



Full-time Faculty Flex Individual/Group Proposal Procedure

Faculty Professional Development (FPD)

<http://www.lbcc.edu/FPD/flex.cfm>



Procedure for Individual/Group Flex Activity Proposal

1. Use the *Full-time Faculty Flex Individual/Group Proposal Form* from the website at <http://www.lbcc.edu/FPD/flex.cfm> or from mfenderson@lbcc.edu
2. Review the Individual/Group Project Guidelines in the *Full-time Faculty Flex Frequently Asked Questions (FAQ's)* form at <http://www.lbcc.edu/FPD/flex.cfm>
3. Submit a completed *Full-time Faculty Flex Individual/Group Proposal Form* to the Faculty Professional Development office, (Y-8) at least one week before Flex Day
4. Receive approval for the Flex proposal from the Flex Subcommittee at your e-mail address
5. After you complete the Individual/Group Flex Activity, complete a *Flex Verification Form* that you can download from the website at <http://www.lbcc.edu/FPD/flex.cfm> and attach it to your *Full-Time Faculty Flex Report Form*
6. Submit the *Full-time Faculty Flex Report Form* and the *Flex Verification Form* to Faculty Professional Development before the deadline. Email to mfenderson@lbcc.edu or campus mail to Faculty Professional Development, mail code (Y-8)

Flex credit cannot be claimed for projects that are conducted during hours that are scheduled for teaching, counseling or office hours.

Projects should be vital to the instructional program and the college.