



Eastern
International
College

Faculty Handbook

2018

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MESSAGE FROM THE CEO:

First may I welcome you to our College. I have the distinct privilege of greeting you as president 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 ultimate 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 2008, we continue to add additional programs in the field of allied health, the most highly sought after employment field. We are dedicated to offering our students the most sophisticated, state-of-the-art equipment on which to train. 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

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, which was 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, continuous evaluation, monitoring, and surveying of the school resulted in a second move to a more modern facility, located at 3000 JFK Boulevard, Jersey City, New Jersey, where the main campus stands today.

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 and better serve students in the Newark area and suburbs north and west of Newark.

In 2009, Eastern International College began offering an Associate in Applied Science Degree in Diagnostic Medical Sonography (AAS). After much success, the College expanded its program base and began offering Associate in Applied Science Degrees in Nursing (2011) and Medical Assistant (AAS) in 2010, and an Associate in Applied Science Degree in Dental Hygiene (AAS) in 2013. The Bachelor of Science in Diagnostic Medical Sonography and AAS in Cardiovascular Technology are offered starting Spring Semester 2014.

In 2012, The American Council on Education's College Credit Recommendation Service (ACE CREDIT) had evaluated and recommended college credit for Eastern International College's general education courses. The American Council on Education, the major coordinating body for all the nation's higher education institutions, seeks to provide leadership and a unifying voice on key higher education issues and to influence public policy through advocacy, research, and program initiatives.

EIC Campus Facilities

EIC has two campus locations: Belleville and Jersey City. Each campus location is comprised of one building. The Belleville building, located at 251 Washington Avenue, is a refurbished, three-floor, modern facility and contains the classroom space, equipment, instructional resources and student services required of an accredited institution. The building is approximately 25,000 square feet and houses 9 classrooms and 7 labs/computer rooms. The Jersey City campus, located at 684 Newark Avenue, is comprised of a new, three-floor building that opened in October 2013 and is furnished with the latest technology and resources appropriate for EIC programs. The building is approximately 34,000 square feet and houses 7 classrooms, 5 labs/computer rooms and 18 dental hygiene workstations.

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

the phlebotomy laboratories are equipped with arm models and phlebotomy supplies;
the patient care laboratories are equipped with hospital beds and other related equipment,
the dental hygiene laboratory is equipped with X- ray machines and patient clinical areas,
the ultrasound laboratories are equipped with six (6) ultrasound machines at each campus, one (1) of which is a portable machine, and EKG machines and supplies are available for laboratory activities and tutoring.

The nursing labs are equipped with four (4) simulated hospital patient care settings, and Lucina a Childbirth Simulator (see description below). Each is complete with an electronic bed, overbed table, bedside stand, a headwall containing a blood pressure system, suction, air/oxygen outlets, and an equipment board containing otoscopes and ophthalmoscopes. The laboratory is equipped for wireless access to the campus network and is a smart classroom with a large screen and ceiling- mounted data projector. The Nursing Department also has two simulation mannequins along with software components to make the mannequins fully functional. The laboratory also serves as a classroom and can accommodate 24 students.

The entire third floor of the Jersey City site is devoted to the Dental Hygiene Program. The 11,300-square foot space houses a dental hygiene clinic, radiology rooms, panorex suite, a student simulator laboratory, classrooms plus faculty office spaces, storage and the dental clinic reception area. The lab currently has ten (10) 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 the 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 record keeping will afford a paper-free environment.

Each campus building has a lounge available for student use. Although the lounges offer vending machine options, each campus is in a location that affords students access to a vast array of dining and refreshment opportunities. Each campus can be reached via public transportation, which is important because parking is extremely limited at each of the campuses.

Each of the buildings 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 life long 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

1. The Faculty

All appointments to the faculty are made by the President of Eastern International College through his designee, the Vice President for Academic Affairs, who receives recommendations from the respective department chair. Before making any recommendation, the department chair must consult with the full time faculty members of the department.

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 visiting faculty status for that year.

Those with emeritus faculty status who are teaching part time that year.

2. 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 for Academic Affairs 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 for Academic Affairs.

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

3. Faculty ranks

1.1.1 Criteria

The academic rank for all faculty is Instructor. The basic criteria the academic rank are as follows:

Instructor of General Education Courses: Successful completion of a master’s degree in the field of specialization or a recognized equivalent.

Also to be considered are the terminal qualifications for teaching in an associate degree program as stipulated by the appropriate professional national agencies which are normally required in professional fields, and a minimum of three years’ experience in the field of the subject area being taught.

1.1.2 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 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 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 to infection control protocols.

4. Library Personnel with Faculty Status

The Director of Libraries 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 a Campus Library, Reference Librarian, Circulation Librarian, Periodicals Librarian, Media Librarian, Head of Technical Services, or Cataloger.

5. Adjunct Faculty

Based upon the individual's professional qualifications and, where appropriate, ranking at another institution of higher education, academic titles such as lecturer or adjunct instructor will be awarded. 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.

6. Faculty Evaluation

Faculty is evaluated annually, and newly hired instructors are evaluated within the first 90 days of their employment. Faculty evaluations are conducted by the appropriate department chair via classroom observation. Classroom observations may also be conducted by the Associate Dean of Academics or the Vice President for Academic Affairs, at the request of the Department Chair or of the faculty member. A copy of the Faculty Observation Form is enclosed in the Appendix.

At the end of each course, students complete a Student Course Evaluation for the class. A copy of the Student Evaluation Form is enclosed in the Appendix.

The results of the observation and the student evaluations are discussed with the faculty member and are used to evaluate performance and develop instructional techniques. The results of these performance evaluation activities are shared with the Vice President for Academic Affairs annually as part of the annual faculty evaluation.

7. 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, seeking regularly 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 particular 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.

1.7.1 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 insure 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 under the direction of the Vice President for Academic Affairs.

8. 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

2.1 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.

2.2 Teaching Schedules

2.2.1 Total Hours

The ordinary annual teaching schedule of a full-time faculty member shall consist of no more than thirty semester hours of classroom work during a two semester academic year. Compensation for summer or overload teaching during an academic year is extra.

2.2.2 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 amount of academic hours does not exceed the maximum number of hours specified. Any additional teaching will be compensated accordingly. Courses may be assigned during the day, evening or weekend sessions.

2.2.3 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.

2.2.4 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.

2.2.5 Absences

When a faculty member becomes ill or is unable to attend classes, he or she should notify the office of the Vice President for Academic Affairs and the appropriate department chair. If the absence is for cause known ahead of time, such as an academic conference, 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 Vice President for Academic Affairs 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 Vice President for Academic Affairs, will make arrangements for a substitute.

2.2.6 Support for Absences

Teaching faculty are expected to conduct classes for absent colleagues, if called upon to do so by the Vice President for Academic Affairs 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.

2.2.7 Special Sessions

All courses offered in the evening, weekend, summer and special sessions are under the general administration of the Vice President for Academic Affairs. 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.

2.2.8 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 for Academic Affairs. 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 for Academic Affairs.

2.3 Admission to Class

Before the first class of each course, the Registrar's Office will provide the faculty member with an initial class roster. Later registrants must present a class admit card. No other student shall be admitted. Shortly after conclusion of late registration and change of program 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.

2.4 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 such as to those relating to the behavior in class and to local ordinances such as those prohibiting smoking in classrooms. Serious violations of discipline should be reported to the Vice President for Academic Affairs.

2.5 Student Attendance Policy

2.5.1 *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. The number of absences from a class will not be used as a criterion for grading, but absence may preclude meeting requirements of certain courses, particularly when class participation is essential. Instructors are not required to provide a substitute test or quiz for a student who is absent from the class session during which the test or quiz is given. Students who absent themselves from laboratory periods, field trips and similar class activities cannot expect that any special arrangements (such as setting up laboratory apparatus) will be made for them to complete the work that was missed.

2.5.2 *Provisions for Absences*

For all students, provision for necessary absences is made by allowing absences up to the number of credits earned in each course (for example, three one period absences in a three credit course).

2.5.3 *Excessive Absences*

If the tolerated limit of absences is exceeded, the instructor may request that permission from the Vice President for Academic Affairs 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 Vice President for Academic Affairs' office so that the Vice President for Academic Affairs may determine if the student is still attending the college.

2.5.4 *Tardiness*

Lateness of fifteen minutes or more may be counted as a half absence.

2.5.5 *Religious Observance*

It is the policy of Eastern International College that students should not experience adverse or prejudicial effects as a result of their religious beliefs or practices. If a student notifies an instructor in writing prior to the start of a class, 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.

2.6 Assignments, Tests, Examinations and Proctoring and Grading

2.6.1 *Academic Expectations*

At the first class meeting of each semester faculty members shall notify their students in writing of the requirements of the course and the method and criteria that will be used in determining the grade, such as class work, quizzes, papers, types of examinations, etc. They shall also file these requirements together with each course syllabus with the department chair and the Vice President for Academic

Affairs.

2.6.2 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 the Vice President for Academic Affairs.

2.6.3 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.

2.6.4 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. Student 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 in the same day as a result of the published examination schedule may take a deferred examination. They can go to the Registrar's Office to apply for a deferred examination. These students will be bound by all dates and policy statements applicable to the incomplete grade as outlined in the college catalog.

2.7 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.

2.8 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.

2.9 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 for Academic Affairs and the department chair.

2.10 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 situation, certain radio stations will be notified. If possible there will also be notification by telephone or availability of phone service to the college if the switchboard is open.

2.11 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 immediate supervisor.

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 appropriate Vice President for Academic Affairs.

2.12 Student Advisement

Counseling at the College is provided by a master's-level 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 students are advised by faculty members, as well as program directors, when needed. These Academic Advisors who are well-versed in program-specific scheduling, grading, and curricula, motivated to help students achieve their academic goals. In some special circumstances, the Vice-President of Academic Affairs may also advise the students.

2.12.1 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.

2.13 Service to the College Community

2.13.1 Department Meetings

Full time faculty members are contractually obligated to attend department meeting 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.

2.13.2 College-wide Committees

Full time faculty members are expected to serve, when appointed or elected, on departmental or college wide committees, on college ad hoc committees, on standing committees such as may be created, and as advisors or moderators of recognized student organizations.

2.13.3 Faculty Meetings

Full time faculty members are contractually obligated to attend general faculty meetings, held at the beginning of each semester and on such other dates as the need may arise. The full time faculty members are expected to be present at all ceremonial occasions such as commencements and special convocations. A faculty member unable to attend any of these occasions should inform the Vice President for Academic Affairs well in advance.

2.14 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 belong to and take part in activities of learned and professional societies in their teaching fields.

Faculty members are expected to belong to and pay the dues required by at least one such society in their discipline.

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 Vice President for Academic Affairs, 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 should make an oral or written report to his or her department chair or to the Vice President for Academic Affairs. If the report is judged to be of interest to the department or faculty at large the faculty member should be prepared to make a presentation in the respective faculty meeting.

CHAPTER 3: LEARNING RESOURCES SYSTEMS

3.1 Eastern International College Libraries

Eastern International College has libraries at both the Belleville and the Jersey City campuses. Each library is supplemented by use of local public libraries located a short walk from each campus.

3.1.1 *Archives Center*

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

3.1.2 *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 librarians are pleased to furnish a variety of services designed to assist faculty, administrators, staff, alumni and students with their research.

3.1.3 *Class Use of Library*

The professional librarians are prepared to arrange research instruction for classes upon request of instructors by appointment. All students are introduced to a library research module in the first English course, which is taken by all students. Class groups may use designated areas of the library on each campus for this purpose.

3.1.4 *Multimedia Aids*

The Multimedia Aids on each campus are available through the library. Faculty members are encouraged to use the library's growing collection of CD's, DVD's, VHS and other media. Requests for use of audio visual equipment such as video players should be made at least 48 hours before the equipment is to be used.

3.1.5 *Book and Periodical Selection*

Book titles and periodical titles suggested for library acquisition are welcome at all times. Title selections by faculty are reviewed by the department chair who will forward them to the Director of Libraries. 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 at each campus.

While the department chairs will normally be contacted on library matters, the librarians welcome faculty suggestions and the librarians 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.

3.1.6 Supplemental Reading Lists

Reading lists for all courses should be placed on file at the circulation desk of the library for student reference. They will be held for the semester indicated.

3.1.7 Reserve Materials

When a class or a large number of students is given a reading assignment, the faculty member should ask the librarian to put these books on reserve if possible. Titles of the books, the number of students involved, the period of time, should be submitted to the library prior to informing students so that these books can be acquired and placed on reserve.

3.1.8 Loan Periods

The loan periods for library materials are applicable, without exception, for the entire Eastern International College community. Faculty, staff and administrators are expected to comply with this regulation as are our students and alumni.

3.2 Academic Computing Services

The Computing Center, with locations on both the Jersey City and Belleville campuses is an integral part of the educational processes at Eastern International College. It is the aim of the Computing Center to assist all those who are engaged in the educational and research activities of the college. It assists those faculty interested in achieving various levels of computer literacy. It also provides the resources and technical support for computer related and computer based curricula. The Computer Center carries out these functions by making available computer equipment, programming languages, applications software, publications and documentation, and educational assistance for developing the skills necessary to use them.

3.2.1 Services to the Faculty

Consultation services are available to faculty through the professional staff and student aids. The Computer Center personnel are available to perform the following specific support services:

- Advise faculty on the 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 developing specific programs for use in courses when such software is not available.
- Develop computing programs for faculty when the degree of programming skills needed may not be possessed by the faculty member.
- 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.

- Assist the faculty member in developing user documentation specific to the use of the computing facilities in conjunction with course work.

3.2.2 Services to students

Services are provided to students involved in academic computing through computing laboratories on each campus. The computing laboratories attempt to familiarize students with the equipment as well as assist students. 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, job control for programming languages and applications systems, and references to additional information through publications, on line aids, internet use, etc.

Tours of computing facilities may be arranged by faculty for their classes. Terminal rooms may be scheduled by faculty for class demonstrations.

3.2.3 User Education and Training

Each semester, the computing center on each campus offers a series of seminars 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 computer center staff to develop specific presentations in response to classroom needs.

CHAPTER 4: CHAIRPERSONS OF DEPARTMENTS

4.1 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. They are appointed by the Vice President for Academic Affairs for a period of one year which commences on July 1 but ceases should the appointee's contract as a faculty member with Eastern International College be terminated.

4.2 Qualifications of Department Chairpersons

To be eligible for appointment as a Department Chairperson, a faculty member ordinarily will have at least a Master's degree in the field.

4.3 Duties and Responsibilities of Department Chairpersons

Courses and recommended teaching schedules are developed by the department subject to review and approval of the Vice President for Academic Affairs. The chairperson shall take into consideration the varied talents of the faculty, the requirements of the program offered by the department and requirements of other departments that are serviced for some courses by the department. At the designated times, the department chairperson shall submit to the Vice President for Academic Affairs or her designee, proposed faculty teaching schedules for each semester and special sessions.

The appropriate chairperson shall prepare the agenda for and preside at departmental meetings.

The chairperson shall forward the minutes of all departmental meetings to the faculty in the department and to the appropriate administrative officers.

The chairperson shall observe the work of the department faculty and assist in promoting the objectives of Eastern International College. In matters of evaluation the chairperson shall submit reports to the Vice President for Academic Affairs.

The chairperson shall encourage faculty to continue to study for the earned doctorate or appropriate postdoctoral studies or for other terminal degrees and qualifications and endeavor to give schedules to faculty where possible to facilitate such continuing study and research.

In matters of department appointments, the chairperson shall consult with senior department faculty and with the appropriate administrators and college-wide committees.

The chairperson shall encourage active membership by faculty in learned societies and shall encourage faculty research and publications.

The chairperson, with the aid of the faculty in the department, shall supervise the programs of students majoring in the subject matter of the department and be available at scheduled times for academic

advisement and encouragement on behalf of these students. The chairperson shall take definite steps to consult with students and keep them informed on policies and developments in the department.

The chairperson shall prepare, in consultation with the faculty in the department, recommendations for the revision of department objectives, programs and course descriptions for the catalog, consonant with the general aims of the college as a whole. If the chairperson should decide to recommend actions not in accord with majority consensus, the chairperson must so inform the appropriate college wide committees and administrative officers.

The department chairperson shall serve as a member of the curriculum committee of the college.

The chairperson shall prepare and submit in writing not later than the date specified by the administration a recommended budget for the department for the coming academic year.

The chairperson shall cooperate with the Director of Libraries and with other librarians relative to the library holdings of the department and help facilitate the use of these holdings by the faculty and students in the department. The chairperson shall encourage faculty in the department to request the library to acquire books and periodicals and other library materials of use to the department and its students and faculty.

The chairperson shall be responsible to inform the Vice President for Academic Affairs of the textbooks and other teaching materials needed for courses in the department.

The chairperson shall maintain all appropriate department records.

Each semester, the chairperson should ensure that each faculty member submits all new or revised syllabi and course outlines and course reading lists for each course taught in the department.

The chairperson, in consultation with department faculty, shall encourage scholarly activity among the faculty by stimulating research, publications, exploration and application of improved teaching techniques, and participation in academic and professional societies.

The chairperson, in consultation with department faculty, shall encourage student activities such as field trips, establishment of student clubs, visiting guest speakers, etc. that benefit the department, its faculty and its students and alumni.

The department chairperson, in consultation with department faculty, shall endeavor to facilitate cooperation and communication with the college community, administrators, students, parents, alumni, faculty and others interested in the department and the advancement of Eastern International College.

CHAPTER 5: OTHER COLLEGE POLICIES

5.1 Eastern International College Employee Handbook

Other 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 for Academic Affairs 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.