

## POLICY G30 Faculty Availability

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Policy Name: Faculty Availability  
Policy Category & Number: G30  
Person Responsible: Program Administration  
Approved by: Dean  
Effective Date: June 8, 2022  
Version: 1.0  
Policy Status: Approved

- I. Policy:  
It is the policy of Bon Secours St. Mary's Hospital School of Medical Imaging (SOMI) to build relationships between students and faculty and create a supportive setting in which students can discuss their progress.
- II. Purpose:  
The purpose of this policy is to establish faculty availability.
- III. Scope:  
This policy applies to the entire SOMI faculty, staff, and students.
- IV. Policy Details:  
In accordance with faculty workload policy:  
  
To promote the availability of faculty to work with individual students, all full-time (FT) faculty members are required to post on or near their office doors their office hours for each semester. Full-time faculty is required to post a minimum of 4 hours per week as office hours that are accessible and available to work with students on their individual academic concerns/inquiries. Part-time faculty (0.6 FTE or less) is required to post a minimum of 2 hours per week. Posted office hours are required only if the faculty member has didactic course(s) responsibilities during the semester or if essential job functions require office hours. These hours should not conflict with routine committee meetings. If the office hour schedule requires a change due to an unavoidable conflict or illness, the students of the faculty member will be notified of the change and an alternative date or time of availability will be provided.

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V. Definitions:

None

VI. Attachments:

N/A

VII. Related Policies:

None

VIII. Disclaimers:

- a. Nothing in this policy creates a contractual relationship between Bon Secours St. Mary's Hospital School of Medical Imaging (SOMI) and any party. SOMI, in its sole discretions, reserves the right to amend, terminate or discontinue this policy at any time, with or without advance notice.

IX. Version Control:

Version	Date	Description	Prepared by
1.0	6/8/2022	New Template & Revisions	Program Coordinator