Faculty Handbook
2023

MESSAGE FROM THE CEO

First, may I welcome you to our Eastern International College. I have the distinct privilege of greeting you as CEO of Eastern International College. I truly hope that you will become an integral part of our academy and look forward to a rewarding partnership with you.

Eastern International College is committed to the educational and professional enrichment of each student who attends our institution. The curriculum and environment we provide is geared to create an atmosphere in which students can develop, excel, and form a positive self-image. The College takes pride in enhancing basic science, clinical, leadership, management, and technical skills in addition to preparing students for the workplace.

You have become part of our faculty, who are committed to providing a nurturing and caring environment in which our students develop basic and critical thinking abilities, interpersonal skills, and workplace competencies with the goal of improving the student's quality of life. We value the experiences our students will take with them into their chosen field and foster the growth of our student's knowledge and professional development.

Since offering associate degree programs in 2009, we continue to add additional programs in the field of allied health and nursing, the most highly sought after employment field. We are dedicated to offering our students quality education. You are now a participant in this mission. We truly believe in our motto of providing "A World of Knowledge".

Sincerely,
Bashir Mohsen, CEO
Eastern International College

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Introduction and History

Philosophy / Mission Statement

Eastern International College is a student-centered and career-oriented institution of higher education dedicated to the professional development of its diverse student body. Through innovative curricula, leading-edge technology, experiential ("hands-on") learning and caring and responsive student services, EIC will provide:

- Challenging health sciences curricula and environments that maximize student success by equipping and engaging students to critically appraise and apply knowledge and skills necessary to succeed in their chosen profession, in the service of others, and in their communities.

- Scholarly faculty and dedicated staff who encourage and support diversity and promote excellence in teaching, learning and service as the college's primary focus.

- Academic programs that foster ethical and critical thinking informed and enriched by nationally recognized general education standards and professionally accredited career competencies to ensure a quality collegiate experience.

- Leadership with innovative and responsive health science programs designed to anticipate and respond to healthcare market needs and provide the foundation for lifelong learning skilled in, and adaptable to new information and technologies.

History

Micro Tech Training Center, now Eastern International College, was established in 1990 to provide customized computer training to students referred by local corporations. Initially, the school, located in East Orange, New Jersey, occupied two classrooms and trained 15 students in job-related software applications. Shortly thereafter, the school was approved by the New Jersey Department of Education and expanded its course offerings to include customized training for local companies in conjunction with the Job Training Partnership Act (JTPA). As training programs offered by the school met with success, student enrollment increased, and additional classes were added to accommodate the scheduling demands of the working group.

In 1995, after five years of demonstrated ability to train and place individuals in computer-related occupations, the Accrediting Commission of Career Schools, and Colleges (ACCSC) granted initial accreditation to Micro Tech Training Center. In 1996, the school began offering financial aid to qualified students. In 1998, the school relocated to the business district of Newark, New Jersey, where PC Networking and PC Applications Specialist Programs were included in computer course offerings.

In 2000, through continuous evaluation, monitoring, and surveying of the school, a second move to a more modern facility, located at 3000 JFK Boulevard, Jersey City, NJ was undertaken to provide academic access to a larger population of students.

Decline in employment opportunities in 2001 caused a paradigm shift in program offerings, and in 2002, the school launched its first healthcare training programs. Initially, the school offered allied health certificate programs in Diagnostic Medical Ultrasound Technology, Massage Therapy, and Medical Assistant. In 2004, the Belleville Branch Campus, located at 251 Washington Avenue, Belleville, New Jersey, opened to offer the new allied health certificate programs to better serve students in the Newark area and suburbs North and West of Newark.

In 2009, Eastern International College began offering an associate degree in applied science in Diagnostic Medical Sonography (AAS). After much success, the College expanded its program base and began offering associate degrees in applied science in Nursing (beginning in 2011), Medical Assistant (beginning in 2010), Dental Hygiene (beginning in 2013), and Cardiovascular Technology (beginning in 2014). These programs were met with great enthusiasm and grew to capacity. In 2013, Eastern

International College's Jersey City campus moved to a new building located at 684 Newark Avenue. In 2014, Eastern International College also began offering its first bachelor's degree in Diagnostic Medical Sonography.

In August 2015, the Dental Hygiene Program received initial programmatic accreditation by the Commission on Dental Accreditation (CODA). Later that year, in September 2015, the Commission on Accreditation of Allied Health Education (CAAHEP) granted initial accreditation for the Cardiovascular Technology Program. In October 2015, the Nursing Program in Belleville was granted full accreditation by the New Jersey Board of Nursing.

In September 2016, our Cohort Student Default (CDR) rate was an incredibly low 1%, meaning only 1% of all EIC students with student loan debt were not able to meet their repayment obligations. In 2017 and 2018, we experienced a further CDR *decline* to 0%! This praiseworthy accomplishment indicates our graduates secure full-time employment in their field of study, thus enabling them to maintain their student loan repayment schedules and not go into default. The College continues to graduate students who move directly into permanent professional employment.

The Dental Hygiene Program has continued to grow and in April 2017, EIC received final approval from ACCSC for the Bachelor of Science Degree Program in Dental Hygiene. The Dental Hygiene Program is a rigorous bachelorette program in which 100% of its graduating students pass the licensure examinations and secure full-time permanent employment. The Program offers dental healthcare services to the community through its clinic that is open to the public. In this way EIC contributes volunteer services to its neighbors while giving students the opportunity to learn dental hygiene processes under the direction of full-time faculty and dentists.

In Fall 2017, the College faculty and administration reviewed its core curriculum requirements to assure student learning outcomes, including the mastery of critical communication, writing and research skills. Our internal assessment led to strengthening our General Education curriculum by embedding fifteen hours of information literacy instruction per semester in our English 101 course offerings.

In February 2018, after the abundant interest in the Dental Hygiene Program, the College was officially permitted to grow when the Commission on Dental Accreditation (CODA) adopted a resolution to permit EIC to double Dental Hygiene student enrollment; CODA also reinforced the good standing of our Dental Hygiene Program by sustaining the program's accreditation status of "approval without reporting requirements." The Commission on Dental Accreditation (CODA) granted full approval to offer a three-year Bachelor of Science in Dental Hygiene (BSDH) program.

In Summer 2018, with continued and steady enrollment growth, the College upgraded its Student Information System to Diamond SIS and implemented CANVAS as the College's Learning Management System (LMS) with a January 2019 go live launch. The utilization of CANVAS is mandatory for every class offered in Eastern International College. CANVAS documents attendance, grades, course syllabi, course assignments, criteria for grades, faculty and student course-based innovations and projects. The centralization of all curricular and instructional content has led to a comprehensive accessibility and deliverability of information to students, faculty, and administrators. This has led the institution to provide nimble shifts to online course delivery modes and to appropriate programmatic leadership oversight to assure quality and productivity.

On August 28,2018, EIC's application to participate in the State Authorization Reciprocity Agreement (SARA) was approved by the Office of the Secretary of Higher Education, which is recognized by the New England Board of Higher Education as New Jersey's Portal Entity,

Throughout the Fall of 2018 into Spring 2019, the College increased the size of the Dental Hygiene Program clinical. Today, the Program includes a multi-purpose laboratory with 20 typodont works stations, seven radiology rooms, dental material stations, and an extensive clinical space. All technology is cutting edge to increase student learning of all dental hygiene equipment.

In focusing on online access to degrees, the College emphasized expansion of two new online completion programs: In Fall 2018, we received approval from the State and ACCSC to implement the online Bachelor of Science in Dental Hygiene Degree (BSDH) Completion Program in 2019. Simultaneously, the College received NJ State Office of the Secretary of Higher Education (OSHE) approval to implement the Bachelor of Science in Health Leadership (BSHL) Degree Completion Program. The College also offers the RN to BSN online.

The AAS in Nursing received full accreditation from the Accreditation Commission for Education in Nursing (ACEN) for our Belleville Campus' Associate Degree in Nursing (ADN) Program in 2018. The Nursing Program, offered in Belleville and Jersey City, offers the best clinical technology for students who must register for laboratory sessions. The labs are outfitted with hi-tech simulation mannequins, simulation medical carts, IVs, instruments for fundamental procedures, all in a clinical/hospital setting. The College has Lucina, the mannequin that births a child, at each campus. The Simulation Labs are managed by a dedicated Assistant Dean.

On February 17-20, 2020, EIC hosted the MSCHE site visit, and in July 2020, the College received accreditation by the Middle States Commission on Higher Education (MSCHE) and therefore withdrew its accreditation with ACCSC in December of 2020. Effective December 5, 2020, Eastern International College is accredited by the Middle States Commission on Higher Education and thereby adheres to the Commission's Standards of Excellence including meeting all criteria for accreditation: mission and goals, ethics and integrity, design and delivery of the student learning experience, support of the student experience, educational effectiveness assessment, planning, resources, and institutional improvement, governance, leadership, and administration. The College meets all the criteria as set forth by Middle States and our self-study report is due in 2023.

On March 12, 2020, the Accreditation Commission for Education in Nursing (ACEN) approved EIC's application for the addition of a new off-campus program instructional site, the Jersey City campus.

On October 29, 2020, the MSCHE approved EIC's substantive change request application to include an alternative delivery method- distance education- within EIC's scope of accreditation.

On December 15, 2021, The New Jersey Board of Nursing approved EIC's application to establish a Bachelor of Science in Nursing Generic Program with a provisional accreditation status. The first BSN cohort started in the Spring 2022 semester.

On June 22, 2022, The MSCHE approved EIC's substantive change request applications to close the Belleville campus and the teach-out of the Cardiovascular Technology Program.

EIC Campus Facilities

The Jersey City campus, located at 684 Newark Avenue comprises a three-floor building that opened in October 2013 and is furnished with the technology and resources appropriate for EIC programs. The building is approximately 34,000 square feet and houses seven classrooms, five labs/computer rooms and 30 dental hygiene workstations.

The campus offers students and faculty sufficient access to desktop computers, overhead projectors, library and information resources, and anatomical models to facilitate hands-on and effective teaching and learning. Laboratories are well equipped to meet training needs, for example:

- The dental hygiene laboratory is equipped with X- ray machines and patient clinical areas.
- The ultrasound laboratories are equipped with six (6) ultrasound machines, one (1) of which is a portable machine; EKG machines and supplies are available for laboratory activities and tutoring.

The nursing laboratory is equipped with four (4) simulated hospital patient care settings, and Lucina, a High Fidelity Childbirth Simulator (see description below). Each is complete with an electronic bed, overbed table, bedside stand, and a headwall containing over bed lighting, suction, and air/oxygen outlets. Other accessories such as otoscopes and ophthalmoscopes are amply supplied in the Nursing Storage Room, which is in the Main Laboratory. The smaller Laboratory is equipped with two (2) simulated hospital patient care settings. The Laboratory is equipped for wireless access to the campus network and is a smart classroom with a large TV screen for easy viewing of educational materials by the students. The Nursing Department has five low fidelity simulation mannequins along with the software components to make the mannequins fully functional. The Main Laboratory serves as a classroom which can accommodate 24 students. The smaller Laboratory is also a classroom and can accommodate 15 students.

The third floor of the Jersey City campus is devoted to the Dental Hygiene Program. The 11,300-square foot space houses the 30-chairs of the dental hygiene clinic, 7 radiology rooms, 1 panorex suite, 2 sterilization rooms, a student and faculty simulator laboratory, classrooms, faculty office spaces, storages, and the dental clinic reception area. The lab currently has twenty (20) student dental simulators and one (1) instructor simulator. These simulators provide a realistic learning experience to develop the necessary motor skills and clinical knowledge. Students practice in pairs on the simulator while watching a large-screen overhead projection of the instructor performing a dental hygiene procedure.

The Clinical facility is equipped with computers at every station and patient monitors for oral health educational instruction. Digital radiographs can be brought up on the computer screen for treatment planning and patient education while digital patient recordkeeping instills a paper-free environment.

The campus building has a lounge available for student and staff use. This area offers vending machine options, though the campus is in a location that offers students access to a vast array of dining and refreshment opportunities nearby. The campus can be reached via public transportation, which is the preferred mode of travel because parking is limited.

The building is appropriately furnished for administrative operations. Faculty and advisors have access to private areas to secure their files and space to meet with students to discuss sensitive matters, especially when discussing issues related to student privacy.

Lucina Childbirth Simulator

Developed by CAE Healthcare, the Lucina Childbirth Simulator is a wireless medical mannequin with validated maternal-fetal physiology. It is used to provide reliable, realistic, hands-on training for childbirth scenarios, from normal deliveries to breech births, shoulder dystocia, and critical emergencies. Lucina can breathe, cry, sweat, blink — even simulate a postpartum hemorrhage. She has measurable vital signs, and the pupils will react if you shine a light on them.

Palpable, soft skin can simulate uterine contractions, as well as leg and hip articulation for practice in childbirth positioning and related birthing maneuvers. The lifelike fetus is delivered through a realistic birthing canal. It provides fetal heart sounds, airway suctioning, a programmable cry upon delivery, predicted 1-minute and 5-minute Apgar scores based on venous and arterial blood gas valves, and an umbilical cord that can be cut and clamped.

Lucina is an excellent learning tool, helping nursing students improve their critical reasoning skills. During a simulated postpartum hemorrhage, for example, Lucina will bleed and present students with the data they need to assess the situation: She will turn pale, her blood pressure will drop and her pulse will rise. After they perform an intervention, they must assess if what they did was successful based on Lucina's response.

Goals in the Development of Students as Lifelong Learners

- Creates a student-centered environment accessible to individuals of diverse ages, cultures, and socioeconomic backgrounds.
- Sustains a personalized approach to education through small classes and close relationships among faculty and students.
- Develops educational programs that join theory and practice and instill in students the spirit of systematic inquiry.
- Encourages creativity, scholarship and individual enterprise in its students and faculty.
- Promotes international perspectives in the curriculum and among students and faculty.
- Encourages in its students a critical perspective, a respect for diversity and an understanding of their own and others' values.
- Fosters in its students a lifelong desire to learn and a commitment to contribute actively to their communities and the world.
- Educates diverse populations locally and regionally.
- Strengthens the communities it serves through support of civic, cultural, corporate and educational organizations.

Student's Bill of Rights:

Every student has the right to expect:

- A well-structured curriculum taught with the most current theory and research,
- A dedicated and knowledgeable faculty instructor,
- A fully accredited program of study,
- A course of study which gives remediation and extra help when necessary,
- And an academic environment free from bullying.

Chapter 1: Faculty

The Faculty

All appointments to the faculty are made by the President of Eastern International College through his designee, the Vice President (or designee), who receives recommendations from the Dean and Department Chair.

In any given academic year, the faculty consists of:

> Those with full-time faculty status.

> Those with adjunct faculty status who have a part time teaching assignment.
> Those who have administrative positions and teach a course or courses.

Faculty Status

The term "faculty status" refers to that special standing in the college community belonging to those who are assigned the rank of instructor, and who are subject to review by the appropriate department chair and by the Vice President (or designee) for contract renewal or promotion and who hold a current full-time faculty contract with the college.

Ordinarily, only those with full-time teaching responsibilities are eligible to hold a faculty contract. In special cases, the President may offer a faculty contract for a position in which a person will perform a mixture of administrative and teaching responsibilities (ordinarily this should include teaching at least two sections in an academic year), after consultation with the Vice President (or designee).

Faculty status gives the person active and passive voice for purposes of general faculty meetings and for departmental faculty meetings.

Faculty Rank and Qualifications

The academic rank for all faculty is Instructor.

Faculty members teaching technical/major courses in Cardiovascular Technology-AAS, and Diagnostic Medical Sonography-BS must possess a degree at least at the same level of the course/s the faculty member is teaching.

Faculty members teaching technical/major courses in Nursing must possess, at a minimum, a master's degree in Nursing. A master's in Health Leadership/Administration or a related field is required for the BSHL Completion.

Faculty members teaching technical/major courses in Dental Hygiene must possess an equivalent degree (the same level) or higher degree than the credential offered

For specific programs, faculty members must possess licenses, certifications, and/or registrations (e.g. RN, RDH etc) as required by state/federal laws and accrediting agencies.

Faculty members teaching General Education courses must have, at a minimum, a master's degree in the field or subject area, or a master's degree in a related field with at least 18 credits in the subject area taught.

Also, to be considered are the qualifications for teaching in an associate and bachelor degree programs as stipulated by the appropriate professional agencies and applicable programmatic accreditors.

Faculty Expectations

Instructors are expected to have fulfilled the duties and services of a full-time teaching faculty member in a collegial fashion as detailed in the Chapter of this Handbook on Duties, Privileges and Procedures for Instruction. Other factors that must be considered are professional degrees and licenses, evidence of sincere interest in the objectives of the college and its programs, interest in the general welfare of its students, active participation in the activities of learned and professional societies, participation in departmental affairs, work with student organizations, directing students to noteworthy achievements, serving on various departmental and college wide committees when appointed or elected, and reputation and recognition among professional colleagues and in academic circles.

A dress code is expected to be maintained by faculty while on campus. Eastern International College instructors will wear business, or business casual, at all times in the classroom. For men, "business casual" is considered to be a long- or short-sleeve shirt or a polo style shirt with a collar. For women, "business casual" is considered to be a blouse with a collar. Instructors in clinical situations will dress accordingly to that profession's standards and infection control protocols.

Library Personnel with Faculty Status

The Director of the Library is an officer of the administration with faculty status. Library personnel may hold faculty status and may be classified as Associate or Assistant Librarian, Director of Campus Library, Reference Librarian, Circulation Librarian, Periodicals Librarian, Media Librarian, Head of Technical Services, or Cataloger.

Adjunct Faculty

All adjunct faculty members hold the rank Adjunct Instructor and are subject to the qualifications stipulated in the Faculty Ranks and Qualifications section. An adjunct faculty is ineligible for participation in the college fringe benefit programs. At departmental and general faculty meetings, each adjunct faculty member has one half vote.

Faculty Evaluation

Senior full-time faculty members are evaluated periodically, or as needed and new instructors are evaluated within the first 90 days of their employment. Faculty evaluations are conducted by the appropriate department chair via classroom observation and documented in the Class Observation Form. Classroom observations may also be conducted by the Dean of Education or the Vice President in collaboration with the Department Chair.

In addition, the instructor is evaluated by students through the Instructor Evaluation Form at the end of each course. The results of the observation and the student evaluation are discussed with the faculty member by the Chair. These results are used for formative and improvement purposes.

Professional Responsibility

At Eastern International College, there exists a strong tradition of dedication to the importance of teaching and service to the student. The faculty members are urged to strive toward excellence in the profession of college teaching, regularly seeking the counsel of their colleagues and the evaluations of their students. Concern for the students and availability to them outside of class have long been hallmarks of the faculty.

Faculty members are expected to express their ideas and guide their actions in such a manner as to command respect for their character, their scholarship, and their objectivity. When they speak or write publicly, they should leave no doubt as to whether they speak as private citizens exercising their constitutionally guaranteed freedom of speech, or as members of a learned profession, or as representatives of the college.

Faculty should devote themselves to the interest of the students' intellectual welfare by keeping abreast of developments in their fields.

They must remember that the maintenance of good academic standards demands a very high level of preparation and teaching. The placing of high ideals and standards before the minds of the students stimulates them to greater accomplishments and is an advantage to each student, faculty member and the college. Only then can the requirements imposed on the students be administered fairly.

Conflict of Interest and Conflict of Commitment

Members of the faculty with a full-time faculty contract are expected to have as their principal occupation and occupational interest the teaching of their classes and the carrying out of other assigned duties. It is the responsibility of the faculty member to ensure that outside commitments do not interfere with the fulfillment of his or her responsibility to Eastern International College. The immediate supervision of this commitment is the responsibility of the appropriate department chair/dean under the direction of the Dean and Vice President (or designee).

Academic Freedom

Instructors are free and encouraged to use creative teaching methods that will enhance the learning outcomes of our students. In so doing, they may make reasonable changes with regard to supplemental materials, resources, lesson plans, classroom activities, field trips, and any other student learning activities.

Instructors' academic freedom will not be inhibited so long as teaching decisions reflect the objectives and content of the approved course syllabus. An approved syllabus is always on file with the department chair.

Instructors are encouraged to participate with administrators and department heads to improve curriculum and delivery of instruction at Eastern International College. Instructors may address any educational issues or concerns at staff meetings, faculty meetings, scheduled teacher in-service meetings, or through individual meetings with administrators. The administration of Eastern International College maintains an **open-door policy** regarding suggestions from faculty and staff.

Chapter 2: Duties, Privileges and Procedures for Instruction

Teaching

The primary responsibility of the faculty is to prepare and teach courses, bringing to bear research, which is current and in depth, utilizing the best of teaching and learning techniques to motivate and lead students. The college assigns for each course a certain number of contact hours, in accordance with the requirements of the State of New Jersey, and faculty are expected to carefully meet with classes for the full-time stipulated. Eastern International College hires individuals for faculty positions with the purpose of providing learners with excellent classroom experiences.

Teaching Schedules

Total Hours

The ordinary teaching schedule, per semester, of a full-time faculty member shall consist of 15 semester teaching hours and a total of 10 hours of tutoring/office/advisement hours. Faculty are expected to participate in faculty meetings and committees which go above the minimal schedule of 10 hours office time and 15 hours didactic. The specific breakdown will be determined by the Department Chair. Compensation for total overload [office/teaching] is extra based on satisfying the minimum number of 25 total hours[office/teaching].

Course loads

It is to be understood and agreed that the number of courses assigned may be greater or less in one semester than the number assigned in the other semester, as long as the aggregate number of academic hours exceeds the minimal number of total hours specified. Additional teaching will be compensated accordingly. Courses may be assigned during the day, evening, or weekend sessions.

Credit Hours

A semester hour of credit is normally based upon fifty minutes of classroom work each week for fifteen weeks per semester. Thus, a course that meets for three fifty-minute periods each week is worth three semester hours of academic credit. Classroom laboratory sessions and practice sessions may receive less academic credit than credit awarded for standard lecture/recitation sessions depending upon the requirements of the course. One didactic hour will be equal to one credit hour; two laboratory and/or clinical hours will be equal to one credit hour.

EIC uses the Carnegie Unit to measure contact hours for lectures, laboratory, and clinical/externship.
1 didactic credit = 50-60 minutes contact hours per week
1 laboratory credit = 2 hours/week
1 clinical credit = 45 hours/semester

Meeting Times

All classes are to meet for the full length of time designated. Punctuality in beginning and concluding class periods is essential. Student attendance at class and laboratory sessions is to be recorded from the

first day of class. Such records involve legal and financial aid decisions.

Absences

When a faculty member becomes ill or is unable to attend classes, he or she should notify the office of the Dean and the appropriate department chair. If the absence is for a cause known ahead of time, such as an academic conference, the Dean and the department chair should be notified well in advance. The faculty member should arrange for coverage or rescheduling of the classes to be missed and inform the Dean and department chair of the arrangements. If the faculty member is incapacitated by illness and cannot make these arrangements, the department chair will do so. If a faculty member becomes ill for an extended period, the department chair in consultation with the Dean, will make arrangements for a substitute.

Support for Absences

Teaching faculty are expected to conduct classes for absent colleagues, if called upon to do so by the Vice President(or designee), Dean, or the Department Chair, and if notified in advance in reasonable time. If substitution is required, faculty members will be compensated on an hourly basis.

Special Sessions

All courses offered in the evening, weekend, summer, and special sessions are under the general administration of the Vice President (or designee). These programs, even when condensed as to time, are taught under the same academic standards as those in the day sessions. The college prefers that evening, weekend, summer, and special sessions courses be taught by regular faculty members. When the number of students and/or courses necessitates, the college utilizes part-time adjunct faculty members.

Course Roster

The college has the right to impose a minimum number of students needed to carry a course, and if it is unlikely that this condition will be met, to cancel the course. The final decision rests with the Vice President (or designee). The compensation of the faculty for overload teaching will be paid on a predetermined hourly basis. Evaluation of laboratory hours will be determined, according to circumstances, by the appropriate department chair in consultation with the department faculty and the Vice President (or designee).

Admission to Class

Before the first class of each course, the Registrar's Office will provide the faculty member with an initial class roster. Shortly after conclusion of late registration and the Add/Drop period, the faculty member will receive a final course roster. Any student not listed on this roster shall be sent to the Registrar's Office immediately to clarify his or her status and shall not be admitted hereafter without a written statement from the Registrar or Dean.

Student Discipline

Faculty members are responsible for the maintenance of discipline in their classes at all times. This responsibility includes the enforcement of college regulations including behavior in class and to local ordinances such as those prohibiting smoking in classrooms. Persistent behavioral problems should be reported to the Dean. Serious violations of discipline should be reported to the Campus Director. In the absence of the Campus Director, it should be reported to the Vice President (or designee) and the Dean.

Student Attendance Policy

Responsibility

All students must accept personal responsibility for absences and are responsible for fulfilling all the requirements and completing all assignments made in each course, they will also be held responsible for the entire content of each course. Most course syllabi include an attendance grade with specific criteria. The attendance policy for clinics/clinical and externships may differ and are stipulated in the student handbooks.

Generally, students who incur absences due to extenuating circumstances with documentation (e.g. doctor's note) will be given the chance to make-up for missed course requirements. Make-up work may have the same topic coverage but different exam and/or exam type. The student and faculty will agree on the date for the make-up.

Provisions for Absences

An attendance grade is included in all Medical Assistant, Cardiovascular Technology, Diagnostic Medical Sonography and General Education courses. Stipulations for the attendance grade are indicated in the course syllabi.

Nursing and Dental Hygiene students should refer to their respective student handbooks and syllabi for the attendance provisions.

Excessive Absences

If the tolerated limit of absences is exceeded, the instructor may request that permission from the Vice President or Dean (or designee) be required before a student is readmitted to sessions of affected courses.

All students who are absent from three or more successive sessions of a course shall be reported to the Dean and the Registrar's Office by the faculty. The students are subject to academic advising upon return.

Students who are absent a total of fourteen (14) consecutive calendar days without establishing an approved leave of absence or withdrawal will result in having their enrollment terminated.

Student Tardiness

Three instances of tardiness is considered one absence.

Religious Observance

It is the policy of Eastern International College that students should not experience adverse or prejudicial effects because of their religious beliefs or practices. If a student notifies an instructor in writing prior to the start of a class day, that he or she will be absent from class on a particular day (s) due to participation in an established religion's observance, there will be no penalty for absence and, if an examination or other course requirement is missed, an opportunity will be provided to satisfy the requirement.

Assignments, Tests, Examinations and Proctoring and Grading

Academic Expectations

At the first-class meeting of each semester faculty members are required to give each student a copy of the course syllabus that shall include the following: requirements of the course and the method and criteria used in determining the grade, course learning outcomes, course description, course outline and the course requirements. Course expectations (e.g. classroom behavior) may also be included.

Final Exam Requirement

All courses must have written examinations during the final examination period unless exceptions are made with the approval of the Department Chairperson and Dean.

Exam Proctoring

Each faculty member is expected to proctor all his/her own examinations. In the event that a faculty member gives a common examination to all sections of the course he or she teaches, the department chair will, if necessary, assign additional members of the department to help proctor the exam. If a department examination is given for all sections of the same course, the department chair will ascertain that a sufficient number of proctors are available. Online exam requirements are found in the Additional Tools with Canvas, on page 17.

Final Exam Absences

Students failing to appear for the final examination should be considered to have failed to complete the course requirements. The grade of "I" (Incomplete) is given for the course. It is the responsibility of the student to contact the instructor. After reviewing the student's explanation for missing the regular examination, the instructor will make arrangements, if warranted by the circumstances, to complete the course requirements. Students will be bound by all dates and policy statements applicable to the incomplete grade as outlined in the college catalog.

Only those students who have time period conflicts and/or three examinations on the same day may ask permission from the Chair for a deferred examination. If permitted, these students will be bound by all dates and policy statements applicable to the incomplete grade as outlined in the college catalog.

Grading Standards

In the matter of grading, the role of the department is critical. It is the professional responsibility of each department and of each faculty member to see that standards are developed and maintained on a regularly scheduled basis on such items as course outlines, course requirements, reading lists, tests, etc. Regular periodic reviews of grade distribution and grade policies in the department will be done.

Faculty use of Technology

Eastern International College provides faculty with an email address (firstname.lastname @eicollege.edu) and faculty are required to use this email when communicating with students. Moreover, it is expected that faculty will regularly check their email.

Learning Management System (LMS): Canvas

Eastern International College uses Canvas as its Learning Management System. Starting in Fall 2019, all EIC faculty are required to use Canvas for their courses and make use of Canvas.
Minimum requirements include:

Uploading Course Syllabus;

Including Faculty Contact information and office hours; and
Attendance.

Additional Tools with Canvas

Within the Canvas environment, certain courses and instructors may leverage certain tools like TurnItIn, ProctorU and ExamSoft. Faculty are expected to familiarize themselves with functionality. Trainings are provided to new staff, when new functionality is available and on an as needed basis.

ProctorU

ProctorU is an online exam proctoring tool that is embedded in Canvas for select assessments decided by instructors when it is needed and embedded within online courses.

TurnItIn

TurnItIn is embedded within Canvas and allows students to run their assessments through a plagiarism check before submitting their work. It is used in face-to-face courses and online courses. This tool allows students formative feedback to iteratively improve their writing and ensure proper citation. TurnItIn offers a comprehensive solution for preventing multiple forms of plagiarism.

Reporting of Grades

The material for reporting grades will be supplied by the Registrar's Office during the last days of each semester or session. All faculty members are expected to report grades for all students in their classes to the Registrar by the date specified in the instructions issued to accompany grade sheets or computerized grade forms.

Field Trips

Field trips taken in connection with any course of study should be held on days on which there are no classes. Any departure from this regulation must have the prior approval of the Vice President (or designee) and the Department Chair.

Cancellation of Classes

It is the policy of the college not to cancel regularly scheduled classes. In cases of emergency such as when transportation is disrupted, faculty members are expected to make every effort to meet with their classes. In the event a decision is made to cancel classes due to inclement weather or any other emergency, members of the EIC community will be informed through the EIC App. Faculty, staff and students are expected to subscribe to this App. A notification will also be published on the EIC website.

Guest speakers

Any faculty member is free to invite a guest speaker to his or her class. All requests must be approved by the faculty's Department Chair and the Dean.

Guest speakers may also be invited to co-curricular activities provided their names have been cleared by the faculty advisor of the particular activity. In all cases of doubt, the faculty advisor should discuss the matter with the Campus Director and Vice President (or designee).

Student Advisement

Counseling at the College is provided by a state licensed counselor who is experienced in working with college-aged and adult students. Students are encouraged to visit the EIC counselor to discuss concerns.

related to family, friends, general anxiety, low self-esteem, etc. The counselor will meet with students on an as needed basis.

Eastern International College campus-based students are advised by faculty members as well as Department Chairpersons directors. These Academic Advisors, who are well-versed in program–specific scheduling, grading, and curricula, help students achieve their academic goals. In some circumstances, the Dean and Vice-President for Academic Affairs may also advise the students.

Students attending the online program at Eastern International College are advised by the Director of Student Services, Academic Support, and Advising, as well as faculty members and Department Chairpersons. The Director of Student Services, Academic Support, and Advising performs outreach to the students in their orientation module, as well as conducting outreach throughout their regular courses to determine how they are performing and if they have any questions or concerns. This outreach serves to assist online students with transitioning to online learning and developing the skills needed to be successful throughout their coursework. The Director of Student Services, Academic Support, and Advising also works with the faculty and registrar to determine attendance concerns and provide follow-up activities to assist with student completion. Faculty members and Department Chairpersons work to conduct regular academic advising sessions throughout the quarter with the students to help them achieve their academic goals. The Dean and Director of IT and eLearning may also advise the students.

Academic Offerings

The official listing of academic offerings, curriculum requirements, academic calendar, and other information may be found in the catalog published by the college and in various brochures and memos. Faculty members are expected to be knowledgeable about the catalog and requirements insofar as they pertain to their work. Knowledge of curricular offerings and academic requirements will enable faculty members to be competent academic advisors to their students.

Service to the College Community

Department Meetings/ Faculty Meetings

Full-time faculty members are contractually obligated to attend department meetings and to participate actively in the work of their department. Efforts should be made to schedule department meetings so that they do not interfere with class schedules of the faculty, with meetings of the committees to which faculty has been appointed, or with outside commitments of the faculty, which have been approved by the college.

Full-time faculty members are expected to be present at all ceremonial occasions such as commencement and special convocations. A faculty member who is unable to attend any of these occasions should inform the Vice President (or designee) in advance.

College-wide Committees

Full-time faculty members are expected to serve, when appointed or elected, on department or college-wide committees, on college ad hoc committees, and as advisors or moderators of recognized student organizations.

Request for Time Off

Requests for time-off must be done two (2) weeks in advance. The Request Time Off Form must be completed and submitted to the HR Office (hr@eicollege.edu).

Requests for vacation time outside of the fixed college vacation periods must be sent four (4) weeks in advance.

Membership in and Attendance at Professional and Learned Societies

For the purpose of intellectual and professional growth, the college deems it advisable that faculty members seek membership to and take part in activities of learned and professional societies in their teaching fields.

The college is interested in the attendance of the faculty at national and regional meetings of such groups. It is the responsibility of the department chairs, in consultation with the Dean and Vice President (or designee), to nominate faculty members to attend such meetings. Every faculty member is encouraged to attend meetings which will add to professional growth, and the college will allocate funds for such travel whenever feasible. After attending such a meeting, the faculty member may be asked by the Dean to make an oral or written report to his or her department chair or to the Dean/ Vice President.

Request for Time Off

Requests for time-off must be done two (2) weeks in advance. The Request Time Off Form must be completed and submitted to the HR Office (hr@eicollege.edu). Requests for vacation time outside of the fixed college vacation periods must be sent four (4) weeks in advance.

Chapter 3: Learning Resources Systems

Eastern International College Libraries

Eastern International College's library is supplemented by use of local public libraries located a short walk from the campus.

Archives Center

The library has been designated as the archives center of the college for that campus. The Library Director is empowered to request and retain copies of all pertinent materials. Such material would include college catalogs, bulletins, journals, newspapers, magazines, as well as books, and periodicals found in most college libraries. The college maintains the e-library reference sources useful for faculty and student research. These internet databases are supplemented with internet reference sources available at the cooperating public libraries in Jersey City.

Library Assistance for Faculty Research

Faculty study and research are important to the college as well as to the individual student and faculty member. The librarian is pleased to furnish a variety of services designed to assist faculty, administrators, staff, alumni, and students with their research.

Class Use of Library

The professional librarian is prepared to arrange research instruction for classes upon request of instructors by appointment. Students are introduced to a library research module in the English Composition I course.

Book and Periodical Selection

Book titles and periodical titles suggested for library acquisitions are welcome at all times. Title selections by faculty are reviewed by the department chair who will forward them to the Library Director. If available, publication date, publisher, and ISBN number should be given with each suggested title. Order cards for making suggestions to the Library may be obtained from department chairs or from the Library.

While the department chairs will normally be contacted on library matters, the librarian welcomes faculty suggestions and the librarian may seek the advice of faculty members who by their knowledge and expertise are especially qualified to offer suggestions for the improvement of the library collections.

Supplemental Reading Lists

Reading lists are available at the circulation desk of the library for student reference.

Loan Periods

The loan periods for library materials are applicable for the entire Eastern International College community. Faculty, staff, and administrators are expected to comply with this regulation as are our students and alumni.

Computers

Computer access is available in computer labs, the Library and faculty offices. A limited number of laptops are available for faculty use. Utilizing digital tools are an integral part of the educational processes at Eastern International College. All faculty have access to these resources and technical support for computer related and computer-based curricula. The Information and eLearning (ITeL) Department supports these computers and their applications software. Faculty needing assistance are encouraged to reach out via support@eicollege.edu.

Faculty Use

The Information and eLearning (ITeL) Department provides the following specific support services:

- New faculty receive training on how to access their email, tools provided through GSuite and Canvas.
- Advise faculty on additional software systems available at Eastern International College.
- Obtain, convert, and install software systems from outside sources, when necessary, systems are not currently available at the College.
- Assist faculty in finding solutions for use in courses when such software is not available.
- Assist faculty members to gain hands-on experience at introductory computer sessions.
- Provide classroom demonstrations of the relevant hardware and software systems available to faculty and students. Such a presentation is an obligatory part of Student Orientation and faculty can request additional support (for example regarding ebook access).
- Assist the faculty member in developing documentation specific to the use of the computing facilities in conjunction with course work.

Student Use

Students have access to computers in the library and computer labs (when the labs are not in use for timetabled classes). The following services are provided: class or group demonstrations on how to operate the equipment, assistance in learning how to use application systems, assistance in debugging programs, and additional support as requested by students or faculty.

Tours of computer resources may be arranged by faculty for their classes. Booking of the computer labs for a specific course is arranged by the Registrar.

User Education and Training

Each semester, the computer labs may be used for different training opportunities that support course work or may be geared to specific user needs. Topics are usually offered at different times on different days in an attempt to alleviate scheduling programs for users. Seminars may also be requested by faculty members for their classes. In addition, it is possible for the ITeL department to develop specific presentations in response to classroom needs.

Chapter 4: Department Chairpersons/Department Dean

Term of Department Chairpersons

Chairpersons of departments have administrative responsibilities within their departments as well as the normal academic responsibilities of a full-time faculty member. They have a special obligation to build departments strong in teaching and in the pursuit of scholarship.

Qualifications of Department Chairpersons*

To be eligible for appointment as a Department Chairperson, a faculty member will have at minimum a master's degree in the field and possesses the following qualifications:

- at least two years of higher education teaching experience.
- experience in curriculum, instructional and faculty development.
- if required by law and accreditation, must be licensed, certified and/or registered in the field (e.g. RN, RDMS, CCI);

*Same qualification for Department Dean

Duties and Responsibilities of Department Chairpersons*

The responsibilities of Department Chairpersons at Eastern International College center on providing overall leadership in the Department. These include shaping and promoting the department mission, building consensus around department goals and program outcomes, implementing short and long-range plans, implementing policies and fostering an environment of collegiality and professionalism.

Specifically, the Department Chair will:

- Develop annual goals and objectives for the department aligned with the College's and department mission and goals.
- Assist in the development of a budget in congruence with the short- and long-term goals.
- Write or respond to annual and interim reports requested by professional associations, specific associations, accrediting bodies, and colleagues.
- Meet with clinical partners, stakeholders, and members of communities of interest.
- Attend professional meetings and conventions.
- Meet with potential and current students.
- Serve as facilitator for department and other committee meetings.
- Recruit faculty in accordance with the policies and procedures of the college and Affirmative Action guidelines.
- Retain full and part -time faculty by orienting, supporting, advising, and mentoring.
- Determine faculty assignments in coordination with the Vice President (or designee).
- Serve as an ex-officio member of the Curriculum Committee and other committees.

- Represent the department at meetings within the college.
- Supervise all staff and operations related to the operations of the department.
- Complete reviews as required for job performance evaluations.
- Conduct a systematic program review according to professional standards and criteria.
- Facilitate the collection of data to support, analyze, and evaluate outcome attainment.
- Conduct focus groups of stakeholders and communities of interest to obtain anecdotal data.
- Convene the Program Advisory Committee.
- Represent the department at recruitment activities.
- Engage in continuing professional development.
- Maintain currency in awareness of issues impacting the discipline.
- Assume other responsibilities as assigned by the President and/or Vice President (or designee)

  *Same duties and responsibilities as the Department Dean

Chapter 5: Additional College Policies

Eastern International College Employee Handbook

Additional College policies affecting faculty are found in the Eastern International College Employee Handbook and other documents circulated to faculty by the administration. The Eastern International College Employee Handbook applies to faculty members except where different policies are listed in this Faculty Handbook due to the special nature of full-time faculty in a college.

Faculty should see the Eastern International College Employee Handbook for policies on such matters as Sexual Harassment, Equal Employment Opportunity, General Emergencies, etc. Faculty should check with their Department Chairperson or the Vice President or another appropriate administrator if he/she is unsure of what the policy is in a particular area after reading this Faculty Handbook and the Employee Handbook.