



## **Part-time Faculty Flex Individual/Group Proposal Procedure**

Faculty Professional Development (FPD)

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



### **How to receive approval from the Flex Subcommittee for your proposed Flex Individual/Group project:**

1. Use the *Part-time Faculty Flex Individual/Group Proposal Form* from the website at <http://www.lbcc.edu/FPD/flex.cfm> or request a form by email to [mfenderson@lbcc.edu](mailto:mfenderson@lbcc.edu).
2. Review the Individual/Group Project Guidelines in the *Part-time Faculty Frequently Asked Questions (FAQ's)* form at <http://www.lbcc.edu/FPD/flex.cfm>. Submit a completed *Part-time Faculty Flex Individual/Group Proposal Form* to the Faculty Professional Development office, Y-8, at least one week before Flex Day.
3. Receive approval from the Flex Subcommittee at your e-mail address.

### **How to get paid from your Department for your approved Flex Individual/Group project:**

1. 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 *Part-time Faculty Flex Report Form*.
2. Submit the *Part-time Faculty Flex Report Form* and the *Flex Verification Form* to your school secretary before the deadline.

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.