

## Part-Time Faculty FLEX FREQUENTLY ASKED QUESTIONS

QUESTION	ANSWER
<p><b>What is Flex?</b></p>	<p><a href="#">California Community Colleges Flexible Calendar</a></p> <p>The Board of Governors through the Chancellor’s Office is required by California Code of Regulations to oversee the Flexible Calendar program for the California Community Colleges. The Flexible (Flex) program consists of staff development activities “in-lieu-of” regular instruction.</p>
<p><b>When is Flex Day?</b></p>	<p>Please refer to the current Academic Calendar for <b>all Flex Day dates:</b> <a href="#">LBCC Academic Calendar</a></p>
<p><b>Are student appointments and class meetings held on Flex Day?</b></p>	<p>No. Student appointments and class meetings are not held on Flex Day.</p> <ul style="list-style-type: none"> <li>• <b>Instructors with teaching assignments:</b> Please be sure to remind your students that in-person/hybrid-scheduled/synchronous classes will not meet on Flex Day.</li> <li>• <b>Instructors with non-teaching assignments (Instructional Specialists, Counselors, Librarians, etc.):</b> Please be sure to remind your students that student appointments will not be held on Flex Day.</li> </ul>
<p><b>Who is required to complete Flex hours?</b></p>	<p>All part-time faculty who teach a <b><i>synchronous</i></b> class on Flex Day are required to complete Flex hours commensurate to the amount of time you would be teaching classes that day. For example, if you teach 3 hours of synchronous classes that meet on Tuesdays (fall semester) or Wednesdays (spring semester), your Flex obligation is 3 hours. Instructors who teach only asynchronous courses do not have a Flex obligation.</p> <p><b>EXAMPLE</b></p> <p><b>FALL SEMESTER – Flex Day falls on a Tuesday</b></p> <ul style="list-style-type: none"> <li>• Teacher X teaches <b>3 hours on Tuesday</b> – flex obligation is <b>3 hours</b></li> <li>• Teacher Y teaches <b>3 hours on Tuesday and 3 hours on Thursday</b> – flex obligation is <b>3 hours</b></li> <li>• Teacher Z teaches <b>3 hours on Wednesday and 3 hours on Friday</b> – flex obligation is <b>0 hours</b></li> </ul> <p><b>EXAMPLE</b></p> <p><b>SPRING SEMESTER – Flex Day falls on a Wednesday</b></p> <ul style="list-style-type: none"> <li>• Teacher X teaches <b>3 hours on Wednesday</b> – flex obligation is <b>3 hours</b></li> <li>• Teacher Y teaches <b>3 hours on Tuesday and 3 hours on Thursday</b> – flex obligation is <b>0 hours</b></li> <li>• Teacher Z teaches <b>3 hours on Wednesday and 3 hours on Friday</b> – flex obligation is <b>3 hours</b></li> </ul>

<p><b>Do I have a Flex obligation if I teach all my classes asynchronously?</b></p>	<p>No, you do not have a Flex obligation if you teach all of your classes <b><i>asynchronously</i></b> (online).</p>
<p><b>Can I be paid for Flex hours if I do NOT have a Flex obligation?</b></p>	<p>According to the Certificated Hourly Instructors (CHI) contract, if you are not assigned to work on Flex Day, you may be compensated for <b>up to one hour</b> (per academic year) if you choose to participate in one LBCC-hosted Flex activity <b>and</b> submit a Semester Flex Report.</p>
<p><b>How do I complete Flex hours?</b></p>	<p>You may complete Flex-approved activities, such as those listed on the FPD Canvas under <a href="#">Flex Opportunities</a>. Additional Flex activities will be held and added to the FPD Canvas throughout the semester; Flex hours do NOT need to be completed on Flex Day.</p> <ul style="list-style-type: none"> <li>• <b>Fall Flex Day:</b> Each department hosts its own Fall Flex Day meeting for department planning and program review, which part-time faculty may be invited to attend.</li> <li>• <b>Spring Flex Day:</b> Faculty Professional Development hosts a campus-wide event open to all faculty.</li> </ul>
<p><b>What counts as a Flex activity?</b></p>	<p>The following examples of professional development and instructional activities are intended as a guide and not intended to be limited to these activities.</p> <ul style="list-style-type: none"> <li>• <b>Group Flex Activities:</b> These are activities that have been approved by the FPD Flex Committee for Flex credit. Attendance will be taken by the host of the activity. (Examples: Student Equity events, OLET workshops, SLO trainings, etc.). To host a group activity, you will need to complete a group activity Flex Proposal form and submit it to FPD for approval.</li> <li>• <b>Individual Flex Activities:</b> These are activities that you choose to complete individually. You will need to complete an individual activity Flex Proposal form and submit it to FPD for approval. After completing the activity, you will also need to complete a Flex Verification Form and attach it to your Semester Flex Report. The following are examples of individual Flex activities: <ul style="list-style-type: none"> <li>○ Conferences or webinars</li> <li>○ Subject area research and course update</li> <li>○ New course/program development</li> <li>○ Development of new materials for use in course or program evaluation</li> <li>○ Exploration of alternate instructional methods</li> <li>○ Review of library or media holdings for course updating</li> <li>○ Assessment of community needs and preferences as they relate to instruction at the community college</li> <li>○ Development of short-term courses</li> <li>○ Academic projects involving student groups</li> <li>○ Grant preparation</li> <li>○ Student, faculty, and staff diversity (e.g., cultural diversity seminars, multicultural activities)</li> <li>○ Improving or learning how to deal with computers and technology</li> </ul> </li> </ul>

<p><b>If I completed Flex activities during a previous semester, can I use those hours to meet my Flex obligation for this semester?</b></p>	<p>No. Flex activities completed during a previous semester, including summer and winter intersessions, may not be used to meet your Flex obligation for the current semester.</p>
<p><b>Will I be paid for completing Flex hours?</b></p> <p><b>What form do I submit?</b></p> <p><b>When is the deadline?</b></p>	<p>If you have a Flex obligation, you must complete those hours <b>and</b> submit a Semester Flex Report, or your final paycheck of the semester will be deducted. The deadline to submit a Semester Flex Report is any time before the timecard deadline for the payroll period in which you would like to be paid (within the current semester). Please contact your department's Academic Administrative Assistant to find out their timecard deadlines.</p>
<p><b>Where can I find the Semester Flex Report and other Flex forms?</b></p>	<p>The Semester Flex Report form is available on the <a href="#">LBCC website</a> and <a href="#">FPD Canvas shell</a>. You must download and complete the form in Adobe.</p>
<p><b>To whom do I submit the Semester Flex Report?</b></p>	<p>You must submit the Semester Flex Report via email to your department's Academic Administrative Assistant (AAA).</p>
<p><b>Who do I contact if I have questions?</b></p>	<p>Please contact Faculty Professional Development: <a href="mailto:fpd@lbcc.edu">fpd@lbcc.edu</a></p>