



Faculty Professional Development <http://fpd.lbcc.edu>  
**Full-time Faculty 2009-2010 Flex Information**  
 Flex Days: October 28, 2009, February 2, 2010, and March 24, 2010



**Frequently asked questions:**

***How do I report my Flex Activities?***

Sign the attendance sheet at the workshop/department activity, and report your attendance on the “*Full-time Flex Report Form*.”

***When is the “Full-time Flex Report Form” deadline?***

Submit the *Flex Report Form* to the Faculty Professional Development Office, Y-8, by April 30, 2010.

***How many hours of Flex must I complete?***

18 hours of Flex for the year (7/1/09-4/30/10); Department Planning Day (2/02/10) is required.

***How many Flex hours are required if I am on Sabbatical?***

You do not have a Flex requirement for the semester(s) that you are on Sabbatical.

***Is it possible to “bank” Flex hours?***

Flex hours may not be “banked” from year to year.

***Flex Day Activities:***

Date	Activity
Wednesday 10/28/09	Flex Workshop/Department Activity Consult the <i>Flex Registration Booklet</i> , <a href="http://fpd.lbcc.edu">http://fpd.lbcc.edu</a>
Tuesday 2/02/10	Department Planning Day (6 hours attendance required) Contact your Department Head for the schedule
Wednesday 3/24/10	Flex Workshop/Department Activity Consult the <i>Flex Registration Booklet</i> , <a href="http://fpd.lbcc.edu">http://fpd.lbcc.edu</a>

***Instructors can receive Flex Credit for the following activities:***

*(Maximum 12 hours for any combination)*

Date	Activity
Fall 2009 to Spring 2010	Other LBCC Workshops, <a href="http://fpd.lbcc.edu">http://fpd.lbcc.edu</a> or 938-4022 Report the workshop on the <i>Flex Report Form</i>
	DARE to Care, <a href="http://dare.lbcc.edu">http://dare.lbcc.edu</a> (Retake every fifth semester) Attach a copy of the DARE to Care printout to the <i>Flex Report Form</i> , 3 hours maximum
	Faculty Resource Center, <a href="http://itdc.lbcc.edu">http://itdc.lbcc.edu</a> or 938-4255 for workshop schedules Report workshops/training on the <i>Flex Report Form</i>
	Professional Conferences related to your LBCC teaching assignment and attended at times other than assigned hours (maximum 6 hrs per conference) Include a 1 page conference summary with the <i>Flex Report Form</i>
	<b>Individual/Group Project (Needs Pre-Approval)</b> <ul style="list-style-type: none"> <li>• Submit the <i>Full-time Flex Individual/Group Proposal Form</i> from the website at <a href="http://fpd.lbcc.edu">http://fpd.lbcc.edu</a> to the Faculty Professional Development office, (Y-8) by October 16, 2009 for Fall 2009, and by March 12, 2010 for Spring 2010</li> <li>• Receive approval at your e-mail address</li> <li>• Include a 1 page project summary with the <i>Full-time Faculty Flex Report Form</i></li> </ul>