



Full-time Faculty Flex Frequently Asked Questions (FAQ's)

Faculty Professional Development (FPD)

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



All classes are cancelled on Flex Day

1. Reporting Flex Activities

Sign the attendance sheet at the workshop/department meeting, and report your attendance on the Full-time Faculty Flex Report Form that you can download from the website at <http://www.lbcc.edu/FPD/flex.cfm>. If you complete a Flex activity that does not provide a Faculty Professional Development sign-in sheet, such as a conference, Individual/Group project or Workshop on the Web, download a Flex Verification Form from the website at <http://www.lbcc.edu/FPD/flex.cfm> and attach the completed Flex Verification Form to your Full-time Faculty Flex Report Form.

2. Flex Report Deadline

Submit the Flex Report Form to the Faculty Professional Development Office, Y-8, before the end of the academic year and by the deadline stated on the Full-time Faculty Flex Report.

3. Individual /Group Project Guidelines

Faculty may choose to create a project that will contribute to student success. The following examples of development and instructional activities are intended as a guide and not intended to be limited to these activities:

- *Writing and/or assessment of student learning outcomes*
- *Subject area research and course update*
- *New course/program development*
- *Development of new materials for use in course or program evaluation*
- *Exploration of alternate instructional methods*
- *Review of library or media holdings for course updating*
- *Assessment of community needs and preferences as they relate to instruction at the community college*
- *Development of short-term courses*
- *Academic projects involving student groups*
- *Grant preparation*
- *Student, faculty, and staff diversity (e.g., cultural diversity seminars, multicultural activities)*
- *Improving or learning how to deal with computers and technology*

a. First-Time Routine Course Reviews

Beginning Fall 2009, routine course reviews will no longer count toward Flex credit. Course reviews are part of a Full-time faculty member's regular duties, and as such, count toward service hours. For a period of time following the implementation of the new template for course reviews, Full-time faculty received Flex credit for utilizing the new system when completing routine course reviews. That period of time has now ended

b. Committee Work

Committee work counts toward service hours, and as such is not eligible for Flex credit.

c. Coursework

If you are taking a course to complete a degree, receive a step increase in pay, or in order to maintain licensing, then you may not count the hours toward Flex credit.

You can, however, submit a Flex Individual Proposal Form for consideration to the Flex Subcommittee. The coursework should directly relate to the area(s) in which you teach, or be directly related to student retention and success. Note that submission of the proposal does not in and of itself guarantee approval.

d. Professional Conferences

You may receive up to six hours of Flex credit per conference. The conference topic should either include pedagogical ideas or it should relate directly to your subject area or discipline, student success and retention, or LBCC's Master Educational Plan as it relates to your subject area or discipline. When you turn in the Full-time Faculty Flex Report Form, attach a Flex Verification Form that you can download from the website at <http://www.lbcc.edu/FPD/flex.cfm>. **Important:** Also attach a flyer/brochure (original or copy) of the event. If the information was received online, attach a copy of the pertinent information. You do not need to fill out a Flex Individual/ Group Proposal Form.

e. Summer Conferences

Full-time faculty can submit paperwork the following fall to receive Flex credit for summer conferences related to their subject area or discipline (see Part D above). However, they may not apply credit to the previous academic year.

f. Field Trips (excluding field trips that are a part of your course offerings)

Up to six hours per academic year may be approved for Flex credit. The event (e.g., a visit to an art gallery) should be directly related to your subject area(s), student retention and success, diversity, etc. In order to receive credit, the individual or group project must first be approved by the Flex Committee. The Individual/Group Proposal form can be downloaded from the website at <http://www.lbcc.edu/FPD/flex.cfm>. The proposal needs to be **detailed**: include the specific location, time, and purpose of the event; what you expect to learn; and how the information will be applied in classroom instruction. When possible, include a flyer. If your information is incomplete or you make only a general statement such as "visit a museum," the proposal will be returned to you to request more information.

4. Load Banking

You may not load bank Flex credit hours from one academic year to another.

5. Maximum Flex Day Hours

It may be possible to attend more than six hours of workshops on campus during Flex Day. A total of eighteen hours must be completed for Flex credit during an academic year. Six of those hours are completed during department planning. The remaining twelve hours can be completed any time, in any combination (in workshops on Flex days as well as any other time during the academic year) as long as they are completed prior to the Flex reporting deadline in April for the academic year.

6. Work Obligations

Individuals required by the LBCC District to work a minimum of six hours on Flex Day (e.g., to coach a game) do not have a Flex obligation for that day.

7. Reduced Load/Sabbatical

The Flex obligation is reduced commensurate with the percentage reduction in load. For example, if you are being paid at 50% of your normal full-time load, then your Flex obligation is also reduced by 50% for each semester in question.

You do not have a Flex obligation for the semester(s) that you are on sabbatical.

8. DARE to Care or SLA training Online Training

The DARE to Care on-line module may be completed more than once for Flex Credit, but not more often than once every fifth semester and is eligible for 3 hours of Flex Credit. The SLA training is eligible for 3 hours of Flex Credit.

9. College-Wide Flex Day Presenters

If you are a main presenter as approved and arranged by the Faculty Professional Development office, the Flex credit you receive will be twice the hours of the workshop length. If you are a secondary presenter, you may be eligible to receive up to 1.5 hours of the workshop length.

10. College-Wide Flex Presenter Proposal Form

You may request a Presenter Proposal Form from the Faculty Professional Development Coordinator, the Flex Subcommittee Chair, or the Faculty Professional Development Secretary.

11. Guest Presenters

A presenter who is not an LBCC faculty member may still lead a workshop on Flex Day. However, an LBCC faculty member must submit the proposal in conjunction with or in support of the presenter. Flex activities are faculty driven as well as faculty targeted.

12. Missing Department Chair Signature

The Flex Subcommittee will not consider a proposal unless the department chair's signature is present. The proposal will be returned to you for you to procure the signature. A department chair's signature does not automatically guarantee approval of the proposal.

13. Late or Denied Proposals

Individual/Group Proposal Forms must be properly completed and received by the Faculty Professional Development Secretary by the submission deadline listed on the form. If you submit the form late, the Flex Subcommittee may not have the time needed to consider your proposal, and so it would not be approved. If you turn in your proposal late, and it is denied, then there may not be sufficient time left in the academic year for you to find another means of fulfilling your obligation.

14. Unfulfilled Flex Obligation

If the Full-time Faculty Flex Report Form is not turned in by the Flex Reporting Deadline or shows fewer than eighteen hours, the Faculty Professional Development (FPD) Secretary will try to contact the delinquent instructor. If there is no response, then the FPD Secretary informs the department chair and the school dean. The FPD Secretary ultimately submits the Missing Flex Report Forms List to the office of the Vice-President of Academic Affairs.