



# Flex Proposal Procedure

## Part-Time Faculty



### How to receive approval for your proposed Flex Individual/Group Activity:

1. Download the *Flex Proposal Form (Individual or Group)* at <http://www.lbcc.edu/FPD/flex.cfm>.
2. Review the Individual/Group Project Guidelines in the *Part-time Faculty Frequently Asked Questions (FAQs)* form at <http://www.lbcc.edu/FPD/flex.cfm>.
3. Submit a completed *Flex Proposal Form (Individual or Group)* to the Faculty Professional Development office (Y-8) at least two weeks before the proposed Flex Activity.
4. Receive approval for the proposed Flex Activity from the Flex Subcommittee via email.

### How to get paid by your Department for your approved Flex Individual/Group Activity:

1. Confirm your participation in the approved Flex Activity:
  - **Group Flex Activity:** Receive a *Flex Activity Sign-in Sheet* attached to the email of approval from the Flex Subcommittee. Faculty seeking Flex credit for the activity must print and sign her/his name legibly on the sign-in sheet.
  - **Individual Flex Activity:** Download a *Flex Verification Form* at <http://www.lbcc.edu/FPD/flex.cfm> and attach it to your *Full-time Faculty Flex Report Form*.
2. Submit the *Part-time Faculty Flex Report Form* with a *Flex Verification Form* attached for each Individual Flex Activity to your school's Academic Administrative Assistant 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.**