

**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 Leadership**

The program will stay in contact with IU South Bend administration, the ISDH, the ARRT, and the JRCERT during a catastrophic event. Program leadership will stay in regular communication with faculty, students, and clinical agencies regarding the status of the program via email. Any updates or deviation(s) from the prepared contingency plan will be communicated via email by program leadership.

**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 appropriate 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.

**Faculty Offices**

In the event that faculty offices are not usable, a different office may be used on campus. If a faculty office cannot be located, faculty may work from home as long as it does not interfere with teaching responsibilities.

**Faculty Training**

Each year, faculty receive [compliance training](#) that includes the following:

- FERPA Tutorial
- HIPAA Tutorial Mobile Device
- Sexual Misconduct Policies, Processes, and Resources: Employee Training
- Campus Security Training

This policy follows the [IU South Bend Emergency Action Plans](#)

This policy follows the [Contingency Plan Guidelines](#) set forth by the JRCERT.