the case that the department vote results in a recommendation of non-reappointment, the following processes occur:

1. If the Department vote results in a recommendation of non-reappointment during the fall semester, the department shall notify the employee on or before December 1st; if the Department vote results in a recommendation of non-reappointment during the spring semester, the department shall notify the candidate on or before May 1st. (**CBA §17.6**)
2. If the Dean or Vice President recommends non-reappointment, they must notify the employee on or before December 15th for the fall semester and on or before May 15th for the spring semester. (**CBA §17.6.1**)
3. If the President's decision is non-reappointment, the employee shall be notified on or before December 15th for the fall semester and on or before May 15th for the Spring semester. (**CBA §17.6.1**)

See Appendix B: Requirements and Qualifications by School/Unit of the college

C. Tenure and the Certificate of Continuous Employment (CCE)

During the period before tenure (for full-time faculty) or a Certificate of Continuous Employment (CCE, for adjunct faculty) is granted, the department assesses a faculty member's performance and effectiveness as an instructor in the classroom area or as a professional in the non-classroom area. For faculty in teaching positions, these evaluations include the following elements:

- A. Academic and/or professional achievement, including degrees additional credits earned, dissertation in progress, publications, participation in conferences, and/or other evidence of professional growth.
- B. Excellence in teaching, as indicated by peer observations and student evaluations.
- C. Service/contributions to the FIT community—to the department, the School/Unit, the students, and the college as a whole.

For those in non-classroom areas, comparable evaluations are used.

1. Tenure – Full-Time Faculty

FIT's tenure definition is established through New York State Education Law Section 2587: Tenure in FIT. The President will grant tenure upon reappointment for a fourth full year upon completion of three years full-time continuous service at FIT as instructor, assistant

professor, associate professor, or full professor. However, a recommendation for tenure should be made only if the faculty member's achievement is significant enough to indicate the potential of continuous achievement over the long term.

Tenure shall be granted in the department with certification in specific discipline(s). Where credits and/or degrees must be appropriate and approved, the President prior to reappointment shall make such determination. The President may recommend and the Board of Trustees may grant early tenure, giving credit for prior service in accredited institutions and/or industry experience.

There shall be an automatic title change upon the receipt of tenure for all full-time faculty members who were hired at the title/rank of "instructor" to "Assistant Professor". For faculty hired above the rank/title of "Instructor", there is no title change upon the granting of tenure.

The Office of Faculty Services keeps track of faculty tenure dates and contacts full-time faculty members when they are eligible to apply for tenure. The tenure applications are available online. Questions regarding the tenure process may be directed to the Office of Faculty Services.

2. Certificate of Continuous Employment (CCE) – Adjunct Faculty

a. Classroom Faculty

All eligible part-time faculty are notified by the Office of Faculty Services regarding the CCE application process once they have completed approximately sixty-five (65) teaching hours. There is a formal application process which requires review and recommendations to the President by the department, school/divisional dean/senior administrator, and the College-wide Tenure and Promotion Committee. The President makes the final decision on all CCE applications. A CCE mapped to specific courses is granted upon the completion of seventy-two (72) hours and reappointment for a seventy-third hour. Part-time faculty must also have served a minimum of three years prior to being granted a CCE. Although the CCE is not identical to tenure, it does grant greater assurance of continued part-time employment. Eligible courses for the granting of a CCE will be those in which the faculty member has been observed a minimum of two times and has a minimum of two sets of student evaluations.

b. Non-Classroom Faculty

All eligible part-time non-classroom faculty are notified by the Office of Faculty Services regarding the CCE application process once they have completed approximately 2600 hours of service. There is a formal application process which requires review and recommendations to the President by the department, school/divisional dean/senior administrator, and the College-wide Tenure and Promotion Committee. The President makes the final decision on all CCE applications. A CCE is granted upon the completion of 3200 hours. Part-time non-classroom faculty must also have served a minimum of three years prior to being granted a CCE. Although the CCE is not identical to tenure, it does grant greater assurance of continued part-time employment. Although the CCE is not identical to tenure, it does grant greater assurance of continued part-time employment.

For adjunct faculty who are granted a CCE, there shall be an automatic change in title/rank promotion from the rank of “adjunct instructor” to “adjunct assistant professor”. If the adjunct faculty member was hired at a rank other than “instructor”, there is no title change upon the granting of a CCE.

The Office of Faculty Services tracks all adjunct faculty hours in preparation for CCE and faculty are provided with information on the application process when they are eligible to apply. Questions regarding the CCE process may be directed to the Office of Faculty Services.

VII. Change in Title/Rank

A change in title/rank applies in certain cases as stated in Section 24.1 of the CBA and as detailed below.

Full-time Faculty: For all full-time faculty members, there shall be automatic promotion from the rank of “Instructor” to the first step of the “Assistant Professor” rank, in the following manner:

- A. Individuals whose initial appointment was made at the first step of the Instructor rank shall be promoted to Assistant Professor after completing three (3) years’ service as an Instructor and upon the granting of tenure.
- B. Individuals whose initial appointment was made at the second step of the Instructor rank shall be promoted to Assistant Professor after completing two (2) years’ service as an Instructor.
- C. Individuals whose initial appointment was made at the third step of the Instructor rank shall be promoted to Assistant Professor after completing one (1) years of service as an Instructor.

Adjunct Faculty:

For adjunct faculty who are granted a CCE, there shall be an automatic change in title/rank promotion from the rank of “adjunct instructor” to “adjunct assistant professor”. If the adjunct faculty member was hired at a rank other than “instructor”, there is no title change upon the granting of a CCE.

VIII. Promotion and Departmental Certification

Promotion in rank at FIT is awarded in recognition of notable faculty performance and achievement beyond performance in the three areas of professional accomplishments, superior service contributions to the Department, School/Division and College, and growth and excellence in teaching or appropriate area of primary assigned responsibility, in

accordance with the guidelines set forth by the Collective Bargaining Agreement and the FIT Faculty Handbook. In addition to meeting required threshold eligibility requirements, faculty seeking promotion in rank are expected to demonstrate sustained and balanced contributions in all three areas throughout the time period since their last promotion.

Faculty may apply for promotion provided they meet their school's/division's minimum educational and professional requirements for a change in rank. All promotion applications are formally reviewed during the spring semester only; promotions, if granted, will take effect in the fall semester. The promotion process is also referenced in the CBA, §24.2.

A. Full-time and Adjunct Faculty Requirements

To be eligible for a promotion:

1. **Request to Collect Student Evaluations for Promotion.** A faculty member who wishes to be considered for promotion must inform the Office of Faculty Services of their intention to apply for a promotion by completing the "Request to Collect Student Evaluations for Promotion" form two years in advance of the year they will be submitting their application.
2. **Time in Rank.** All candidates for promotion to a higher professorial rank must have served at least four (4) continuous full-time years in their current FIT rank at the time promotions become effective.
3. **Student Evaluations.** All candidates for promotion with student contact must have collected four consecutive sets of student evaluations (spring, fall, spring, fall). Candidates who serve as chairs, associate/assistant chairs, directors and assistant directors will also require peer/surrogate evaluations.
 - a. **Classroom Faculty**
 - Full-time Faculty:** Evaluations are required in all day classes taught by full timers. Evaluations are not required to be completed in evening courses but if they are completed, they will be considered as part of the promotion application)
 - Adjunct Faculty:** Student evaluations must be completed in all courses taught in all semesters and sessions, including evening, weekend, summer, and winter.
 - b. **Non-Classroom Faculty (full-time and adjunct).** Candidates without student contact will require peer/surrogate evaluations.
4. **Application Form and Process.** The promotion application form is available on the Office of Faculty Services website. Only materials and information required in the promotion application may be considered in the decision-making process. (All listed achievements must be verified.) The completed application form is submitted to the candidate's department for consideration. After review and recommendation by the department, if recommended, the application is sent to the school/division dean/senior administrator for their recommendation to the college-wide Tenure and Promotion Committee via the Office of Faculty Services. If the department does not recommend the application, the candidate must appeal to their school/division dean to consider the application. The college-wide Tenure and Promotion Committee, after deliberation, ranks the candidates and submits its

recommendations to the President for final disposition via the Vice President for Academic Affairs. This item is referenced in the CBA §24.5.10.

5. Adjunct Faculty Additional Requirements

Adjunct Classroom and Non-classroom Faculty must have a CCE and also meet all requirements as stated above except note that for adjunct classroom faculty, In addition, they must have the required number of hours as stated in the CBA Sections 24.3.1 and 24.4.1

B. Criteria for Promotion

While specific criteria for demonstrating notable performance will vary by discipline, the following overarching framework will apply across all disciplines and schools/divisions in the College;

For promotion to the rank of Associate Professor, classroom faculty should be able to demonstrate excellence and commitment to professional growth in teaching. Faculty should also have an emerging record of accomplishment in scholarly, creative, or professional work appropriate to the faculty member’s discipline, along with a significant record of service to the Department, School/Division, and college. Non-classroom faculty should be able to demonstrate an emerging record of professional accomplishment and growth, as appropriate, in their area of specific and assigned primary functional responsibility.

The rank of Professor is the highest academic rank in the college, and therefore, for promotion to the rank of Professor, classroom faculty should be able to demonstrate consistent excellence and professional growth in teaching over an extended period of time. Faculty should also be able to demonstrate sustained superior service contributions to the Department, School/Division, and College along with a broad, substantial and focused record of accomplishments in scholarly, creative or professional work that has earned the faculty member visibility, recognition and the professional respect of their peers in the discipline beyond FIT. Non-classroom faculty should be able to demonstrate a similar expanded record of excellence, professional accomplishment, and growth as appropriate, in their specific and assigned area of primary functional responsibility.

C. Departmental Certifications

Departments will certify faculty members receiving tenure in certain disciplines, or a Certificate of Continuous Employment (CCE) in certain courses within subject areas, as follows:

<p>School of Art and Design</p> <ul style="list-style-type: none"> ● Footwear and Accessories Design ● Advertising and Digital Design ● Communication Design Foundation ● Computer Graphics ● Fashion Design: Apparel/Art 	<p>School of Liberal Arts and Sciences</p> <ul style="list-style-type: none"> ● Educational Skills ● English and Communication Studies ● Film, Media & Performing Arts ● Modern Languages and Cultures
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<ul style="list-style-type: none"> ● Fine Arts ● Illustration ● Interior Design ● Jewelry Design ● Menswear ● Packaging Design ● Photography ● Textile/Surface Design/Fabric Styling ● Toy Design ● Spatial Experience Design <p>Jay & Patty Baker School of Business and Technology</p> <ul style="list-style-type: none"> ● Advertising & Marketing Communications ● Cosmetics & Fragrance Marketing ● Direct & Interactive Marketing ● Fashion Business Management ● Home Products Development ● International Trade & Marketing ● Production Management: Fashion and Related Industries ● Technical Design ● Textile Development & Marketing 	<ul style="list-style-type: none"> ● History of Art ● Science and Mathematics ● Social Sciences <p>School of Graduate Studies</p> <ul style="list-style-type: none"> ● Art Market Studies ● Cosmetics and Fragrance Marketing and Management ● Exhibition and Experience Design ● Fashion Design ● Fashion and Textile Studies ● Global Fashion Management ● Illustration <p>Enrollment Management and Student Success</p> <ul style="list-style-type: none"> ● Admissions ● Registrar ● Counseling Center ● Student Life ● Residential Life ● Financial Aid Services ● International Student Services
<p>Academic Affairs</p> <ul style="list-style-type: none"> ● Academic Advisement ● Career and Internship Services ● Faculty Development/ Center for Excellence in Teaching ● Internship Studies ● Library ● Writing and Speaking Studio 	

IX. Workshops on Tenure and Promotion

Informational workshops on tenure and promotion are held regularly by various campus organizations, including the college-wide Tenure and Promotion Committee, the Center for Excellence in Teaching, Faculty Services, and Academic Affairs. College-wide notices regarding these workshops are distributed to all faculty.

X. Responsibilities, Performance, and Expectations

Faculty are expected to adhere to professional standards in instruction including organized and timely record keeping and meeting deadlines associated with attendance,

certification, and grading rosters.

A. Preparation and Grading of Class Work

These are the responsibility of each instructor. There are facilities in some department offices for typing, duplicating, and small-scale photocopying. More extensive copying is performed by the FIT Print Shop. Class syllabus must clearly communicate the criteria used for grading. Posting class information such as your syllabus on Blackboard avoids the need to have copies made and facilitates updating. Where possible, sustainable practices for sharing materials with students are to be followed.

B. Roster Information and Submission Responsibilities

a. Attendance and Course Rosters

Faculty are responsible for checking their FIT email for important messages from the FIT Registrar's office. FIT email addresses are the official format for communication. Over the course of the semester the Registrar will periodically send emails with information on important dates, deadlines, and actions needed to keep course rosters current. Accurate student enrollment is critical to both the student and the institution. The course roster is one of the significant sources for this data. The enrollment in a course can potentially change from week to week and it is imperative that faculty manage their rosters in order to keep rosters up to date.

During the first week of classes, students whose names are not on the roster should be advised to either register online or contact the Registrar's Office, FIT_Registrar@fitnyc.edu, in order to officially enroll before they are allowed to continue with the course. If a student does not register and pay tuition, they will not receive credit for the course.

At the beginning of week two, faculty should run a new course roster to confirm the students who are officially registered for the course.

It is important to take attendance in each class to confirm the students who are enrolled. Students who withdraw from a course must have the Course Withdrawal Form signed by the respective faculty with a (mandatory) last date of attendance. The process continues to be student initiated. Withdrawals are allowed from week two (2) through week thirteen (13).

b. Final Grade Rosters

Faculty can only assign grades to students who are officially registered and appear on the final grade roster. Each term, the Registrar's Office emails faculty the online grading instructions and a deadline to submit the grade rosters. For more information on grading policies and procedures, see: <https://www.fitnyc.edu/academics/courses-and-registration/registrar/grades/>

c. Roster Instructions

These will be made available to faculty at various times during the semester to assist faculty in accessing rosters at the beginning of the semester, certification rosters, and final grade rosters.

C. Office Hours

Full-time faculty shall schedule and post four (4) office hours per week at times most convenient for students. These office hours are to be distributed over a three-day period. Faculty should also be available for students who find it difficult to meet during these office hours. CBA §38.3

Part-time faculty are required to provide office hours in accordance with CBA §38.8. “Each part-time day classroom faculty shall maintain office hours for consultation with students which shall equal two (2) times their weekly contact hours in each regular academic semester.” Adjunct faculty are urged to post a schedule of their office hours; as a rule it is advisable to be available to students before or after classes, after a test or quiz, or by appointment. Compensation for adjunct office hours has been determined by contractual agreement and is announced each semester.

In addition, opportunities for faculty to meet with students are to be arranged by each faculty member. If students cannot, for good reasons, use the scheduled office hours, faculty should make additional time available by appointment. Other meetings during faculty office hours should be avoided. Office hours should be announced to each class at the beginning of the semester and included in the course syllabus. During common hours, which are reserved for student clubs and faculty meetings, neither classes nor office hours are scheduled.

D. Faculty Observation/Evaluation by Peers

1. Full-Time Faculty

In accordance with the CBA, all full-time non-tenured faculty are required to be observed (until the full-time person receives tenure) as follows: at least twice per semester in their first year of service. Thereafter, they will be observed at least once per semester and at least twice per semester if in the second semester the departmental vote was “approved with reservations”. (CBA 17.3)

2. Part-Time Adjunct Faculty

In accordance with the CBA, adjunct faculty are required to be observed until the adjunct instructor attains a Certificate of Continuous Employment (CCE) as follows: at least once a semester for the first six semesters and at least once a year thereafter. (CBA 19.3)

Based on these required observations, written evaluations and ratings are presented to the department as part of the reappointment, tenure, and Certificate of Continuous Employment (CCE) processes.

E. Student Evaluations of Faculty Teaching Effectiveness

All Faculty are required to administer student evaluations in every course they teach until tenure or a Certificate of Continuous Employment is granted. Thereafter, faculty are encouraged to take evaluations each semester for their own information and development.

Also, as per a CBA requirement, all tenured full-time faculty and CCE'd adjunct faculty members are required to administer student evaluations in all classes once every two (2) years upon notification from the Office of Faculty Services. Please refer to the CBA for detailed information about this requirement. (CBA 17.17.1).

Student Evaluations are also required for promotion. Please refer to **Section VIII.A.b.** of this Handbook for specific requirements of student evaluations for promotion.

F. Curriculum

If faculty wish to propose a new course, they first must discuss the need for the course content and the impact that course would have on existing programming, and facilities - including hardware, software and space requirements, with their department chairperson. Faculty should ask their department chairperson if their proposal must be approved prior to development of the course of study. Further, if the proposal impacts other academic departments, the chairpersons from those areas must be consulted before the course of study is developed. Curriculum is reviewed through a workflow governance process before it may be programmed. For more information on this process:

<https://www.fitnyc.edu/about/administration/academic-affairs/faculty-academic-support/curriculum/developing-revising-course/>

G. Course Syllabi - Requirements

Every faculty member is required to prepare and distribute a syllabus to their students and department chairperson preferably before, but no later than, the first day of each course that they teach. Detailed information is outlined in FIT's syllabi policy:

<https://www.fitnyc.edu/about/policies/academic-affairs/syllabi.php>.

A syllabus should include the following:

1. Student learning outcomes for **the** course;
2. Course description: Course description on the syllabus must match the course catalog;
3. Required readings and/or textbooks and/or interactive and audiovisual materials (Books or copies of articles may be put on reserve in the Library for students' use. Requests for the purchase of required and recommended readings should be sent to the Acquisitions Department of the Library);
4. Week-by-week description of coursework and assignments;

5. Academic Honor Code (includes policy on academic dishonesty and academic integrity) <https://www.fitnyc.edu/about/policies/academic-affairs/academic-honor-code.php>;
6. Student Rights and Responsibilities Policies <https://www.fitnyc.edu/life-at-fit/rights-and-responsibilities/index.php>;
7. Grading
<http://catalog.fitnyc.edu/undergraduate/instructionalprograms/scholasticstanding/>
8. Disability Support Services (FIT-ABLE) <https://www.fitnyc.edu/fitable/>
9. Course Attendance Policy: Including excused absences;
10. Course Withdrawal Process: <http://www.fitnyc.edu/academics/courses-and-registration/registrar/course-withdrawal.php>;
11. Final grade calculation: Details on how the final grade will be calculated (in percentages or points) as indicated for the methods of assessment section in the course of study;
12. Library: Provide library information and links to other resources relevant to the course;
13. Academic Advisement Center: Recommend that students utilize advising resources to complete requirements of their individual majors (see <https://www.fitnyc.edu/academics/academic-support/advisement/current-students/program-requirements.php> for more information);
14. Technical Requirements: Specify level of internet access and technological skills required to complete the course. Software and hardware requirements required should also be identified.
15. Grade Appeals: Include information on the grade appeal process. See <http://www.fitnyc.edu/academics/courses-and-registration/registrar/grades/appeal.php> for more information;
16. General Information: College name, school, degree program (if applicable), course title and number, number of credits, number of contact hours, required prerequisites (if applicable).
17. Supply list;
18. Faculty contact information: Name, contact information (ie, your FIT email), and office hours schedule with collaboration tool link; and
19. Faculty office hours

At a minimum, syllabi must contain reference to each of the student services and policies listed below.

Student Services/Policies	Link/Description
Academic Honesty and Integrity Policy	http://www.fitnyc.edu/documents/policies/aa007-academic-honor-code.pdf
Academic Advisement Center	https://www.fitnyc.edu/academics/academic-support/advisement/index.php
Academic Skills Tutoring Center	https://www.fitnyc.edu/academics/academic-support/tutoring/index.php
Attendance policy for the course	From syllabus
Children on campus policy	https://www.fitnyc.edu/about/policies/college/children-on-campus.php
Dean of Students Office	https://www.fitnyc.edu/about/administration/e/mss/dean-of-students/
FIT-ABLE	http://www.fitnyc.edu/fitable/index.php
FIT Counseling Services	https://www.fitnyc.edu/life-at-fit/health-and-wellness/counseling/index.php
FIT's Course Withdrawal Policy	https://www.fitnyc.edu/academics/courses-and-registration/registrar/course-withdrawal.php
FIT Writing & Speaking Studio	https://www.fitnyc.edu/academics/academic-support/writing-speaking/index.php
Gladys Marcus Library	https://www.fitnyc.edu/academics/library/index.php
Student Disability Services	https://www.fitnyc.edu/fitable/index.php
Technical Support for Blackboard with Open SUNY Help Desk	https://online.suny.edu/help/

Additional information about syllabus development may be found here: <https://www.fitnyc.edu/about/administration/academic-affairs/faculty-academic-support/curriculum/curriculum-development-resources.php>.

H. Course Accessibility

Faculty are required to make in-class announcements and/or statements on their syllabus encouraging students with learning disabilities who seek out FIT-ABLE's services. Here is an example of a statement faculty can use on their syllabus:

“FIT strongly upholds a student's equal opportunity to learn. Students with disabilities who will be taking this course and may need disability-related classroom accommodations are to register for support services with FIT-ABLE, the Office for Disability Services, located in A570, 212-217-4090. Please also make an appointment to see me as soon as possible.”

Faculty have the responsibility to make courses accessible to all students, with and without disabilities, by making modifications, including but not limited to, changing test

formats (e.g., from multiple choice to essay), utilizing different modalities for the delivery of information, and testing students on their knowledge of the course material and not on the impact of their disability. Sites for field trips should be checked in advance to ensure full accessibility is available.

I. Evaluation of Students' Work

The grading system used must be fair, stated clearly in the syllabus and fully explained to students at the start of the semester. If coursework is not returned to students such as papers, projects, and examinations, the faculty member will keep these items for a period of at least one year after the end of the semester. Attendance as well as grade records are required by faculty as per the college's attendance and grading policy. It is particularly important that your expectations about student evaluation be clear, as a frequent basis for student appeal of grades is lack of clarity in evaluation criteria. The instructor, with the approval of the department chairperson and School/unit dean, may initiate a change of grade.

J. Grade Appeals

Faculty are expected to review assignments and/or examinations with any student who questions his or her grades. The process and criteria for grade appeals should be included in the syllabus. For detailed information, please refer to the current Student Handbook, under "Grade Appeal" or <https://www.fitnyc.edu/academics/courses-and-registration/registrar/grades/appeal.php>.

K. Classroom Procedures

1. Policies Regarding Student Absence and Lateness

Unless a department has an established attendance policy, individual instructors may determine policies for student absences and/or lateness. This policy should be clearly stated on the syllabus and explained to students at the beginning of each semester. If a student is assigned a grade of WD or WF, the last date of attendance must be on record. A student has up until the 13th week of a semester to withdraw from a course and must initiate the request through a student withdrawal form posted on the registrar's site.

2. Food in the Classroom

Allowing food and/or drink in a classroom is at the faculty's discretion. Courses held in computer labs, however, should follow a no food/no beverages policy.

3. Chalkboards, Whiteboards, Technology and Classroom Configuration

Instructors are expected to erase all boards, log-off technology and return the classroom to the original configuration for the next instructor.

4. Classroom Security

Faculty are responsible for locking classroom doors, particularly labs, after each class. Please see the department office assistant for key distribution.

5. Evacuation Alarms

In the case of an alarm, faculty must follow the procedures announced each semester by Operational Services. Unannounced fire drills are conducted periodically, and these must be treated as actual evacuations. Students should be instructed to file out of the building in an orderly fashion and go across the street, following the instructions of security personnel.

6. Campus Safety

There are emergency telephones in all classrooms. The red telephones in the hall and loudspeakers are directly connected to campus security. On-campus, Security can be reached at 7-7777 and, from off-campus, at 212-217-7777.

L. College Procedures and Policies

The college maintains a policy library that aligns its mission and vision. Policies related to academics include: the Academic Honor Code, Academic Standing, Assignment of Credit Hours, Campus Grading, Syllabi and Textbooks, Grade Appeal, and Intellectual Property : <https://www.fitnyc.edu/about/policies/a-z.php>.

For additional information on anti-harassment and nondiscrimination and other college-wide policies: <https://www.fitnyc.edu/about/policies/college/nondiscrimination.php>.

M. Other Services

For procedures regarding faculty mail, program cards, office/classroom keys, and the use of office equipment, faculty must see the department coordinator/secretary or chairperson.

XI. Workload, Assignment of Program (AOP), and Academic Calendars

A. Academic Calendar

The fall and spring semesters consist of fifteen (15) weeks of instruction including examinations. Intersessions include a five-week summer session I, a four-week summer session II, and a three-week winter session. Grades and attendance rosters for all sessions must be submitted in line with the Registrar's deadlines.

B. Assignment of Program (AOP) Lists

Assignment of Program (AOP) lists individual faculty members in order of contact hours taught in full-time and part-time sessions. Generally, priority in the selection of courses is determined by a faculty member's standing on the appropriate AOP lists. The "A" list relates to the selection of courses in the evening/weekend. The "B" list is for the selection by part-time faculty of day courses, and the "C" list for the selection by full-time faculty of

day courses. Part-time faculty are added to the AOP list upon reappointment after completion of forty-eight (48) contact hours. For detailed information regarding the AOP lists, please refer to the current Collective Bargaining Agreement (CBA). The Office of Faculty Services maintains the AOP lists.

C. Work Load (Full-Time Faculty)

Full-time employment by the college is considered the basic employment of the individual. In no case shall an employee have full-time employment elsewhere while he is a full time employee of the college.

The workload for full-time faculty is determined on a weekly basis as follows:

I. Teaching Hours—Classroom Faculty

The full-time teaching load consists of a minimum of twelve (12) class contact hours per week of assigned teaching. In certain cases, some of these hours may be released for college work. It is understood that teaching assignments will be scheduled over no less than three (3) days and for no longer than six (6) contact hours per day, except that individual faculty may agree to a different schedule. Reassigned time from teaching must be approved in advance by the School Dean and the Vice President for Academic Affairs.

II. Hours—Non-Classroom Faculty

The normal work week shall consist of five (5) days, thirty (30) hours work per week. Upon request, the director shall consult with the members of the department relative to the arrangement of work schedules so that the thirty (30) hours may be worked on either a five (5) or four (4) day schedule including flex-time variations on the fifth day. Such a schedule shall be on a semester basis and be subject to the needs of the department, the recommendation of the senior administrator, and the approval of the President. The schedule shall be arranged during the semester prior to implementation. (CBA, Section 27.2)

D. Workload Reduction for Full-Time Faculty

Upon written request by the employee, a full-time member of the faculty fifty-five (55) years or older having completed at least ten (10) years of full-time service, may be permitted by the President or President's designee with the recommendation of the Department and School Dean to work no less than one-half (1/2) the normal workload during the day at a prorated salary. Under such circumstances, the employee may not increase the number of hours taught by the employee in the evening and/or weekend program beyond that which was taught in the previous academic year. (CBA, Section 35.7)

E. “On Call” Days

On days when full-time faculty members have no teaching assignment, they are considered to be “on call” and available to the college when needed.

F. Grievance Procedure

It is declared policy of the college to encourage the prompt informal resolution of employee grievances or complaints at the workplace. However, when this cannot be done, there is an agreed formal grievance procedure. The employee has the right to be represented by anyone of his or her choice including representation by the Union or Human Resources. See the current CBA, Section 7.0 for details.

G. Class Size

Enrollment for most classes may not exceed twenty-five (25) students, although for planning purposes twenty-seven (27) students may be initially registered. Enrollment may exceed twenty-five (25) with permission of the faculty member. For exceptions covering special types of classes, refer to the current Collective Bargaining Agreement (CBA) section 39.0.

H. Submitting Timesheets

There are mandatory procedures for submitting monthly timesheets, which differ for full-time faculty and part-time faculty. Timesheets are submitted online through the [MyFIT: MyFIT Home /Employee /Time and Attendance /Leave Reports](#) portal, similar to the procedure for submitting grades, but through the Employee tab.

I. Common Hours

Two (2) “common hours” are scheduled each week, Tuesday and Thursday from 1:00-2:00 pm. These times are reserved for student involvement with clubs, as well as various faculty meetings. Office hours and classes may not be scheduled during these hours.

J. College Meetings

Full-time faculty should attend college-wide faculty conferences and meetings as well as School/unit and department meetings. These meetings are generally held during the common hours or at other times convenient to the majority of the faculty. Part-time faculty are notified of college, School, and department meetings and are encouraged to attend them.

K. Auxiliary College Duties

On days stipulated on the college calendar, faculty members are to be available for registration, orientation, and counseling/ advising of students.

L. College Service

There are many opportunities for faculty participation in the Faculty Senate. There are also opportunities to contribute to student life by serving as faculty advisors to student clubs and organizations and by participating in committee work, activities, and athletic events.

Faculty members with special assignments involving extended periods of time may have a reduced teaching load in proportion to the responsibilities entailed and the complexity of the assignment. The teaching load for department chairpersons are required to be no more than three (3) hours; for associate chairpersons no more than six (6) hours; and assistant chairpersons no more than nine (9) hours. Reduced teaching loads are also accorded to the elected President of the Faculty Senate and to the elected President and other officers of the Union. Relevant sections of the CBA on release time include Sections 38.2 and 38.11.1.

M. Separation from FIT

Please consult the relevant sections of the CBA for detailed information on the following:

- Termination
- Retrenchment
- Disciplinary Procedure
- Suspensions or Dismissal for Cause

Termination of services of any tenured faculty member for just cause shall be governed by procedures outlined in the FIT tenure law (see New York Code, Education Law, Article 52, Section 2587, paragraph 9), available online at http://law.justia.com/newyork/codes/education/edn02587_2587.html.

N. Emeritus Status

Members of the faculty who retire in good standing in accordance with the provisions of Title B, C, D, or Article XV of the policies of the State University of New York Board of Trustees, shall be entitled to request the addition of the term “Emeritus” to the title of their academic post after the time of retirement, providing they have met the following conditions:

1. Must hold the rank of full professor at the time of retirement
2. Must be a member of the faculty of the college:
 - a. A minimum of twenty-five years, and
 - b. Who has initiated the introduction, organization, and development of a department or an area of study within a department in the college, which has been continued for a minimum of ten years.
3. Must have gained recognition in the college for the quality of service to the college above and beyond the requirements of the positions held.
4. Procedures for the determination of eligibility leading to “Emeritus” status are as follows:
 - a. Each nomination of an eligible candidate for emerita status shall be made by the department or divisional dean.
 - b. The department or divisional dean shall forward the recommendation to the Vice President of Academic Affairs.
 - c. The Vice President of Academic Affairs shall make his/her recommendation to the President.
 - d. The President shall make his/her recommendation to the Board of Trustees.

- e. The Board of Trustees shall make a final determination about granting emeritus status based on their review of the President’s recommendation.

The President shall also have the ability to nominate a faculty member directly to the Board of Trustees for their review.

XII. Substitution Policy for Instructor Absences

The detailed policy on Substitution may be found in the CBA, Section 21.4.5.

XIII. Other College Resources

A. The Museum at FIT

The Museum at FIT in the Shirley Goodman Resource Center in the “E” Building attracts thousands of students, designers, researchers, fashion writers, and historians who come to study its collection of apparel dating from the 18th century with a strong emphasis on the 20th century. Its textile collections include 30,000 textiles dating from the 18th through 20th centuries, 250,000 indexed textile swatches, and 1,300 sample books from all over the world. The galleries of the Museum provide a showcase for an assortment of exhibitions open to faculty, students, and the public. Its 13,000 square feet of space are used for presenting exhibitions drawn from the world of fashion and accessories, as well as others, which explore broad issues of interior design, textiles, communications, advertising, marketing, photography, graphics, and toy design.

Founded in 1967 by the Fashion Institute of Technology, The Museum at FIT collects, conserves, documents, exhibits, and interprets fashion. The Museum organizes an extensive program of specialized classes, tours, lectures, and symposia for diverse local, national, and international audiences. Moreover, it pursues scholarly publication, new initiatives, and research opportunities for students, scholars, and designers. For more information: <http://www.fitnyc.edu/museum/index.php>.

B. Educational Technology & Desktop Services at FIT

The Information Technology Department is responsible for all technology needs on campus. Within IT, the Enterprise Technology and Network Services group manages the college email system, network, wireless, and servers. The Software Services group manages the Student Information System, portal, reporting systems, and all other business critical applications. Also under the IT umbrella, the Telecommunications group maintains the cable television system, video conferencing, telephones, and network wiring.

The Desktop Services and Customer Service houses FIT’s technicians, who install software, repair computers, and provide helpdesk services on technology-related issues for

students, faculty, and staff. The Technology Development Team provides training to staff and faculty on all the technology available on campus.

The Academic Computing group oversees the college's computer classrooms and over 46 computer labs/departmental labs on campus.

For more information on hardware and software available on campus, as well as their policies and procedures for wireless access, etc., see: <http://it.fitnyc.edu/>

Media Services (AV Equipment Reservations)

Media Services is the place to go to reserve audiovisual equipment that is not installed in the various classrooms. It is located at the C Building, Room C305B. Reserve DVD players, VCRs, slide projectors, overhead projectors camcorders, cassette recorders, microphones, TVs, etc. Equipment must be picked up and brought back by the faculty member for day classes before 6pm; evening and weekend reservations will be delivered and returned by Media staff. This office can also duplicate or convert DVDs and videocassettes. For more information, see <http://it.fitnyc.edu/media/>

I. TechHelp Support Center

TechHelp supports the entire FIT community with a wide range of service requests and as a place to report any IT related issues. Our support team addresses over 20,000 service tickets a year and are available by phone (212) 217-HELP (4357), by email TechHelp@fitnyc.edu, or by visiting the Faculty and Staff support center in room C305B. Assistance can range from topic including: hardware, software, internet access, account passwords and access, office support, FIT telephone and laptop troubleshooting, and much more. More information can be found at their website <http://it.fitnyc.edu/get-help/>

II. Desktop Support Services

Desktop Support is a team ready to assist with any issues in the offices and Administrative spaces. The Support Specialists are prepared to visit your location and assist as needed with complex hardware and software troubleshooting. Issues will be escalated to this team through TechHelp.

III. Innovative Technology & Digital Production Services

The Innovative Technology and Digital Production (ITDP) unit within FIT's Information Technology division is responsible for serving the FIT community in several areas such as maintaining student Computer Labs, providing Digital Printing and Fabrication services on campus, and organizing workshops and events. This team is responsible for supporting and maintaining PrintFX, FabLab, FITDIL - FIT Digital Image Library, and Library Technology User Services. More information can be found at their website: <https://www.fitnyc.edu/academics/library/technology/>

IV. Academic Computing Center

The Academic Computing Center supports the computers and software within the computer classrooms, and general-purpose podium classrooms. The Computer Commons open lab located in the basement of the "C" building (CC15 and CC15A), are home to 150+ computers where students have access to 60+ pieces

of industry applications to support their classroom assignments. The Computer Commons consists of both Windows and Mac computers loaded with software to support the needs of the curriculum.

Many of the computer classrooms are equipped with various peripherals such as large format scanners, printer, Cintiq and Wacom tablets, digitizers and plotters. All stations, with the exception of some laptops, have wired internet and wireless internet is available in all rooms. More information can be found at their website: <http://it.fitnyc.edu/services/computerlabs/>

C. Office of Grants and Sponsored Programs

The Office of Grants and Sponsored Programs maintains an information service regarding grants for faculty research and development and offers assistance in the application process. Faculty members are also encouraged to study for advanced degrees or to take refresher courses in the area of their specialty. Many opportunities are available whereby tuition is waived and stipends and/or sabbaticals or other types of leave may be granted to enable such professional growth. The FIT Library has a selection of directories that lists financial aid information. Full-time faculty members and those working at least one-half of a full load that enroll in day or evening classes at FIT are exempt from tuition, registration, and laboratory fees. Faculty interested in taking courses at other SUNY campuses should see Academic Affairs for information and Human Resources regarding limited reimbursement. For more information:

<https://www.fitnyc.edu/about/administration/academic-affairs/grants/>

D. Print Shop

Department offices have copy machines for small copy jobs. But if an item is to be reproduced for an entire section, the print job should be sent to the Print Shop located in BC20, which is found in the B Building basement. Request forms are available in department offices, the supply room, and at the Print Shop window. The form should be sent to the Print Shop at least five (5) school days in advance of the date copies are needed. You may also submit materials by logging into [MyFIT](#) and attach the materials with the online request form located in: [MyFIT Home /Finance & Administration /Operational Services /Print Center](#) (<https://form.jotformpro.com/62598432125963>)

E. Barnes & Noble at FIT

Barnes & Noble (B&N) operates the bookstore where textbooks and materials can be ordered for classes. Faculty members, who would like the college Shop to carry additional printed matter, art supplies, etc., should contact the store manager. For more information: <https://fashion.bncollege.com>.

Faculty are expected to use B&N's online platform, [FacultyEnlight](#), for ordering texts and materials for the courses they will teach:

XIV. Personnel Policies

A. Occupational Priority

Full-time employment at FIT is considered the primary employment of the individual. Any other compensated activities should be limited so as not to impair the educational effectiveness of the instructor. In no event shall an employee have full-time employment elsewhere. On days when faculty members have no teaching assignment, they are considered to be “on call” and available to the college when needed. When not on campus, an employee is required to leave a telephone number where he or she can be reached by the department chairperson.

B. Academic Freedom

FIT endorses the following statements on Academic Freedom. The first is the American Association of University Professors (AAUP) statement on Academic Freedom as it appears on the AAUP’s 1940 Statement of Principles on Academic Freedom and Tenure <https://www.aaup.org/report/1940-statement-principles-academic-freedom-and-tenure>

- 1. Teachers are entitled to full freedom in research and in the publication of the results, subject to the adequate performance of their other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution.*
- 2. Teachers are entitled to freedom in the classroom in discussing their subject but they should be careful not to introduce into their teaching controversial matter which has no relation to their subject. Limitations on academic freedom because of religious or other aims of the institution should be clearly stated in writing at the time of the appointment.*
- 3. College and university teachers are citizens, members of a learned profession, and officers of an educational institution. When they speak or write as citizens, they should be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As scholars and educational officers, they should remember that the public may judge their profession and their institution by their utterances. Hence they should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that they are not speaking for the institution.*

The second is the Statement on Academic Freedom which the American Civil Liberties Union defined in a letter, dated February 13, 2004, to Sen. Edward M. Kennedy, chairman of the U.S. Senate Health, Education, Labor, and Pensions Committee:

Academic freedom and responsibility are the obligation to study, to investigate, to present and interpret, and to discuss facts and ideas in all branches and fields of learning. No limitations are implied, other than those required by generally

accepted standards of responsible scholarship. Free and open inquiry and unhindered circulation of ideas are fundamental aspects of academic freedom. The right to conduct such inquiry is implicit in the freedoms of thought, speech and publications safeguarded by the First Amendment, however unsettling the outcome of such inquiry may be to accepted beliefs and opinions. Inherent in the notion of academic freedom is that the government should not be in the business of controlling academy inquiry.

C. Affirmative Action/Equal Opportunity

FIT is committed to providing equal opportunity in educational programs in its admissions policy and in employment (including the opportunity for upward mobility for all qualified individuals). Affirmative Action website: <http://www.fitnyc.edu/hr/current-employees/affirmative-action.php>,

Non-Discrimination and Anti-harrasment policy:

<https://www.fitnyc.edu/about/policies/college/nondiscrimination.php>.

D. Policy on Nondiscrimination and Anti-Harassment

FIT is committed to providing its staff, faculty, and students with the opportunity to pursue excellence in their academic and professional endeavors. This opportunity can exist only when each member of the community is assured an atmosphere of mutual respect in which each person is judged solely on criteria related to academic or job performance. The college is committed to providing such an environment free from all forms of harassment and discrimination, as well as ensuring students and employees the right to an environment free from discriminatory intimidation, ridicule, and insult. Each member of the community is responsible for fostering mutual respect, for being familiar with this policy, and for refraining from conduct that violates this policy. For the purposes of this policy, the term “harassment” means any unwelcome and/or offensive action, remark, or behavior which interferes with a person’s work or academic performance or creates an intimidating or hostile environment. This is based on an individual’s gender, race, ethnic background, religion, national origin or citizenship, age, disability, marital status, sexual orientation, or other criterion specified by law. FIT’s policy on these matters: <https://www.fitnyc.edu/about/policies/college/nondiscrimination.php>. Contact the Office of Human Resources (OHR) for further information.

E. New Faculty

1. Academic Background

Within the first 30 days of hire, full-time and part-time faculty are required to supply official transcripts for all degrees earned. For transcripts to be considered "official", they must be mailed or emailed directly from each degree-granting institution to:

Fashion Institute of Technology
Attention: Office of Human Resources
227 West 27th Street

New York, NY 10001-5992
or humanresources1@fitnyc.edu

Failure to submit official transcripts immediately after hire may affect your ability to teach in the future. Please contact HR via the HR Solution Center:
<https://app.smartsheet.com/b/form/51466cf793144994847961c6aca6ea6b>.

2. Oath to Support the Federal and State Constitutions

The New York State Education Law requires that all persons employed in public education affirm their support of the Federal and State Constitutions and agree to perform their job to the best of their ability. Upon appointment, all employees are asked to sign the appropriate statutory oath. The Department of Homeland Security requires that documents verifying work eligibility and identity must be submitted to the Office of Human Resources (OHR) within 3 business days of your date of hire. The Office of Human Resources will send additional information regarding these documents to all newly hired faculty members.

3. ID Card

All employees receive a photo ID card, which they must wear while on campus. These cards must be validated each semester for all employees. Validations may be obtained from the Security Office or from department secretaries.

Beside its function as an identification card, this card can be as a debit card for pay-for-print services or for campus dining (you must preload funds onto the card through Aramark). To obtain an ID card or to replace a lost or stolen one, faculty should proceed to the office of the FIT Campus Card located in the Pomerantz Building, Room D 442.

4. W-4 Form

This form must be promptly submitted so that the withholding tax can be properly computed. Any questions regarding paychecks should be addressed to the Payroll Office, (212) 217- 3890.

5. Paychecks

Paydays are on the 16th and the last day of the month except when those days fall on a weekend or holiday, in which case paydays will be on the last working day prior to the 16th and the last day of the month. Direct deposit is available to all employees. Contact the Payroll Office for further information, 212.217.3890

F. Salary Schedules

The Board of Trustees, following collective bargaining sessions with the UCE-FIT, Local 3457, and approval of appropriate government agencies, adopts salary schedules. All full-time salary schedules have been established on a per annum basis. These schedules

and the hourly rates for part-time teaching and non-classroom faculty are designated in the CBA. Two semesters of teaching shall equal one year of service for purposes of determining placement on the hourly rate schedule.

G. Personnel Files

The Office of Human Resources (OHR) maintains a confidential file for each employee. As stated in the College's Policy on [Personnel Records](#), the individual faculty member is responsible for assuring that relevant material affecting his or her official responsibilities and/or educational/professional growth is placed in this file.

Pre-tenure peer observations, student evaluations, and rebuttals, if any, should be sent directly to the Office of Human Resources (OHR). Upon receipt of, these items will be automatically placed in the file. When a faculty member is being considered for reappointment, tenure, CCE or promotion, it is expected that he or she will give written consent for the School/unit dean, department chairperson, and departmental tenure and promotion committee to inspect the file. Please refer to CBA Section 14.0 for specific procedures.

XV. Faculty Benefits

A. Absences/Leaves

Please consult the [CBA](#) sections noted below for detailed information on absences and leaves:

CBA Section 34.0

1. Sick Leave
2. Personal Business Days
3. Excused Absences with Pay
4. Unpaid Leave Provisions
5. Workers' Compensation

CBA Section 40.0

1. Sabbaticals

(In addition to the contractual guidelines regarding sabbatical leaves, please be informed that faculty who wish to postpone or cancel their approved sabbatical leave must send written notice to their department chair, school/division dean and to the Vice President for Academic Affairs. The communication must include an explanation for the postponement or cancellation. In cases of postponement, faculty should include the semester they propose to take their sabbatical leave.)

B. Family and Medical Leave Act (FMLA)

Detailed information related to the federal FMLA as well as FIT's FMLA policy and associated FMLA forms is found on the Human Resources website:

<https://www.fitnyc.edu/about/administration/hr/current-employees/leave-management/fmla.php>.

C. Workers' Compensation

Contact the Office of Human Resources for more information:

<https://www.fitnyc.edu/about/administration/hr/benefits/workers-comp/>

D. Unemployment Insurance

For information concerning Unemployment Insurance, please consult the New York State Department of Labor website at: <https://labor.ny.gov/unemploymentassistance.shtm>.

E. Health and Welfare Plans

Comprehensive information on the Benefits Plan can be found on the Benefits website at <http://www.fitnyc.edu/about/administration/hr/benefits/>

1. Full-Time Faculty

- A. The college offers one health insurance plan which provides comprehensive medical and hospital coverage. Employees may enroll during the first 31 days of employment, during FIT's annual Open Enrollment Period or within 30 days of a qualifying event. The college currently covers the premium cost* for individual or family coverage. A waiver option is also available for employees who are covered by health insurance from another source. The college provides waiver payments of \$50 per semi-monthly pay period* for employees who elect the waiver option. Employees may change their health care plan election during the annual Benefits Open Enrollment Period held each year in the month of November with coverage effective the following January 1. Detailed information is found here: <http://www.fitnyc.edu/about/administration/hr/benefits/>

*Employer and employee cost-sharing and waiver payment are subject to change.

- B. The UCE of FIT Welfare Trust Fund offers an additional benefits program which includes prescription drug and dental coverage, optical reimbursement, hearing aid reimbursement, legal services plan, the Health Advocate Program, as well as an Accident and Sickness Disability Plan. Employees may enroll in the plan during the first 31 days of employment or at other times as allowable by the UCE of FIT Fund. The benefit premium for this coverage is paid by both employees* (through pre-tax payroll deductions) and the college.

Detailed information is found here:

http://www.uce-fit.org/welfarefund/base/UCE_WELFARE_FD_TRUST_FD_FIT.pdf

*Employee cost-sharing is subject to change.

- C. Basic Group Term Life Insurance and Accidental Death & Dismemberment (AD&D) Insurance coverage is currently provided by the college at no cost to employees*. In addition, employee Supplemental Term Life Insurance coverage may be elected on a contributory basis*. Detailed information is found here:
<http://www.fitnyc.edu/about/administration/hr/benefits/life-insurance-ft.php>.

*Employer and employee cost-sharing are subject to change.

- D. Long Term Disability Insurance Plan coverage is provided by the college to replace a certain portion of income in the event of an illness or injury that causes and prevents an employee from working. The basic level of coverage is paid for by the college*; higher levels of coverage may be elected on a contributory basis*. Employee options can be changed during the annual Benefits Open Enrollment Period held each year in the month of November with coverage effective the following January 1. Detailed information is found here:
<http://www.fitnyc.edu/about/administration/hr/benefits/long-term-disability-ft.php>.

*Employer and employee cost-sharing are subject to change.

2. Part-Time Faculty

- A. Health Insurance Plans: The college offers a health insurance plan which part-time faculty members may enroll in on a contributory basis. In addition, the UCE of FIT Welfare Trust Fund offers health insurance plans on a contributory basis. Employees may enroll in the FIT health care plan during the first 31 days of employment or during FIT's annual Open Enrollment Period or for a plan offered through the UCE of FIT Welfare Trust Fund during one of their two annual enrollment periods, or in any offered plan within 30 days of a qualifying event. Each plan is a comprehensive package of medical, hospital, and prescription drug coverage. Following three years of employment, part-time faculty members may be eligible for a reimbursement of a portion of the health insurance premiums based on teaching hours and hire date. The Guidelines for the Health Insurance Plan reimbursement are outlined in Section 35.1.1 of the Collective Bargaining Agreement.

Detailed information is found here:

<http://www.fitnyc.edu/about/administration/hr/benefits/>

- B. UCE of FIT Welfare Trust Fund: Part-time faculty members who have obtained a Certificate of Continuous Employment ("CCE") and work at least one-half of a full-time work load are eligible to elect enrollment in the UCE of FIT Welfare Trust Fund benefits package. The Welfare Trust Fund plan premium is paid by both employees* (through pre-tax payroll deductions) and the college. Benefits include

dental, optical reimbursement, hearing aid reimbursement, legal services plan, and the Health Advocate Program, and may also include additional health plan reimbursement based on eligibility criteria determined by the UCE of FIT Welfare Trust Fund.

*Employee cost-sharing is subject to change.

Detailed information is found here: http://www.uce-fit.org/welfarefund/base/PT_UCE_WELFARE_TRUST_FUND_Jan_2016.pdf.

F. Additional Benefits

1. Full-Time Faculty

- A. Flexible Spending Account (FSA) Plan:** A Flexible Spending Account Plan is available which allows employees to set aside pre-tax dollars through payroll deduction to pay for eligible unreimbursed health care expenses and/or eligible childcare expenses. The maximum annual contribution amounts are set each year by the IRS. Employees who wish to participate in the plan must enroll within 31 days of hire and also each annual Benefits Open Enrollment Period held in the month of November with coverage effective the following January 1.

Detailed information is found here:

<http://www.fitnyc.edu/about/administration/hr/benefits/flexible-spending.php>.

- B. Commuter Benefit Plan:** This plan allows employees to set aside pre-tax and post-tax dollars to pay for eligible expenses to commute to and from work. Employees can set up one or both of the following accounts: a Mass Transit Account for expenses incurred when traveling via subway, train, bus, ferry, and/or vanpool, or a Parking Account to pay for parking expenses at a facility at or near the workplace or at or near a location from which the employee commutes to work by mass transit or carpool. The maximum monthly pre-tax contribution amounts are set each year by the IRS.

Detailed information is found here:

<http://www.fitnyc.edu/about/administration/hr/benefits/commuter.php>.

- C. Tuition Exemption for Classes Taken at FIT:** All full-time employees, their spouses, domestic partners, and dependent children, as well as retirees are exempt from paying tuition and registration fees for all courses offered in the day and/or in the evening and/or weekend program, subject to IRS guidelines.

Tuition Exemption forms are available in the Office of Human Resources or [online](#) and must be completed and approved by the Office of Human Resources prior to registering for the course. Documentation will be required if the requested exemption is for a dependent.

- D. Tuition Assistance for Courses Taken at Other SUNY Colleges:** FIT employees

may apply for partial tuition assistance for any courses taken at SUNY state-sponsored colleges and universities. (This assistance is not available to family members.) Employees must pay their tuition cost in full at the state-sponsored campus they are attending. Once a year in the spring, the Office of Human Resources announces the annual deadline to apply for Tuition Assistance for any courses taken during the academic year. Employees must complete a SUNY Tuition Assistance form and return it to the Office of Human Resources along with the necessary proof of payment, registration, and course completion prior to the announced deadline. The college receives a fixed dollar amount from SUNY. The amount of assistance each employee receives will be prorated based on the total number of employees that apply so that each employee receives the same percentage of reimbursement.

2. Part-Time Faculty

A. Commuter Benefit Plan: This plan allows employees to set aside pre-tax and post-tax dollars to pay for eligible expenses to commute to and from work. Employees can set up one or both of the following accounts: a Mass Transit Account for expenses incurred when traveling via subway, train, bus, ferry and/or vanpool, or a Parking Account to pay for parking expenses on at a facility at or near the workplace or at or near a location from which the employee commutes to work by mass transit or carpool. The maximum monthly pre-tax contribution amounts are set each year by the IRS.

Detailed information is found here:

<http://www.fitnyc.edu/about/administration/hr/benefits/commuter.php>.

B. Flexible Spending Account (FSA) Plan: Part-time faculty members who have obtained a Certificate of Continuous Employment (“CCE”) may enroll in the FSA Plan. This Plan allows employees to set aside pre-tax dollars through payroll deduction to pay for eligible unreimbursed health care expenses and/or eligible childcare expenses. The maximum annual contribution amounts are set each year by the IRS. Employees who wish to participate in the plan must enroll within 31 days of hire and also each annual Benefits Open Enrollment Period held in the month of November with coverage effective the following January 1.

Detailed information is found here:

<http://www.fitnyc.edu/about/administration/hr/benefits/flexible-spending.php>.

C. Tuition Exemption for Classes Taken at FIT: All part-time employees meeting the [hours eligibility requirement](#), and their spouses, domestic partners, dependent children, as well as all retirees are exempt from paying tuition and registration fees for all courses offered in the day and/or in the evening and/or weekend program, subject to IRS guidelines.

Tuition Exemption forms are available in the Office of Human Resources or [online](#) and must be completed and approved by the Office of Human Resources prior to registering for the course. Documentation will be required if the requested exemption is for a dependent. Part-time faculty members must also have their chairperson or department coordinator sign the form verifying the number of contact hours the part-time faculty member is working each week.

D. Tuition Assistance for Courses Taken at Other SUNY Colleges: FIT employees may apply for partial tuition assistance for any courses taken at SUNY state-sponsored colleges and universities. (This assistance is not available to family members.) Employees must pay their tuition cost in full at the state-sponsored campus they are attending. Once a year in the spring, the Office of Human Resources announces the annual deadline to apply for Tuition Assistance for any courses taken during the academic year. Employees must complete a SUNY Tuition Assistance form and return it to the Office of Human Resources along with the necessary proof of payment, registration and course completion prior to the announced deadline. The college receives a fixed dollar amount from SUNY. The amount of assistance each employee receives will be prorated based on the total number of employees that apply so that each employee receives the same percentage of reimbursement.

G. Retirement Plans

1. Full-Time Faculty

- A. Basic Retirement Plans:** All full-time faculty members must elect one of two basic retirement plans offered by the college within 31 days of their date of hire. The choices available are the New York State Teachers' Retirement System (NYSTRS), which is a defined benefit (traditional pension) plan or the SUNY Optional Retirement Plan (SUNY ORP), which is a defined contribution plan.

The SUNY ORP is funded by employee pre-tax contributions (not subject to federal tax only) and employer contributions, which vary based on the employee's date of membership.

The NYSTRS employee contributions are determined by membership tier and are paid through pre-tax payroll deductions (not subject to federal tax only). The college funds this plan as required by the NYSTRS. Members accrue service credit while teaching at an eligible employer. Benefits at retirement are calculated based on formulas according to the membership tier and are based on the amount of total service credit accrued and the member's final average salary.

Detailed information is found here:

<http://www.fitnyc.edu/about/administration/hr/benefits/retirement-ft/index.php>.

- B. Supplemental Retirement Savings Plans:** There are two voluntary Supplemental Retirement Savings Plans available to all employees who wish to save more for retirement: The SUNY 403(b) Voluntary Savings Plan and the New York State Deferred Compensation Plan (NYSDCP). The college does not make any contributions to either of these plans. The Plans offer employees the option of making pre-tax contributions and/or Roth after-tax contributions which are deducted from each semi-monthly paycheck. The maximum annual contribution amounts are set each year by the IRS.

Detailed information is found here:

<http://www.fitnyc.edu/about/administration/hr/benefits/retirement-ft/index.php#voluntary-retirement-programs>.

2. Part-Time Faculty

- A. Basic Retirement Plan:** All part-time faculty members may join the New York State Teachers' Retirement System (NYSTRS), a defined benefit (traditional pension) plan. All new part-time faculty members should complete a Retirement Election form available on the Office of Human Resources website during their first ten (10) days of employment *indicating whether they wish to enroll in NYSTRS or not*. In addition, if enrollment is requested, a NYSTRS Membership Application must be completed by the employee, notarized, and sent to FIT's Payroll Office. Employee contributions are determined by membership tier and are paid through pre-tax payroll deductions (not subject to federal tax only). The college funds this plan as required by the NYSTRS. Members accrue service credit while teaching at an eligible employer. Benefits at retirement are calculated based on formulas according to the membership tier and are based on the amount of total service credit accrued and the member's final average salary.

Detailed information, including the NYSTRS Member Handbook and the NYSTRS Membership Application, are available here: www.nystrs.org

Note: Part-time faculty members who do not join NYSTRS when initially hired, may join at any point while teaching at FIT. However, their Membership Tier will be based on the actual enrollment date in NYSTRS. Under current NYSTRS guidelines, service credit for eligible teaching service prior to joining the system may be "bought back" to add to their service credit. See the NYSTRS Member Handbook (www.nystrs.org) for additional information and requirements for Prior Service buy-back.

Detailed information is also found here:

<http://www.fitnyc.edu/about/administration/hr/benefits/retirement-pt.php>

- B. Supplemental Retirement Savings Plans:** There are two voluntary Supplemental Retirement Savings Plans available to all employees who wish to save more for retirement: The SUNY 403(b) Voluntary Savings Plan and the New York State Deferred Compensation Plan (NYSDCP). The college does not make any contributions to either of these plans. The Plans offer employees the option of making pre-tax contributions and/or Roth after-tax contributions which are deducted from each semi-monthly paycheck. The maximum annual contribution amounts are set each year by the IRS.

Detailed information is found here:

<http://www.fitnyc.edu/about/administration/hr/benefits/retirement-pt.php>.

H. Eligibility Rules for Retirement and Terminal Sick-Bank Payment

A Terminal Sick-Bank Payment, equal to the current value of one-half of the unused days in the employee's sick bank, but in no event more than a total of 100 days, will be paid to the employee at the time of his or her retirement, provided that both (a) the employee has either attained the age of 55 years and completed ten years of full-time service or 20 fall and/or spring semesters of part-time service at the time of retirement or is eligible for an early-retirement incentive then being offered by the college, and (b) the employee has certified in writing to the college that he or she (1) has applied to receive a benefit under an approved FIT employee retirement plan or (2) has been determined by the retirement plan to be entitled to receive such a benefit.

XVI. Faculty and Student Services

A. Services for Faculty

1. Employee Wellness Program

During the spring 1988 semester, the UCE of FIT Welfare Trust Fund, the Office of Human Resources, the Health Services Office, and the then-Physical Education Department established a Wellness Program for all FIT employees. The program was developed to promote the health, well-being, and personal improvement of our employees. Since the program's inception, offerings have included educational, nutritional and stress management workshops, diabetes, glaucoma, cardiac, musculoskeletal and cancer-related educational sessions, and an annual team event: the Workplace Walk-Off Challenge. During each fall and spring semesters, in-person exercise programs such as Pilates, Body Toning, Spin, Yoga and Boot Camp have been offered. Visit the [Wellness and Work-Life webpage](#) and [Health and Wellness Resources webpage](#) for more information.

B. Support Services for Students

FIT offers students a variety of services for students that support and enhance their education. These services include Tutoring, Academic Advisement, Disability Support Services, Counseling, and the Writing and Speaking Studio .

Students should be encouraged and advised to participate in the following college activities: alumni association, community resources, recreation and athletic programs, student government, clubs, committees, student publications, study abroad programs, and other extracurricular events and programs.

Requirements and Qualifications by School/Unit

Appendix A: Requirements for Appointment, Tenure & Promotion by School/Unit of the college

The faculty and administration of the college have approved the following requirements

and qualifications for appointments and promotions. In addition, procedures must conform to the conditions stated in the Collective Bargaining Agreement (CBA).

I. School of Art and Design

Where credits and/or degrees must be appropriate and approved, the President shall make such determination prior to the appointment or promotion. In addition to the academic requirements, where industry, consulting, or other professional experience is required for appointment or promotion, the President shall approve the department's evaluation before appointment or promotion.

Requirements for Full- time Appointment, Tenure & Promotion

Appointment

The School of Art and design highlights the following criteria for all full appointments: bachelor's degree/masters degree or PhD/MFA; teaching and professional experience; scholarship; and service.

Tenure & Promotion

A candidate qualified to apply for tenure will have:

- Teaching and professional experience
- Service to the department, school/college, and community
- Scholarship (creative works) in their discipline

And will show promise in the development in all of these categories.

Candidates should exceed criteria in at least one category, meet criteria in at least two categories and will show potential for growth in the development of all these categories.

Associate Professor

A candidate qualified to apply for the rank of Associate Professor will have:

- Demonstrated further excellence in teaching
- Expanded scholarship; active involvement in their industry, professional organizations and/or creative work outside of the college
- Active participation in school committees
- Acted as a mentor/advisor to students/student groups or clubs
- Service to the department, school/college, and community
- Demonstrated department leadership

Candidates should exceed criteria in at least two categories (s), and meet criteria in other categories.

Professor

A candidate qualified to apply for the rank of Professor will have:

- Demonstrated further excellence, innovation, and professional growth in teaching
- Additionally, has expanded his/her scholarship; involvement in industry organizations and/or creative work outside of the college
- Demonstrated sustained superior leadership in the college that includes:
 - Leadership in committee work

- Academic advancement expanding FIT's global presence
- Mentoring of faculty
- Demonstrated leadership to the department, school and college
- Substantial and focused record of accomplishment in scholarly, creative work that has earned the faculty member visibility
- Obtained funding for school projects, grants, fellowships all aligned with the faculty member's specific and assigned area of responsibility.

Candidate should exceed criteria in all categories.

II. Jay and Patty Baker School of Business and Technology

Where credits and/or degrees must be appropriate and approved, the President shall make such determination prior to the appointment or promotion. In addition to the academic requirements, where industry, consulting, or other professional experience is required for appointment or promotion, the President shall approve the department's evaluation before appointment or promotion.

Requirements for Full-time Appointment, Tenure & Promotion

Appointment

Instructor

All new full-time hires with a minimum of seven years of professional management level experience and a Bachelor's degree will be appointed to the rank of Instructor.

Note: A Master's degree will be required prior to the granting of tenure in keeping with the educational requirement for Assistant Professor.

Assistant Professor

New full-time hires with at least ten years of management level experience and a Master's degree can be recommended to be appointed to the rank of Assistant Professor.

Associate Professor

New full-time hires with at least ten years of management level experience, a Master's degree, completion of a recognized professional or executive business program and college-teaching experience in the appropriate field can be recommended to be appointed to the rank of Associate Professor.

Tenure & Promotion

Associate Professor

A candidate qualified to apply for the rank of Associate Professor will have

- Active involvement in business activities such as a consultant member of an advisory board, member of a professional organization.
- Completion of a recognized professional or executive business program.
- Contributions to the growth and development of the Department, School and College.
- Excellence in teaching including student evaluations.
- Mentor/advisor to student groups or student clubs.
- Contributions to the literature of the profession such as published articles, conference/symposium presenter, industry recognition/accomplishments.
- Course development.

Professor

A candidate qualified to apply for the rank of Professor will have

- Consistent excellence and professional growth in teaching
- Sustained superior service contributions to department, school/division, and college.
- Broad, substantial and focused record of accomplishment in scholarly, creative, or professional work that has earned the faculty member visibility.
- Continued active involvement in business activities such as a consultant, member of an advisory board, member of a professional organization.
- Outstanding contributions to the growth and development of the department, school and college. In such areas as:
 - leadership roles in committee work
 - academic advancement expanding FIT's global presence
 - served as chair, associate chair or assistant chair of a department
excellence in teaching including student evaluations
 - SUNY Chancellor Award/President's Award winner
 - works with the Administration in addressing/developing issues affecting the college.
 - sustained contributions to the professional literature such as published articles, conference/symposium presenter, industry recognition and accomplishments.
 - obtained external funding for school projects, student scholarships, grants, fellowships, etc.

III. School of Liberal Arts and Sciences

Where credits and/or degrees must be appropriate and approved, the President shall make such determination prior to the appointment or promotion. In addition to the academic requirements, where industry, consulting, or other professional experience is required for appointment or promotion, the President shall approve the department's evaluation before appointment or promotion.

Hiring Guidelines

The School of Liberal Arts and Sciences provides the foundation for an FIT degree, committed to providing a broad-based general education for FIT students, integrating traditional academic study with career preparation. Home to seven academic departments, twenty six minors and two interdisciplinary majors, the School of Liberal Arts and its faculty prepare students to become reflective, critical, and engaged citizens of the world. Committed to scholarship, academic service and student-centered instruction, faculty members foster an understanding of diverse cultures and international perspectives as well as an appreciation for the richness and changing composition of American culture.

Appointment – Full-time Faculty:

Candidates should have a terminal degree in-hand prior to the first day of their appointment as a full-time faculty member. If a candidate is ABD at the time of hire, it is understood that he or she will have defended his or her terminal degree prior to the start of his or her second semester. Evidence of scholarly achievement, professional activities and teaching experience is required of all candidates.

Appointment – Part-time Faculty:

A Ph.D. or other terminal degree is preferred. Candidates must have at least a Master's Degree,* as well as thirty (30) additional and appropriate graduate credits and/or evidence of scholarly achievement, professional activities and teaching experience. In fields where the Master's Degree is considered a terminal degree, evidence of scholarly achievement, professional activities and teaching experience is desired.

**The requirement for the Master's Degree may be waived if the candidate is in a doctoral program in which the Master's Degree is not required; or if the proposed instructor has certification in a specific discipline.*

Tenure

Tenure in the School of Liberal Arts and Sciences at FIT should be reserved for faculty members whose steady overall growth, performance, and promise as scholars and teachers has been widely perceived by their peers as outstanding.

Candidates should have demonstrated excellence in teaching and in either research or service with a good performance in the remaining component.

Excellence in teaching can be demonstrated through the following:

- student evaluations;

- observation by peers among the faculty;
- a commitment to discussing and improving pedagogy.

Scholarly contributions recognized within the candidate's field, either presented to the academic community or published, are an indispensable qualification. The exact definition of research for the purposes of tenure and promotion decisions, however, is discipline-specific.

Commitment to service can be demonstrated through the following:

- participation in faculty governance;
- extra curricular programming;
- and/or other activities on the FIT campus or in other institutions related to a candidate's field of expertise (such as professional associations, advocacy groups, museum boards).

Measured success in these three areas are the criteria for tenure in the School of Liberal Arts and Sciences, FIT.

Part-time Faculty - Certificate of Continuous Employment (CCE)

For part-time instructors, a CCE is granted after successfully teaching 72 credit hours, during which time the instructor will have demonstrated excellence in teaching.

Promotion Requirements

Candidates for associate professor and full professor must show clear evidence of continuing growth and achievement in teaching, scholarly activity, academic productivity and service (as outlined above) in the period since achieving tenure or previous promotion. The breadth and depth of "scholarly activity and academic productivity" should be significantly broader for candidates seeking promotion to full professor. Classroom faculty should demonstrate consistent excellence and professional growth in teaching, service contributions, and a sustained and substantial record of accomplishments in scholarly, creative, professional work that has earned the faculty member visibility beyond FIT.

Part-time candidates for promotion must be rated as superior teachers in order to be eligible for promotion to either associate or full professors, in addition to remaining fully engaged within the academic community.

This represents the minimum hiring criteria. Individual departments should be consulted regarding specific hiring criteria.

IV. School of Graduate Studies

Where credits and/or degrees must be appropriate and approved, the President shall make such determination prior to the appointment or promotion. In addition to the academic

requirements, where industry, consulting, or other professional experience is required for appointment or promotion, the President shall approve the department's evaluation before appointment or promotion.

The general qualifications for full-time and part-time faculty appointment and reappointment at the School of Graduate Studies include the following, as appropriate to the type of appointment:

- Expert knowledge of his/her academic field or professional competencies and a commitment to continued development of this knowledge and competence and relevant new skills and technologies;
- Dedication to excellence and commitment to teaching;
- Commitment to a continuing program of research or other advanced creative activity, or, where more appropriate to the particular academic context, professional service and activities;
- Demonstration of sustained contribution to departmental school, and college governance, including administrative and service tasks.

Appointment – Full-time

Candidates must have a Ph.D. or other terminal degree. A terminal degree is the generally accepted highest degree in a field of study. While a doctorate is considered the terminal degree in most fields of study, some disciplines (fine and applied arts, conservation, and professional studies) consider degrees other than a doctorate as terminal degrees; these include but are not limited to the M.F.A., M.Arch., M.B.A./M.P.A., M.P.S. and M.A. in art conservation degrees.

In addition to the appropriate terminal degree, candidates must present evidence of scholarly achievement, professional activity, teaching experience, and when appropriate, professional licensing exams.

Candidates without terminal degrees may be considered, with the understanding that tenure is contingent upon completion of the terminal degree. All new full-time hires are to be appointed at the rank of Assistant Professor, or to a higher rank if merited, based on the candidate's previous position or other circumstances.

Appointment – Part-Time

A Ph.D. or other terminal degree is preferred. Evidence of scholarly achievement, professional activities, and/or teaching experience is required.

- All part-time hires appointed to the rank of Associate Professor must have a terminal degree and evidence of scholarship, teaching experience and professional experience in a related field.

- All part-time hires appointed to the rank of Assistant Professor must have a terminal degree or a Master's degree, and/or significant professional and/or teaching experience in a related field.
- Part-time hires will be appointed to the rank of Instructor, unless the requirements above are met. Instructors should have a minimum of five years of professional experience in their field.

Tenure:

Tenure in the School of Graduate Studies at FIT is reserved for faculty members who demonstrate continued fulfillment of the qualifications for appointment. The granting of tenure requires affirmative action by the college, following careful review of the candidate's qualifications.

Candidates should exhibit excellence in teaching, research or creative work, and service, and must demonstrate acknowledged success in these areas in order to qualify for tenure.

Excellence in teaching can be demonstrated through:

- Student evaluations;
- Observation by faculty peers;
- A demonstrated commitment to improving pedagogy and mastery of new methodologies and technologies.

Scholarly and creative contributions are a necessary qualification for tenure. These should be recognized within the candidate's field, either through publications, presentations to the relevant academic community, or presentations to the relevant professional community in the form of exhibitions, presentations regarding research (including student-faculty collaborative research and collaborative research with industry) or similar events. Evaluation of these contributions for the purpose of tenure and promotion decisions is discipline-specific.

Commitment to service can be demonstrated through:

- Participation in governance;
- Extra-curricular programming;
- Involvement in other activities on the FIT campus or in other institutions related to the candidate's field of expertise, such as professional organizations, industry groups, museum boards, and similar organizations.

For part-time Instructors, a Certificate of Continuous Employment (CCE) is granted after 72 hours, during which time the Instructor will have demonstrated excellence in teaching.

Promotion:

Candidates for promotion to the rank of Associate Professor and Full Professor must show clear evidence of continuing growth and achievement in teaching, academic or creative productivity, and service contributions (as outlined above) in the period since achieving tenure or previous promotion. Candidates for promotion to the rank of Full Professor must demonstrate a high level of visible service to the college and related institutions in their field of expertise, a track record of sustained excellence and growth in teaching, and demonstrate a record of scholarly and creative contributions that has positively impacted their field and their teaching.

Part-time candidates for promotion must be rated as superior teachers in order to be eligible for promotion to the rank of either Associate or Full Professor, in addition to remaining fully engaged with the academic community.

This represents the minimum hiring criteria. Individual departments should be consulted regarding specific hiring criteria.

V. Enrollment Management and Student Success (EMSS) and Academic Affairs (AA) - Non-classroom faculty units

Where credits and/or degrees must be appropriate and approved, the President shall make such determination prior to the appointment or promotion. In addition to the academic requirements, where industry, consulting, or other professional experience is required for appointment or promotion, the President shall approve the department's evaluation before appointment or promotion.

Appointment

Instructor

Professional Requirements: Two (2) years of appropriate experience; *Educational Requirements:* Master's degree.

Assistant Professor

Professional Requirements: Five (5) years of appropriate experience; *Educational Requirements:* Master's degree.

Associate Professor

Professional Requirements: Department-approved professional activities; *Educational Requirements:* Master's degree plus fifteen (15) graduate level credits; see Promotion EMSS/AA section

Professor

Professional Requirements: Department approved professional activities; *Educational Requirements:* Master's degree plus thirty (30) graduate level credits; see Promotion EMSS/AA section.

Promotion/ Non-Classroom Faculty

Promotion in rank at FIT is awarded in recognition of notable faculty performance and achievement beyond satisfactory performance in the three areas of professional accomplishments, superior service contributions to the Department, School/Division, and growth and excellence in teaching or appropriate area of primary assigned responsibility. Faculty seeking promotion in rank are expected to demonstrate sustained and balanced contributions in all three areas throughout the time period since their last promotion.

For promotion to the rank of associate professor, non-classroom faculty should demonstrate an emerging record of professional accomplishment and growth in their area of specific and assigned primary functional responsibility. For promotion to the rank of full professor, non classroom faculty should demonstrate a similar expanded record of excellence, professional accomplishment and growth, in their specific and assigned area of primary functional responsibility.

Examples of excellence in primary function for non classroom faculty include consistent and accurate and effective counseling/advising/teaching related to unit mission; effectiveness of professional collaboration with faculty and staff; intra-office leadership

and vision aligned with office mission; creative program/event development aligned with office mission and goals.

Examples of professional accomplishment for non classroom faculty include demonstration of authority in a particular field, as evidenced in conference presentations, published articles, books, book chapters, monographs, or industry invitations; editorial board participation; peer-reviewed accomplishments such as fellowship or grants; and peer-reviewed rewards, all of which aligned with the faculty member's specific and assigned area of responsibility.

Examples of superior service contributions for all faculty include Faculty Senate/college-wide committee work; sponsor of/advisor to student activities; representing the college in professional organizations or at professional conferences; services as chairpersons/assistant chairperson/coordinator; and active participation in departmental, school/divisional committees and similar service related activities.

VI. Library

Where credits and/or degrees must be appropriate and approved, the President shall make such determination prior to the appointment or promotion. In addition to the academic requirements, where industry, consulting, or other professional experience is required for appointment or promotion, the President shall approve the department's evaluation before appointment or promotion.

Appointment

Instructor Rank Librarian

Criteria for appointment to Instructor Librarian

- ALA-Accredited MLS, *and*
- Two years of post-MLS recent related professional library experience

Assistant Professor Rank Librarian

Criteria for appointment to Assistant Professor Librarian

- ALA-Accredited MLS, *and*
- Thirty graduate or appropriate and approved credits or 5 years of post MLS recent related professional library experience or 10 years recent related experience, *or*
- Attained Assistant Professor rank at an academic institution.

Associate Professor Rank Librarian

Criteria for appointment to Associate Professor Librarian

- ALA-Accredited MLS plus 30 graduate or appropriate and approved credits, *and*
- Nine years of post-MLS recent related professional library experience, *or*
- Attained Associate Professor rank at an academic institution.

Full Professor Rank Librarian

Criteria for appointment to Full Professor Librarian

- ALA-Accredited MLS plus 30 graduate or appropriate and approved credits, *and*
- Thirteen years of post-MLS recent related professional library experience, *or*

- Attained Full Professor rank at an academic institution.

Tenure/Promotion

VII. Career and Internship Services

Credits and/or degrees must be appropriate and approved in addition to the academic requirements, which are determined by the President prior to when the appointment or promotion is made.

Appointment/Promotion

Instructor level- counselor

Criteria for appointment to Instructor level- counselor:

- Master's degree and
- Five years of appropriate industry and/or counseling experience.

Assistant Professor- Counselor

Criteria for appointment to assistant professor level- counselor:

- Master's degree
- Five years of appropriate industry and/or counseling experience.

Associate Professor-Counselor

Criteria for appointment/promotion to associate professor level- counselor:

- Master's degree plus 15 graduate level credits.
- Professional Requirements for promotion to Associate Professor:
Consistent, accurate and effective counseling/advising/teaching related to unit mission; effectiveness of professional collaboration with faculty and staff; intra-office leadership and vision aligned with office mission; and strategic, creative program/event development aligned with office mission.
Professional accomplishments: Demonstration of authority in a particular field, as evidenced in conference presentations, published articles, book(s), book chapter(s), or industry invitations; peer reviewed accomplishments such as grants or awards.
Superior service: Includes Faculty Senate/college-wide committee work; sponsor of/advisor to student activities; representing the college in professional organizations or at professional conferences; service as a Director; active participation in departmental committees and similar service-related activities.

Professor- Counselor

Criteria for appointment/promotion to full professor level- counselor:

- Master's degree plus 30 graduate level credits.
Professional Requirements:
Primary function: Consistent, accurate and effective counseling/advising/teaching related to unit mission; effectiveness of professional collaboration with faculty and staff; intra-office leadership and vision aligned with office mission; and strategic, creative program/event development aligned with office mission.
Professional accomplishments: Demonstration of authority in a particular field, as evidenced in conference presentations, published articles, book(s), book chapter(s), or industry invitations; peer reviewed accomplishments such as grants or awards.

Superior service: Includes Faculty Senate/college-wide committee work; sponsor of/advisor to student activities; representing the college in professional organizations or at professional conferences; service as a Director; active participation in departmental committees and similar service-related activities.

VIII. Center for Excellence in Teaching Faculty Development/CET Director

Assistant Professor

Master's degree in job-related field (JRF) + ten years teaching

Associate Professor: Master's Degree in JRF + 15 years teaching

Professor: Master's degree in JRF + 15 graduate credits + 15 years teaching; PhD preferred. Minimally three years administrative experience required at all levels for director.

Promotion and Tenure criteria

vision and leadership; support faculty professional growth and innovative classroom practice, goals and targets met; authority in field through conference presentations, publications and research grants; internal service and participation in external organizations.

CET Coordinator

Assistant Professor:

Master's degree in job-related field (JRF) + 10 years teaching

Associate Professor:

Master's degree in JRF +15 years teaching; PhD preferred

Full Professor:

Master's degree in JRF + 15 graduate credits+ 15 years teaching; PhD preferred

Promotion and Tenure criteria

Faculty support for innovative teaching with technology; authority in field through conference presentations, publications and industry engagements; internal service and participation in external organizations

VIIV. Writing & Speaking Studio

Full-Time Appointment:

Candidates must have a master's degree in a field related to Writing or Communication Studies in-hand prior to the first day of their appointment as a full-time faculty member. Evidence of scholarly achievement, professional activities, teaching, and writing/communication center and/or program experience is required of all candidates.

The requirement for the master's degree may be waived if the candidate is in a doctoral program in which the master's degree is not required.

All new full-time faculty hires with the appropriate terminal degree (Ph.D. or equivalent) are to be appointed at the rank of Assistant Professor, or to a higher rank if merited based

on their previous position. An explanation for requesting additional steps in the above categories must be included in the department's hiring recommendations.

If a candidate is ABD at the time of hire, it is understood that he or she will have defended his or her terminal degree prior to the start of his or her second semester. Evidence of scholarly achievement, professional activities and teaching experience is required of all candidates.

Tenure

Tenure in the Writing and Speaking Studio should be reserved for faculty members whose steady overall growth, performance, and promise as scholars and educators has been widely perceived by their peers as outstanding.

Candidates should have demonstrated excellence in the primary function of their respective position and in either professional accomplishments or service with a good performance in the remaining component.

Excellence in primary function can be demonstrated through the following:

- innovative approaches to staff education;
- observation by peers among the faculty;
- commitment to discussing and improving written and oral communication pedagogy.

Scholarly contributions recognized within the candidate's field, either presented to the academic community or published, are an indispensable qualification.

Commitment to service can be demonstrated through the following:

- participation in faculty governance;
- creative Writing and Speaking Studio programming;
- and/or other activities on the FIT campus or in other institutions related to a candidate's field of expertise (such as professional associations).

Measured success in these three areas are the criteria for tenure in the FIT Writing and Speaking Studio.

Promotion

Candidates for associate professor and full professor must show clear evidence of continuing growth and achievement in their primary function, professional accomplishments, and service in the period since achieving tenure or previous promotion. Please refer to the NCF Promotion Criteria Framework for examples of excellence in these three areas.

Candidates seeking promotion to full professor must have a master's degree plus 15 graduate credit hours in an appropriate field for their primary function (e.g., writing studies, rhetoric, communication studies, applied linguistics, etc.). PhD is preferred. Candidates for full professor must also demonstrate growth and an expanded record of excellence in primary function, professional accomplishment, and service.

Appendix B: Organizational Charts

FIT's Organizational Charts are located on [MYFIT's](https://insidefit.fitnyc.edu/myfit/documents/fit-org-chart.pdf) "Inside FIT" page:
<https://insidefit.fitnyc.edu/myfit/documents/fit-org-chart.pdf>

Please refer to the "Inside FIT" page for most recent organizational chart

Appendix C: Checklist for Faculty

I. Orientation

It is important to go to the FIT Office of Human Resources (OHR) at 333 Seventh Avenue, 16th Floor, to be processed and to get an ID number.

New Faculty Orientation Program. New full-time faculty are invited to participate in FIT's faculty seminars held throughout their first year. Topics cover a number of areas relating to their instructional role, including using technology, student services, tenure, funding opportunities, among others. The Director of Faculty Development/CET coordinates this program. For adjunct faculty, an all-day Adjunct Summer Institute is held yearly.

Resources are available for new adjunct faculty on the CET's website under Adjuncts@FIT.

It is new faculty member's responsibility to provide official transcripts, three academic recommendations, and all necessary documentation to Human Resources before the start of the semester to ensure that they are on the payroll.

Your FIT email address is the official email address for all FIT related business in communicating with staff, administrators, faculty, and students. Do not use your personal email address for FIT business.

Keys for your classrooms and office will be provided to you at the beginning of the semester.

Textbooks should be ordered as soon as you are informed of your class schedule; be sure to allow sufficient time for the bookstore to order them prior to your first class from the on campus Barnes & Noble FIT Bookstore; the store is in the A Building basement. Create a FacultyEnlight account to order books from Barnes and Noble for your courses.

The first class of the semester is not an abbreviated class. Please provide a full class lecture and activities.

II. Syllabus/Printing/Finals

Distribute a syllabus for your course to the students at your first meeting; it should include textbooks, reading assignments, grading criteria, examination policy, term paper requirements, and other components that are used to determine the semester grade. Refer to the following guidelines: <https://www.fitnyc.edu/about/administration/academic-affairs/faculty-academic-support/curriculum/guidelines/course-development/developing-course-syllabus.php>

It should also include your attendance policy. Contact the CET to set up a digital syllabus format that can embed into your course's learning management (e.g., Blackboard) shell.

Give a copy of your syllabus to the department secretary to keep on file in the department.

Plan ahead for the reproduction of material. The FIT Print Shop provides copying of your syllabus, handouts, and tests. Department secretaries will send your course material to the Print Shop. The copy machines in the offices are not to be used for more than 25 copies. Consider sustainability options re: course materials.

Final examinations must be prepared sufficiently ahead of time to enable copies to be made in the Print Shop. The department secretary can provide you with a request form to have copies run off by the Print Shop. Give a copy of your final to the secretary. You can now also submit print shop requests online through [MyFIT: MyFIT Home /Finance & Administration /Operational Services /Print Center \(https://form.jotformpro.com/62598432125963\)](https://form.jotformpro.com/62598432125963)

III. Attendance

While attendance policies for course sections are set by the faculty, attendance should be taken at each meeting and will be required for certification of attendance rosters for SUNY and financial aid reporting purposes.

The most up-to-date class roster information is available online at [MyFIT](#), and you must check course rosters carefully. The certification census date for rosters is the 21st day of the semester. Accurate information on the certification roster is required. Students who are not on the roster must resolve their registration status with the Registrar's Office. This has an impact on funding for the college.

IV. Office Hours

There are CBA requirements for Office Hours for both full-time and part-time faculty. Please refer to the Office Hour section of this handbook and to the CBA Sections 38.3 and 38.8 respectively.

V. Faculty Absences

Notification of absences must be given to the chairperson and secretary before any personal leave is taken. Check with your department regarding Anticipated Absence Forms and procedures.

The assignment of substitutes for your classes will be done by the chairperson, based on contractual rules. AOP must be followed. Adjunct faculty members are always given preference for paid coverage of classes. Full-time faculty cover classes only when adjunct faculty are not available. Substitution will be arranged whenever possible or the classes will be canceled. Please note that, contractually, an instructor can only have a substitute cover their classes only after a certain number of absences. CBA §21.4.5

Substitutes should be provided with a topic and/or material to be covered in your classes. Substitutes will provide you with an attendance list.

Unexpected absences, such as those due to illness, should be called into the department as soon as possible. If the absences are for early morning classes, call your dean's office and your department office.

VI. Peer and Student Evaluations

Peer observations are scheduled early in the semester with advance notice. Discussion with the observer after the observation is useful. These observations provide you with an opportunity to get valuable feedback on your teaching. It is important that you sign a release form for the Tenure and Promotion Committee (T&P) to enable the T&P Committee to verify that your documents are on file at the college.

It is generally recommended that instructors (regardless of their tenure or CCE status) take student evaluations. These provide important feedback for better teaching.

All non-tenured and non-CCE'd faculty members must take student evaluations in all their classes every term, including those in the summer and winter, if teaching then.

Course evaluations are through a digital system and organized by Faculty Services.

Course evaluations are discussed at the reappointment meetings of the department T&P Committee; they serve as an important factor in the reappointment of non-tenured and non-CCE'd faculty and in the recommendation for promotion for tenured/CCE faculty.

VII. Submitting Student Grades and Attendance

Grades and attendance must be submitted online through the FIT Online Information System at the end of the semester. In addition, Certification Rosters for each class are submitted twice: first about three weeks into the semester and second at the end of the semester. Maintaining accurate records of registered students is important for continued SUNY funding of FIT. You access the relevant forms through the [MyFIT](#) portal on the FIT main website. Once you log on and select the Faculty tab, then click on the Online Information System link in the Online Resources column to the right. At the Main Menu, select the Faculty & Advisors link.

VIII. Computer Protocol

Office computers are accessible to faculty. Check with your department regarding access to computers.

To access e-mail you must have an account with a college e-mail address; everyone is automatically assigned one at hire. Speak to your departmental secretary for procedures if you have a question. Computer help is also available from the college's computer operations helpline, extension 7-HELP (212-217-HELP from off-campus). Training on Blackboard, our course management software package, is available through the CET, in addition to the Office of Online Learning.

IX. Telephones and Directories

Faculty have access to telephones in their offices and department offices. Direct dialing from a campus phone to another campus telephone requires only 7 + the 4-digit

extension. To dial off-campus requires 9 + 1 + the 7-digit area code and phone number for all long-distance and local calls, including New York City.

FIT no longer has a printed telephone book; for employee and office directory information, including employee email address links and office locations, log on to [MyFIT](#) (FIT's intranet): [MyFIT Home / InsideFIT /FIT Directory](#) (<https://directory.fitnyc.edu/>)