



FACULTY FLEX HOURS 2019-2020

PRIORITY DEADLINE: May 31, 2020

Submit Required Flex Hours to [The Vision Resource Center \(VRC\)](#)

Watch this [video](#) to learn how to log on to the VRC.

Watch this [video](#) to learn how to record Flex hours.

“Classroom faculty will participate in staff, student, and instructional improvement activities in lieu of part of regular classroom instruction for the number of Professional Development days specified in the academic calendars set forth in Appendix M. Flexible calendar hours may be conducted at any time during the fiscal year (Title 5, section 55720 (a)).” (CBA 2017-2020, Article 10, D1.) It is imperative that your flex hours be received by May 31, 2020 to facilitate processing of all reports. The contractual deadline this semester (Spring 2020) is June 11, 2020. If you are not teaching classes in the Spring semester, you need to report Flex credit for the previous Fall semester.

The purpose of Professional Development and the Flexible Calendar Program is to provide time for teaching faculty to participate in the development of activities related to “staff, student and instructional improvement.” Under *Title 5 section 55720.a* of the Education Code, it states:

“Subject to the approval of the Chancellor pursuant to Section 55724, a community college district may designate an amount of time in each fiscal year for employees to conduct staff, student and instructional improvement activities. These activities may be conducted at any time during the fiscal year. The time designated for these activities shall be known as “flexible time.”

How many hours must I complete for my flex obligation?

Full-time: For full-time faculty teaching on a compressed calendar, the academic workday is 6.7 hours per day, and for the duration of this agreement, the professional development obligation is 33.5 hours of professional development activity per academic year.

Adjunct: For persons with hourly teaching assignments, the hourly teaching professional development obligation for an academic year equals half the sum of the standard hour value of the fall assignment and the standard hour value of the spring assignment. (The standard hour value of a course is the number of hours per week the class meets). Professional development obligation also applies to nontraditional instruction such as ACT, TBA, online, noncredit, and regardless of whether the class is full semester or short term.

How do I calculate my flex hours? Example of Full-Time Calculation:

| Semester | Days x Hours per day | Hours |
|----------|----------------------|---------------------------|
| Fall | 3 days x 6.7 hours | 20.1 hours |
| Spring | 2 days x 6.7 hours | 13.4 hours |
| | | Total = 33.5 hours |

Example of Part-Time Calculation:

Example 1: An adjunct instructor teaching a 3-hour hourly assignment for Fall and Spring semesters is obligated to complete 3 hours. The calculation is as follows:

3 hours for Fall + 3 hours for Spring = 6 hours divided by 2 = 3 hours.

Example 2: An adjunct instructor teaching a 6-hour assignment either Fall semester or Spring semester is obligated to complete 3 hours. The calculation is as follows:

6 hours divided by 2 = 3 hours.

Is there a mandatory Flex day where all faculty must attend?

At West Los Angeles College the mandatory Flex day is usually held prior to the start of the Fall semester. A mandatory Professional Development day will require the attendance of all full-time classroom faculty. Hourly faculty are welcome to attend such activities but are not obligated to do so.

How do I get Flex credit?

You can receive Flex credit for participating in staff, student and instructional improvement activities. According to the California Education Code, *Title 5, section 55724*, activities may include:

- Instructional improvement (e.g. FIG participation, taking a class not used for salary advancement)
- Program and course curriculum or learning resource development and evaluation (e.g. unpaid curriculum development-credit given to adjunct faculty only)
- Student personnel services (e.g. faculty advising for an ASO Club)
- Learning resource services (e.g. volunteering in the Learning Center)
- Student advising, guidance, orientation, matriculation services
- Student, faculty, and staff diversity workshops
- Departmental meetings (credit given to adjunct faculty only)
- Conferences and workshops
- Institutional research
- Second committee participation

When do I need to turn in my Flex Hours?

“The professional development schedule will run from July 1 to June 30 each year, reporting once a year. Reports on professional development activity are due from faculty the day after the last professional development day of the spring, and final reporting will be completed by June 30.” (CBA Article 10 D.2.d) “The professional development

obligation remains even though the designated professional development days shown on the calendar may occur outside of the payroll assignment. The faculty member is paid for the obligation as part of the total level pay issued over the term of the assignment for the class. Accurate reporting of mandatory professional development flexible calendar hours by all faculty members is required.” (CBA Article 10 D.2.e)

What happens if I do not complete my Flex obligation?

“Faculty Duties/ Obligations / Activities currently required in the CBA: Fulfill professional development obligation: 33.5 hours annually for full-time classroom faculty, half the total annual number of weekly classroom hours for adjunct assignments taught by both full-time instructors with overload and true adjunct faculty (see Article 10).” (CBA Appendix Q).

Your Professional Development can be used as a tool for faculty evaluation purposes. The Basic and Comprehensive Evaluation Summary Form for All Faculty under Professionalism states as a criterion of evaluation, “Fulfills professional development responsibilities.” (CBA Appendix C, Section II)