

Los Angeles City College Professional Development (Flex) FAQ & Tracking Sheet 2009-2010

What is Flex?

The Professional Development Program, or Flex, offers faculty the opportunity to participate in individual and group development activities related to "staff, student, and instructional improvement." (Title 5, Section 55720)

Flex hours are done in lieu of instruction. The goal is for instructors to take the time to update skills; keep current in curriculum, pedagogy, and technology; and ultimately improve teaching effectiveness.

Why Do I Need to Fulfill Flex Hours?

Flex hours are part of your faculty responsibility. You are paid in advance for these hours with the trust that you will complete and report the hours. Failure to satisfy your Flex hours will result in a deduction from your last paycheck of the semester. Sick leave cannot be used toward Flex hours.

How Many Flex Hours Do I Need to Complete?

Full-time faculty must complete 33.5 hours. Mandatory Flex Day counts for 6.5 hours, so 27 Flex hours remain. (If as a full-time faculty you did not attend Mandatory Flex Day, you must fill out the [Absence Certification/Request](#) form and submit it to Korla Williams in AD-207.)

Adjunct and full-timers teaching hourly must complete half the sum of the standard teaching hours for the Fall and Spring semester. (A standard teaching hour is the amount of time a class meets per week during a standard 15-week semester.)

For example:

- If an adjunct teaches 3 standard hours in the Fall and 6 standard hours in the Spring, 4.5 Flex hours are required. $(3+6)/2 = 4.5$ hours.
- If a full-timer teaches 3 hourly hours in the Fall and 0 hourly hours in the Spring, 1.5 Flex hours are required in addition to the standard 33.5 hours. $(3+0)/2 = 1.5 + 33.5 = 35$ total hours

Flex obligation applies to nontraditional instruction such as PACE, TBA, online, and noncredit, and regardless of whether the class is full semester or short term.

How Can I Make Sure I Complete My Flex Hours?

First you should determine exactly how many hours you need to fulfill. Then check out the Staff Development & Organization monthly calendar for the activities on campus. Utilize the Flex Hour Tracking Sheet (below) so you know exactly where you stand. If you are unsure if an activity qualifies for Flex, refer to the [Professional Development Guidelines 2009-2010](#).

When Is the Deadline to Report Flex Hours?

Adjunct faculty teaching in the Fall must submit Flex hours by December 19, 2009. Full-time faculty and adjunct faculty teaching in the Spring must submit Flex hours by June 15, 2010.

How do I Submit My Flex Hours?

Fill out a [Flex Report Form](#) for EACH activity. Any off-campus activity must include a supporting document, such as a program, ticket stub, or conference registration form. Submit a hard copy to Christine Park, Director of Staff & Organizational Development, Learning Resource Center, main floor. We will not be using the online Flex reporting this year.

