



**VERA Z. DWYER COLLEGE
OF HEALTH SCIENCES**

INDIANA UNIVERSITY SOUTH BEND

**TITLE: Faculty
Contingency Plan**

POLICY NO: R-16

**EFFECTIVE DATE: 8-24-
2022**

**TARGET GROUP: CHS
Students**

**SECTION: Faculty
Contingency Plan**

REVISION DATE: 9-3-21, 5-11-22

Purpose:

The purpose of this policy is to outline how courses will be covered if faculty is on an extended absence.

Policy:

If an unforeseen circumstance arises with a faculty member (i.e. leave of absence), the Radiography and Medical Imaging Program will designate other faculty to cover classes while gone. Situations that arise outside of this contingency plan will be dealt with on a case-by-case basis.

Program Director

In the event the program director has a leave of absence, a clinical coordinator will act as interim PD. The interim PD will be in close contact with the assistant dean and business operations manager to obtain necessary access to pertinent files. JRCERT must be notified immediately of this change if the PD is unavailable for an extended period.

Clinical Coordinator

Currently, two radiography clinical coordinators are appropriated to the Radiography program. In the event one has a leave of absence, the other will take on full responsibilities of clinical coordinator.

In the event the BS MIT coordinator has a leave of absence, a clinical coordinator will act as interim coordinator for the BS MIT program.

Clinical Instructor

If a clinical instructor needs a leave of absence, the program director and clinical agency will appropriate an interim clinical instructor.

Courses

In the event a faculty member cannot teach a course, the Program Director will appoint an instructor for the course. The Program Director has access to all courses and course materials.