Glendale Community College

FLEX POLICY MANUAL

2013-2014

Staff Development

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Faculty Flex Due Dates

Date	Due
May 2, 2014	All Flex Completion Forms with verification are due to Staff Development. All planned activities occurring between 5–2-14 through 6-11-14 must be submitted by 6-15-14.
*****Failure to meet the above deadlines may result in a reduction of pay!***	

Full Time Requirement

Full Time faculty members are responsible for completing 15 “flex” hours for every semester worked; for a total of 30 hours per school year.

Adjunct Requirement

Each adjunct faculty member shall be responsible for “flex” hours that amount to half the number of worked hours (not including office hours) in their regular weekly assignment for that semester.

Adjunct faculty are responsible for completing “flex” hours for every semester worked. The number of hours you are obligated to fulfill is normally the average number of hours you teach per week; fall and spring semester load are then averaged. For example, if you teach 6 hours/week in fall semester and 3 in spring semester, you will need to verify 4.5 hours of professional development activity.

PURPOSE, RULES, and RECOMMENDATIONS

PURPOSE

The **Staff Development Calendar** provides variety of activities that are eligible for flex which are designed to encourage and support professional enhancement in such endeavors as:

- Staff professional development
- Research in content area
- Instructional options and activities
- Matriculation
- Continuing education
- Curriculum development
- Articulation
- Program review
- Student advising

FLEX RULES

All flex activities must be directed toward improvement of instruction, counseling, other non-instruction professional skills and/or curriculum betterment, and not directed toward meeting routine professional obligations of faculty. Flex activities may be on GCC campus or elsewhere, as long as they fall under an activity code listed in this manual.

Full-time academic employees are required to fulfill at least 50 percent of their flex commitment with verifiable activities that directly enhance them professionally in their assigned areas.

Full-time academic employees can count a maximum of 20 percent of their flex obligation in each of the following areas:

a) wellness
b) organized mentoring
c) humanities/social science or science lecture series
d) faculty-student reading or faculty-student film clubs.

Flex activity will not be credited toward and must not overlap any accountable hours *during* any school term or special assignments for which the faculty member is regularly compensated. (e.g., teaching, counseling, librarian duties, office hours, etc) Activities which do not conflict with such scheduled hours may occur on any day or at any time. No hours used as flex for GCC may be paid or used as flex elsewhere nor will flex be granted for hours which an employee has or will receive flex credit at any other institution.

RECOMMENDATIONS

It is **absolutely** recommended that you read this entire manual very carefully and direct any questions or requests for clarifications to the Staff Development Office or to your Division, Department, or Flex Committee Representatives.

Flex Obligation

Each faculty member is responsible each year for preparing an Individual Flex Completion Form. Counselors and other non-instructional full-time faculty will have the same basic obligation as instructional faculty. Twelve-month Specialists, Professional experts, the Professional Development Staff, and overload assignments are exempt from flex obligations. Each faculty member's Individual Flex Completion form may include optional flex activities, institutionally planned activities, or a combination of the two.

Non-Compliance

Failure to complete the prescribed number of flex hours will result in reduced pay on an hour-for-hour or pro rata/per diem basis, according to the contract negotiated between the Guild and the District.

Presenters

Any regular, contract, or adjunct faculty member presenting institutionally planned flex workshops and campus-wide lectures will be granted three flex hours for each hour of presentation for the first presentation and two flex hours for each hour of subsequent presentation, as recommended by the Academic Senate for the California Community Colleges.

Released Time

Instructional and counseling staff whose contracts include "released time" shall be exempted from a portion of the Flex obligation based on the percentage of their official released time. For example, an employee with 80 percent released time has a flex obligation of 6 hours; 60 percent, 12 hours; 40 percent, 18 hours.

Leave and Banked Time

Instructional, counseling and library faculty who are on a full or partial leave are exempted from a portion of the flex obligation based on the percentage of their leave.
For example, an employee on l00% leave(one year sabbatical and banked time or all banked time) has a flex obligation of 0 hours; 75% leave(one year sabbatical) has a flex obligation of 7.5 hours; 50% leave(banked time) has a flex obligation of 15 hours

Flex Committee Members

Faculty members serving on the Flex Committee will receive flex credit on an hour-for-hour basis for each year of service. Faculty serving on the Flex Arbitration Committee [FAC] will receive flex credit on an hour-for-hour basis.

VERIFICATION

The following chart offers examples of acceptable Verification for flex activities. All verification documents MUST BE turned in with your completed flex verification form.

CODE	ACTIVITY	ACCEPTABLE VERIFICATION	NOT ACCEPTABLE VERIFICATION
1	**Division or Department Committee meetings (Adjunct Faculty only, except for those that are optional for full timers)**	Adjunct Attendance Verification form with chain signature, sign-in sheet, or memo from division, department or committee chair	Flyers
2	**Conferences**	Receipts, confirmation letter, cancelled checks or memo from presenter	Registration or Staff Development forms, flyers or hand-outs
3	**Staff Development workshops or other workshops on or off campus**	Verification of attendance form or equivalent filled out completely; copy of sign-in sheet; other verification from workshop facilitator or Staff Development staff	Verification turned in without flex form
4	**Classes taken on or off campus**	Copy of grade report, transcript or completion certificate	Registration or Staff Development forms, flyers or hand-outs
5	**Individually planned activity or research**	The official Staff Development Form *"Individually Planned Activity or Research"* (found on the Staff Development Website) Division Chair approval may also be required.	Just listing the activity

SAMPLE FLEX ACTIVITIES

A. STAFF IMPROVEMENT

Planning, presenting, or attending conferences, workshops, meetings, or forums, on or off campus, pertaining to the improvement of instruction or the profession, including the following topics:

- Development of new programs
- Development of procedures to develop or enhance interdisciplinary instruction
- Promotion of educational success with diverse student population, including ethnic, cultural & gender diversity
- Training or enhancement of teaching methods (e.g. classroom based, research, Great Teachers seminars, various content-based workshops, supplemental instruction methods, collaborative and cooperative learning activities, etc)
- Instruction in the use of computers, software, and other new technologies that impact education
- Instruction involving techniques for effective grant writing
- Workshops involving issues or procedures regarding student, staff and faculty diversity (e.g. sexual harassment, affirmative action, cultural diversity, etc)
- Instruction involving techniques for working with disabled student populations
- Activities involving wellness information or skills which will assist individuals to be physically and mentally better prepared to perform their jobs (e.g., workshops in stress reduction, self-defense, nutrition, exercise, weight reduction, etc). *You may use up to 20% of your obligated flex time for this activity (for example up to 6hrs of your 30hr flex obligation)*
- Disaster preparedness for improved on-campus response
- Activities involving new legislation affecting education
- Other topics of workshops presented by the Staff Development Committee (not used for salary advancement)
- Individually or institutionally planned activities for retraining staff for new assignments
- Individually planned academic research in one's discipline or content area, reviewed and approved by the Division Chair, pertaining to the institution or profession
- Course work in own or related field of study (if not used to advance between columns or class on the salary schedule)
- Classes or other activities in learning second or third languages to better communicate with diverse student populations
- Orientation of new faculty (full and part-time) on campus procedures, shared governance, Academic Senate, professional responsibilities outside the classroom, department procedures, etc.
- Meetings among different faculty and staff groupings, outside of contract hours, clearly over and above professional obligation, which improve working relationships on campus .

NOTE: All hours must be clearly over and above professional obligation and not compensated otherwise. Under no conditions will "double dipping" be allowed. Double dipping could include claiming flex credit for scheduled hours, any part of full-time contract hours, and hours for which employee has or will receive flex credit at any other institution.

SAMPLE FLEX ACTIVITIES

B. STUDENT IMPROVEMENT

- Structured student academic and/or career advising verified by program coordinator or Division Chair

- Specially arranged articulation meetings or conferences with feeder schools and/or transfer institutions to improve the process

- Special meetings for staff (department or college-wide) to discuss strategies for improving services and/or student success

- Special projects individually designed to improve instruction and student services

- Special faculty and staff meetings to improve learning resource support services to students

- Work in an organized mentoring/student advisement program for students, verified by Division Chair or program coordinator, **up to 20 percent of required hours** (ie. up to 6 hours for full time, 30 hours obligation). Organized mentoring/student advisement sign-in forms may be obtained from Division Heads or Staff Development and ***must be used as verification***

- Matriculation projects such as special workshops for students with undecided majors or for ESL students (understanding the college schedule, transfer requirements, prerequisites setting academic goals, etc.)

- Teaching a special, shortened-format class or making a special presentation for the division, department, or college wide employee population

- Developing a special class or program to meet changing students needs

- Review of learning resource materials and procedures to eliminate outdated approaches

- Creating specialized self-study or computer- assisted modules for student use

- Facuity participation in student orientation activities

- Institutional research to meet needs of students (e.g. market surveys, transfer ratios, data on student and community diversity, gender equity, etc.)

- Writing grants aimed at creating programs to enhance student success

- Participation in outreach programs such as Tech Prep, MESA, etc

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SAMPLE FLEX ACTIVITIES

C. INSTRUCTIONAL IMPROVEMENT

● Special projects arranged in conjunction with the Glendale College Foundation

● Development of a new course or comprehensive revision of an existing course or program, learning resources or evaluation procedures

● Major revision of an existing course or curriculum to comply with changing institutional or state-wide discipline requirements (such as new articulation requirements, multiculturalism, writing across the curriculum ...)

● Department or inter-disciplinary curriculum development resulting in a written or published product, approved by the Division Chair

● Development of student readiness programs specific to course or discipline

● Special faculty/counselor/staff meetings to address programmatic changes to specific disciplines, outside of regular contract hours and clearly over and above professional obligation

● Special department/division/area meetings to discuss curriculum, program, or service revision, outside of contract hours and clearly over and above professional obligation

● Special instructional faculty/counselor meetings to address coordination of advising, prerequisites, referrals and other areas of common concern, outside of contract hours and clearly over and above professional obligation

● Grant writing to secure funds for instructional improvement

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