



**Part-time Faculty Flex Report**  
 Faculty Professional Development (FPD)  
<http://www.lbcc.edu/FPD/flex.cfm>



You must complete, sign, and return this *Part-time Faculty Flex Report* to your Academic Administrative Assistant by the specified deadline or you will receive a payroll deduction.

The new *Flex Verification Form* can be downloaded from website <http://www.lbcc.edu/FPD/flex.cfm> and is required for all conferences, individual/group projects, webinars, or any Flex activity that did not provide an FPD sign-in sheet.

Name \_\_\_\_\_ email \_\_\_\_\_

Department \_\_\_\_\_ Phone \_\_\_\_\_

Number of Hours you are assigned to work on Tuesday, 2/7/12 \_\_\_\_\_  
**(Part-time Faculty Flex Report Deadline 2/14/12)**

Number of Hours you are assigned to work on Wednesday, 3/14/12 \_\_\_\_\_  
**(Part-time Faculty Flex Report Deadline 3/19/12)**

According to the Certificated Hourly Instructors (CHI) contract, you will be compensated for up to the same number of hours that you are assigned to work.

If your payroll is deducted because you missed the deadline, you have until May 11, 2012 to submit this *Part-time Faculty Flex Report* to your school Academic Administrative Assistant and to be compensated for Flex Day.

<b>Flex Activity</b>	<b>Hours</b>
<b>Tuesday, February 7, 2012 Flex Workshops/Department Meeting</b> See Workshop Schedule at website <a href="http://www.lbcc.edu/FPD/flex.cfm">http://www.lbcc.edu/FPD/flex.cfm</a> Sign the sign-in sheet at the workshop	
<b>Wednesday, March 14, 2012 Flex Workshops/Department Meeting</b> See Workshop Schedule at website <a href="http://www.lbcc.edu/FPD/flex.cfm">http://www.lbcc.edu/FPD/flex.cfm</a> Sign the sign-in sheet at the workshop	
<b>Faculty Teaching and Learning Center Workshops</b> See listing at website <a href="http://www.lbcc.edu/FPD/teach-learn.cfm">http://www.lbcc.edu/FPD/teach-learn.cfm</a> or phone 562-938-4022 Sign the sign-in sheet at the workshop	
<b>Faculty Teaching and Learning Center Workshops on the Web</b> (These workshops are previously recorded.) <ul style="list-style-type: none"> <li>• <b>Archived Webinars</b></li> <li>• <b>Workshops on LBCC's You Tube Channel</b></li> </ul> See listing at website <a href="http://www.lbcc.edu/FPD/workshops.cfm">http://www.lbcc.edu/FPD/workshops.cfm</a> or phone 562-938-4022 Requires a <i>Flex Verification Form</i> attached to this <i>Part-time Faculty Flex Report</i>	
<b>Faculty Training Online</b> <ul style="list-style-type: none"> <li>• <b>Supplemental Learning Assistance</b> at website <a href="http://sla.lbcc.edu">http://sla.lbcc.edu</a> ( maximum 3 hours credit)</li> <li>• <b>DARE to Care</b> at website <a href="http://dare.lbcc.edu">http://dare.lbcc.edu</a> (3 hours credit and may be taken once every fifth semester)</li> </ul> Requires a copy of the training printout attached to this <i>Part-time Faculty Flex Report</i>	
<b>Instructional Technology Development Center (ITDC) Workshops</b> See listing at website <a href="http://itdc.lbcc.edu">http://itdc.lbcc.edu</a> or phone 562-938-4255	
<b>Conferences</b> related to your faculty assignment and/or pedagogy, and that you attended during non-assigned hours (maximum 6 hours credit) Requires a Conference Flyer and a <i>Flex Verification Form</i> attached to this <i>Part-time Faculty Flex Report</i>	
<b>Individual/Group Project including Flex workshops at another college</b> <ul style="list-style-type: none"> <li>• Requires approval from the Flex Subcommittee to your email address</li> <li>• Review the Guidelines in the <i>Part-time Faculty Frequently Asked Questions(FAQ's)</i> and download the <i>Part-time Faculty Flex Proposal Form</i> from the website at <a href="http://www.lbcc.edu/FPD/flex.cfm">http://www.lbcc.edu/FPD/flex.cfm</a></li> <li>• Submit the <i>Part-time Faculty Flex Proposal Form</i> to the Flex Subcommittee in the Faculty Professional Development office at mail code Y-8, at least one week before Flex Day</li> <li>• Requires a <i>Flex Verification Form</i> attached to this <i>Part-time Faculty Flex Report</i></li> </ul>	

I have completed the approved plan with a total hourly commitment of \_\_\_\_\_ Flex hours.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

Please keep a copy for your records