

Lines of Communication-DO

Policy Information			
Policy#:	ADM.4014	Reviewed Date(s):	
Date Created:	8/31/22	Revised Date(s):	
Policy Owner:	Director of Human Resources	Council/Committee Recommendation:	Provost Council
Responsible University Administrator:	VP Academic Affairs/Provost	President Council Approved Date:	9/22/22

1. Purpose

- 1.1. To describe channels of communication through which information about Baptist Standards of Conduct are disseminated to faculty and employees of Baptist University College of Osteopathic Medicine (BUCOM).
- 1.2. To establish procedures for correct lines of communication and chain of command within the BUCOM.

2. Policy

- 2.1. Responsibilities of Directors and Administrators
 - 2.1.1. BUCOM Directors, Chairs, and Administrators are expected to be available in person, by telephone, or by email, so that faculty and employees have ample opportunities to ask questions, seek clarification, offer feedback, or report issues.
 - 2.1.2. BUCOM administration is responsible for ensuring all employees receive standards of conduct training and other certification on an annual basis as a condition of continued employment.
- 2.2. Ethical behavior
 - 2.2.1. In keeping with the three-fold ministry of Christ- teaching, preaching, and healing- and BUCOM's commitment to Service First and ethical practices, all faculty and employees are responsible for communicating in a manner which is consistent with Baptist's values. Professional communication is an expectation for all BUCOM employees.
- 2.3. Communication within BUCOM:
 - 2.3.1. BUCOM leadership use a variety of communication methods to communicate with faculty and employees, including but not limited to email, phone call, memo, letter, or small or large group meetings.
 - 2.3.2. Email sent to the faculty's official Baptist account is considered the official means for BUCOM communication.
 - 2.3.3. Faculty and employees are expected to respond to emails and other requests in a timely fashion, ideally within one business day unless the faculty or employee are taking vacation or leave.
 - 2.3.4. Faculty and employees are responsible for requesting time off in advance and communicating any absence to others using email automatic replies or other organizational tools. Time off must be scheduled so as not to interfere with either academic or clinical responsibilities.

2.3.5. If a faculty or employee is ill, that faculty or employee must speak directly with their immediate supervisor (i.e., no texts or emails).

2.4. Chain of command

2.4.1. Faculty and employees are generally encouraged to discuss any problems or concerns directly with their immediate supervisor. If the issue cannot be resolved at that level, involving the immediate supervisor's supervisor is appropriate.

2.4.2. Directly engaging the dean, senior associate deans, or chairs is an option in cases of extreme or immediate risk, but this should occur rarely and ideally after other lines of discussion with immediate supervisors have failed.

2.4.3. In situations involving imminent danger to BUCOM faculty, employees, or students, Baptist Health Sciences University (BHSU) security should be contacted immediately.

3. Definitions

3.1. None.

4. Procedure

4.1. None.

5. Related Information

5.1. ADM.4079 Standards of Conduct

6. Publications

Yes	Publication	Yes	Publication
	University Academic Catalog		University Website
	University Student Handbook		MyCampus
	University Faculty and Staff Handbook		Other University Publication: