Fall Flex Report Form
Part-Time Faculty

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 on Flex Day if you participate in a Flex activity **OR** up to one hour (per academic year) if you are not assigned to work on Flex Day and choose to participate in one on-campus Flex activity. If your payroll is deducted because you missed the deadline (one week after Fall Flex Day), you have until **December 1st** to submit this *Part-time Faculty Flex Report Form* to your department's Academic Administrative Assistant in order to be compensated for Flex Day.

All Flex Forms can be downloaded at http://www.lbcc.edu/FPD/flex.cfm.

Name:		Date:
Department:	Email:	Phone:

FLEX Activity	Hours
Tuesday, September 20, 2016—Fall Flex Day: Department Planning/Program Review	
Instructional Technology & Distance Learning (ITDL) • **Instructional Technology Development Center (ITDC) Workshops** ➢ Sign the *Flex Activity Sign-in Sheet* at the workshop. See listing at http://www.lbcc.edu/Moodle/workshops.cfm • **Distance Learning – Teach Online Seminar:** ONLY for faculty assigned to teach online; MUST be pre-arranged by calling 562-938-4025 ➢ Attach a *Flex Verification Form* for each training. See listing at http://www.lbcc.edu/DL/	
Learning & Academic Resources • **Directed Learning Activity (DLA):** 4 hours max.; May be taken once every 5th semester. ➢ Attach *Training Certification*. • **Supplemental Learning Assistance (SLA):** 3 hours max. ➢ Attach *Training Certification*. See listing at http://sla.lbcc.edu	
Webinars & Online Workshops ➢ Attach a *Flex Verification Form* for each workshop. See listing at http://www.lbcc.edu/FPD/webinars/index.cfm	
Conference(s) related to faculty assignment and/or pedagogy & attended during non-assigned hours: 6 hours max. per conference ➢ Attach a *Flex Verification Form* for each conference.	
Other: _____ ➢ Sign the *Flex Activity Sign-in Sheet* at each activity. ➢ Attach a *Flex Verification Form* for each activity.	
Individual & Group Activities (MUST be pre-approved by the FPD FLEX Subcommittee. Download and submit a Flex Proposal Form.) ➢ Attach a *Flex Verification Form* for each activity.	
Total Hours	

I have completed the approved plan with a total commitment of _____ Flex Hours for Fall 2016.

Signature _____   Date _____