



Part-time Faculty Flex Individual/Group Proposal Form

Faculty Professional Development (FPD)

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



Please submit this form at least one week before Flex Day to the Faculty Professional Development office, (mail code Y-8).

If your proposal is approved, you will be notified via e-mail. Please keep a copy for your records.

The Individual/Group Project Guidelines can be reviewed in the *Part-time Faculty Flex Frequently Asked Questions (FAQ's)* at the website <http://www.lbcc.edu/FPD/flex.cfm>

Name _____ **Date** _____

Department _____ **e-mail/phone** _____

Number of hours assigned to work on Flex Day (date) _____

Number of hours assigned to work on Flex Day (date) _____

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

Time:

Date:

Location:

Purpose of Event: In three or four sentences, list the learning content. Specifically, what will you learn from this activity and how will this information be applied in classroom instruction and/or contribute to your professional development?

- For field trips, such as a visit to an art gallery, a flyer/brochure that describes the event must be provided. Refer to the "field trips" section in the *Part-time Faculty Flex FAQ's* at the website <http://www.lbcc.edu/FPD/flex.cfm>
- For meetings, attach the agenda or objectives. (The activity should assist your personal/ professional development.)

You may provide the information on the back of this sheet of paper or attach additional sheet(s).

Department Head Signature: _____ **(date)** _____
(Department Head Signature does not automatically guarantee approval)

Flex Committee Approval - Number of Hours _____

1 _____ **(name)** _____ **(date)**

2 _____ **(name)** _____ **(date)**