



## **Part-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. Flex Requirement

*If you are assigned to work on Flex Day, then you have a Flex requirement that is equal to the hours that you are assigned to work. You will be compensated for up to the same number of hours that you are assigned to work per Certificated Hourly Instructors (CHI) contract. If you do not report your Flex credit to your school Academic Administrative Assistant by the specified deadline then you will receive a payroll deduction per CHI contract.*

### 2. Reporting Flex Activities

*Sign the attendance sheet at the workshop/department meeting, and report your attendance on the Part-time Faculty Flex Report Form that you can download at the website <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 Part-time Faculty Flex Report Form. Part-time instructors are required to complete their Flex obligation in the same semester in which Flex Day occurs.*

### 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. 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.*

b. Professional Conferences

*You may receive up to six hours of Flex credit for attending a conference. The conference topic should be pedagogical and/or 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 Part-time Faculty Flex Report Form, attach one Flex Verification Form per conference, detailing its title, location, date, workshops and hours attended, and a summary of what you learned. **Important:** Also attach a 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.*

c. Summer Conferences

*Part-time faculty can not submit paperwork the following Fall semester to receive Flex credit for summer conferences.*

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

*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 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. Deferral

*You may not carry over/defer Flex credit hours from one semester to another.*

5. Work Obligations

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

6. Flex obligation

*Part-time instructors, who are not assigned to work on Flex Day, do not have a Flex obligation.*

8. DARE to Care and Supplemental Learning Assistance (SLA) Online Training

*The DARE to Care online module may be completed more than once for Flex Credit, but not more often than once every fifth semester and is eligible for three hours of Flex Credit. The SLA online module is eligible for three hours of Flex Credit.*

9. College-Wide Flex Day 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.*

10. 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.*

11. Missing Department Chair Signature

*The Flex Subcommittee will not consider an Individual/Group Flex 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.*

12. 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. Please note: 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.*