

Policy: Submitting Faculty/Staff Accomplishments & News

Faculty/staff accomplishments and news are published on NYIT's website.



What qualifies as an accomplishment?

Items that are highly competitive to achieve, for example:

- Receiving awards from professional organizations
- Paper published in highly competitive journals with 20 to 30 percent acceptance rates
- Published book, not a book chapter, by a respected publisher
- Creative work displayed at major events/exhibits
- Plenary and keynote speeches at major conferences
- Receiving an external grant for proposed scholarly research and creativity works
- Appointment to a leadership position in a national or international professional organization in the your field, e.g., president of a professional society; chair of a major national or international (not local) conference, editor of an archival journal

What qualifies as news?

- Article or op-ed published by a newspaper, magazine, or website blog
- Published book chapter
- Providing an interview or quote for a news story in print, broadcast, or online media
- A review of your work (e.g., book or research) written by another person
- Presentations at major professional conferences

When submitting these items via email, provide a link that verifies their existence.

What are not accomplishments and news?

- Attending a conference or any other event related to your field without giving a keynote speech, leading a workshop, or formally presenting research at a session
- Activities, presentations, articles published at a local chapter
- Acceptance of abstract of a paper

What's the format for submitting accomplishments and news?

Summarize your accomplishment in up to four concise sentences that the average reader can understand. Good questions to consider answering are: Why is this important? What does it mean to my field? Do not copy and paste technical language from another source. Remember to include a link to online content that verifies your submission.

Good Example: Alyssa Smith, Ph.D., assistant professor of English, has co-authored the article, "An Analysis of the Storytelling Techniques of Mark Twain," published in the March 2015 issue of the *Journal of Historic Writers*.

How do I submit accomplishments and news?

Faculty members should email the contact person listed for their school:

College of Arts and Sciences: Karen Wolff

College of Osteopathic Medicine: Wolfgang Gilliar + Diane Fakh

School of Architecture and Design: Danielle Fortune

School of Education: Staci Kirschner

School of Engineering and Computing Sciences: Ambeeka Jewnandan + Kaitlyn Swenson

School of Health Professions: Tara Piechowiak

School of Management: Jess Boronico

Staff members should contact their direct supervisor.

After I submit my accomplishments or news, what happens next?

The dean of each NYIT school will review submissions for his/her faculty members. If you're a staff member, your supervisor reviews the submission.

What's the deadline for accomplishments and news?

Supervisors and deans must send all approved submissions in one email by noon on the first Friday of every month to Rosemarie Feurtado in the Office of Academic Affairs, rfeurtad@nyit.edu.

Upon review by the Provost in the Office of Academic Affairs, the items are submitted to NYIT's Office of Communications + Marketing for posting to the [Faculty/Staff Accomplishments and News section of NYIT's website](#) and on [The Box news blog](#).