

Bon Secours Health System, Inc.  
Richmond Region  
St. Mary’s Hospital  
Policy/Procedure

Policy Manual: School of Medical Imaging  
Section: Student – General

**Areas Affected: Student**

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**POLICY STATEMENT:**

To build relationships between students and faculty and create a supportive setting in which students can discuss their progress.

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 (or online for distance education faculty). 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 advisor will be notified of the change and an alternative date or time of availability will be provided.

Faculty academic advisors:

Once a student is enrolled in the School, he/she is assigned an academic advisor. Students are notified of the name of their advisor during program orientation. An assigned faculty member works individually with students at the start of their imaging education, during mid-semester of each five semesters, and any time that additional support may be needed. Students can contact their advisor anytime during the program via posted office hours, phone, or e-mail and the advisor will respond within 48 hours.

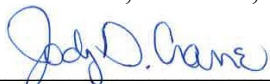
**RESPONSIBLE PERSONS: Program Administration**

**Approved by:**

Jody D. Crane, M.A.Ed., RT(R) (BD)

Dean

February 13, 2020



Signature

Title

Date

**Approval History:**

Committees and Dates:

Faculty and administrative review in:

**DOCUMENTATION:** None

**REFERENCES:** None

