

# Palm Beach State College

# Board Policy

<b>TITLE</b>	Instructional Personnel Availability to Students	<b>NUMBER</b> 6Hx-18-5.92
<b>LEGAL AUTHORITY</b>	6A-14.091 FAC; 1001.64 FS	<b>PAGE</b> 1 of 1
<b>DATE ADOPTED/AMENDED</b>	Adopted 09/08/2009	

1. **Full Time Faculty** - Each full-time faculty shall be scheduled to a minimum of twenty-five hours per week for classroom contact hours and office hours. These hours must be publicly posted using the standard template as available through Academic Affairs. Full-time faculty shall be available to students during the posted office hours.
2. **Part-Time Faculty** - Part-time faculty are to be available to students during class contact hours and via Palm Beach State College email. Part-time faculty are expected to respond promptly to student emails, normally within 24 hours on business days (Monday through Friday). On college closed days, weekends or holidays, the part-time faculty member is expected to respond to student emails on the next business day.