



# Part-time Faculty



## Fall 2009 Flex Individual/Group Proposal Form

Please submit this form by **October 16, 2009** to the Faculty Professional Development office, (mail code Y-8)

Name \_\_\_\_\_

Department \_\_\_\_\_ Date \_\_\_\_\_

What is your e-mail address or phone? \_\_\_\_\_

Number of hours assigned to work on Wednesday, 10/28/09 \_\_\_\_\_

Number of Hours Requested \_\_\_\_\_ [According to the Certified Hourly Instructors (CHI) contract, you will be compensated for the same number of hours that you are assigned to work, up to three hours per day.]

1. Describe the project or activity including the date, time, and location. For field trips, please attach a flyer/brochure that describes the event. For meetings, please attach the agenda or objectives. (The activity should assist your personal professional development.) Please refer to the *Flex Individual/Group Proposal Guidelines* at <http://fpd.lbcc.edu>.

2. Specifically, what will you learn from this activity and how will this benefit faculty and/or students?

Department Head Signature: \_\_\_\_\_ (date) \_\_\_\_\_  
(Department Head Signature does not automatically guarantee approval)

Flex Committee Approval - Number of Hours \_\_\_\_\_

1 \_\_\_\_\_ (name) \_\_\_\_\_ (date)

2 \_\_\_\_\_ (name) \_\_\_\_\_ (date)

Please keep a copy for your records  
If your proposal is approved, you will be notified at your e-mail address