

## QUICK FACTS - SMC Professional Development /FLEX FAQ's

### **1. What is Flex?**

In the California Community Colleges system, the term **Flex** is used to denote faculty **Professional Development** activities.

### **2. Why do I need to participate in Flex?**

Participation in flex activities is a way to ensure you maintain current in your discipline and participate in professional development /improvement in teaching methodology. Additionally, California Education Code, Title V, and our Faculty Association Contract require all teaching faculty to complete professional development to fulfill these needs.

### **3. What are Professional Development /FLEX Days?**

Professional Development /FLEX Days are days calendared as part of the District's Academic Calendar for professional development rather than for meeting with classes.

### **4. As a full time faculty member, what is my Professional Development /FLEX obligation?**

All full time faculty members are required to participate in August Opening Day & March Flex Day (6 hours each; a total of 12 hours) and 3 Departmental Meeting Days (6 hours each; a total of 18 hours). Twenty four additional hours of Professional Development /FLEX, which are fulfilled through individually chosen activities and approved by your department chair, is also required. (54 hours in total).

### **5. What if I'm a part time faculty member?**

Part time (for credit) teaching faculty members are required to complete a number of individual flex hours equal to their assigned instructional load, on a one-hour-to one-hour basis for the Fall and Spring Semesters. This flex must be completed during the assigned semester.

Part-time (for credit) faculty are encouraged but not required to fulfill their flex commitment through participating in August Opening Day & March Flex Day and Departmental Days rather than individual flex activities.

### **6. What happens if I am sick or have a personal emergency on a mandatory day?**

If you miss a mandatory **Professional Development /FLEX** Day, you can use the appropriate leave account in proportion to the missed Professional Development/FLEX time to offset the missing flex time. (See hours per day above). Any portion of the hours missed are considered an absence and should be offset accordingly.

### **7. What kinds of activities are considered "Professional Development /FLEX" activities?**

All professional development activities must meet a list of Title V criteria. The Professional Development Committee (PDC), Department Chairs, and the Academic Senate have developed a Professional Development /FLEX Guideline Listing, which is available on the PDC webpage and the Human Resources webpage.

[http://www.smc.edu/ACG/AcademicSenate/AScommittees/Pages/Flexible\\_Calendar\\_Activities\\_Guidelines.aspx](http://www.smc.edu/ACG/AcademicSenate/AScommittees/Pages/Flexible_Calendar_Activities_Guidelines.aspx)

### **8. If an activity is not listed, how do I know it will "count" as an individual Professional Development /FLEX activity?**

Generally, individual activities are allowed as long as you can establish a connection to the development of professional skills and can demonstrate the activity is above and beyond responsibilities outlined in your job description. All individual flex activities must be approved by your Department Chair, so if you are concerned that you may not be credited for an activity, check with your Department Chair **BEFORE** engaging in the activity.

### **9. My department chair said the activity does not qualify. How do I appeal a decision made by my Department Chair?**

You should request to meet with your Department Chair to discuss the decision. If no resolution is reached, contact the Office of Academic Affairs, which will arbitrate the decision. The decision of the Academic Affairs Office is final.

### **10. What if I don't complete my Professional Development /FLEX obligation?**

If you do not complete any portion of the required Professional Development /FLEX activities as noted above by the deadlines, or offset them using leave hours, your pay will be reduced by the number of Flex hours not completed.

