

## **GUIDELINES FOR APPOINTMENTS TO THE FACULTY OF IT** **Rensselaer Polytechnic Institute**

The Faculty of Information Technology (FIT) is responsible for the academic oversight and operation of the interdisciplinary degree programs in information technology. Currently, these programs include a Bachelor of Science in Information Technology (BSIT), a Master of Science in Information Technology (MSIT), and an undergraduate Minor in Information Technology.

Members of the FIT hold primary appointments in one of the academic schools at Rensselaer with a secondary appointment in the FIT. A faculty member is invited for appointment to the FIT upon meeting one or more of the expectations outlined below. Appointment letters originate from the Provost's Office with approval from the appropriate Dean and Department Chair.

### **Expectations for a Member of the FIT**

It is expected that every member of the FIT contributes in some way to the academic oversight and operation of the information technology degree programs. This contribution can take the form of any of the following activities:

- Teaching a core course in the BSIT or MSIT programs.
- Serving as a Second Discipline Contact Person for the BSIT.
- Serving as Core Area or Application Area advisor for the MSIT.
- Serving as the Masters Project Advisor for a MSIT student.
- Serving on the Curriculum Committee for the BSIT or the MSIT.
- Serving in an advisory capacity to the information technology degree programs.
- Helping with student recruitment and public relations for the information technology degree programs.
- Conducting interdisciplinary research in information technology, utilizing students from the IT degree programs as assistants when appropriate.

### **Criteria for Appointment to the FIT**

An appointment to the FIT is for a one to three-year term with the possibility of reappointment. Reappointment requires participation in one or more of the activities listed above during the current appointment and the expectation of continued activities with the information technology degree programs in the future.

### **FIT Appointment Processes**

At the beginning of each academic year, the Associate Dean for Information Technology will review the membership of the FIT with the Deans of the academic schools and Hartford. Faculty members who meet the criteria for initial appointment will be invited to join. Members of the FIT whose appointments are ending and who meet the criteria for reappointment will be so invited. The detailed processes are below.

### Initial Appointment

At the beginning of each academic year, the Associate Dean for Information Technology in consultation with the Deans of the academic schools and Hartford will identify faculty not on the FIT who meet the criteria for appointment to the FIT. For each of these faculty members:

1. The Associate Dean for Information Technology will invite the faculty member to join the FIT.
2. If the invitation is accepted, the Associate Dean for Information Technology will prepare a memo to the Provost requesting the appointment.
3. This memo will be routed to the appropriate Department Chair and Dean for endorsement signatures before reaching the Provost. If the Department Chair or Dean does not endorse the appointment, the appointment will not be made.
4. The Provost will issue the formal appointment letter to the faculty member with a copy to the appropriate Dean and Department Chair and to the Associate Dean for Information Technology.

### Reappointment

At the beginning of each academic year, the Associate Dean for Information Technology in consultation with the Deans of the academic schools and Hartford will identify FIT members whose appointments are ending. For each of these FIT members:

1. The Associate Dean for Information Technology will verify that the faculty member was involved in one or more of the activities listed above during the current appointment. If not, reappointment will not be requested.
2. The Associate Dean for Information Technology will consult with the faculty member concerning future activities with the information technology degree programs. If the faculty member expects no future activities, reappointment will not be requested.
3. The remainder of the process follows that for an initial appointment.

Adopted by the Dean's Council on 11/13/02