# Professional Development Flex Credit Guidelines

## FLEX OBLIGATION

The purpose of the flexible calendar program is to allow faculty (full-time, part-time, instructional and non-instructional) the time to work and participate in development activities individually or with groups to achieve improvement in three distinct areas (*Title 5, Section 55720*):

- Staff Improvement
- Student Improvement
- Instructional Improvement

All activities should be linked to the comprehensive plan for staff development and to the goals and objectives of the flexible calendar program. In addition, the staff development plan and the flexible calendar program should be linked to the goals and mission of the College.

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A. **Professional Development Flex Activities** include workshops and meetings held at CCSF that acquire a CCSF assigned CRN number. If a faculty member participates in Professional Development activities in excess of the hours required, the faculty member may receive independent flex credit for these extra activity hours. Workshops or conferences not sponsored by CCSF typically are not considered Professional Development activities.

B. **Independent Flex Activities** are those activities relevant to professional growth at CCSF or to faculty assignment, and include workshops, conferences, seminars, individualized study, research or other work that is not part of a faculty member’s regular work assignment.

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### GENERAL REQUIREMENTS FOR ALL FACULTY

1. All faculty will submit reports of their Flex and Independent activities and credits within the academic year of 2014-2015 on the Professional Development credit report forms.

2. Extra flex activity hours may not be carried over to the next academic year.

3. Surplus Professional Development flex activity hours may be applied towards Independent Flex requirements of the same academic year.
4. As part of the College’s commitment to an inclusive and a non-discriminatory workplace, faculty are expected to participate in diversity education workshops or activities covering subjects such as Disabilities Discrimination, Gender Bias, Homophobia, and Racism.

- Every member of the District (Board Members, Administrators, Faculty, and Classified Staff) is required to fulfill two (2.0) hours of diversity credits in each area (a total of 8.0 hours): Racism, Gender Bias, Homophobia, and Disabilities Discrimination. This needs to be completed within a four (4) year period.

- Diversity credits are recorded as both Diversity and Flex obligations.

- Diversity workshops are assigned a letter to the end of the course number, i.e. 500D, 500G, 500H, 500R and 500V, where: D = Disabilities Discrimination, G = Gender Bias, H = Homophobia, R = Racism, V = General Diversity

5. Faculty Flex Day Presenters will receive Double the Credit for every hour they present of any Flex Day presentations that are offered to ALL attendees. (Department meetings, Independent and department-specific activities do not qualify.)

6. No substitute may be hired to replace a faculty member while performing an Independent Professional Development Activity.

7. Department meetings and extended department meetings held on a Professional Development Flex Day cannot exceed five (5.0) hours of flex credits per semester.

FULL-TIME FACULTY REQUIREMENTS:

1. Five (5) hours of flex activity are required for each scheduled Flex Day in each academic year (2014-2015 = 20 total hours).

- The five (5) hours per day for flex days deemed Professional Development on the academic calendar shall consist of activities described in section A. Surplus Professional Development Flex activity hours may be applied toward Independent Flex requirements.

- The five (5) hours per day for Flex Day deemed Independent Flex on the academic calendar shall consist of activities described in section B.
3. Full-time faculty are obligated to attend department meetings held on Professional Development Flex Days. Department meeting attendance cannot exceed five (5) hours of flex credit per semester.

4. Of the required 20 hours for fiscal year 2014-2015, 10 hours may be completed through Independent Professional Development Activities each academic year (July 1 – June 30).

5. Faculty on partial-load leave are required to perform a portion of flex day hours based on their FTE workload (FTE x 5 hrs/day).

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**PART-TIME FACULTY PAID HOURLY REQUIREMENTS:**

1. Part-time faculty who are paid hourly are required to engage in flex activity according to the number of hours that they would otherwise be scheduled to work on the particular flex day (up to five hours) as follows:

   - The number of hours of assignment that fall on Professional Development Flex Days shall consist of activities described in section A.

   - The number of hours of assignment that fall on Independent Flex Days shall consist of activities described in section B.

   - Semester-long hourly assignments of part-time faculty shall include all flex days on which they would be scheduled to work for that semester.

   Example Table:

<table>
<thead>
<tr>
<th>2014-2015</th>
<th>FALL</th>
<th>SPRING</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>#</td>
<td>Part-Time Hourly Faculty</td>
<td>THURS</td>
</tr>
<tr>
<td>1</td>
<td>Scheduled Flex Days for 2014-2015</td>
<td>8/14/2014 (Independent)</td>
</tr>
<tr>
<td>2</td>
<td>Write in your contracted hours for the Fall semester.</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Write in your contracted hours for the Spring semester.</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Add up rows 2 &amp; 3 - This is your Flex Credit obligation for the year</td>
<td></td>
</tr>
</tbody>
</table>

   | | TOTAL HOURS |
   | 1 | Enter Total Fall Hours |
   | 2 | Enter Total Spring Hours |
   | 3 | | |
   | 4 | Grand Total FLEX Credits |
PAID-BY-LOAD REQUIREMENTS:

2. Part-time faculty who are Paid-By-Load (PBL), are required to engage in a portion of five (5) hours per flex day based upon their FTE load assignment according to the table below:

3. The FTE percentage closest to the unit member’s actual FTE load shall be used.

4. Ancillary assignments are excluded from the FTE calculation.

5. Part-time faculty whose work or other ongoing obligations outside of CCSF conflict with CCSF-scheduled Professional Development flex activities must still make a good faith attempt to engage in the requisite Professional Development activities. If they are unable to attend Professional Development activities, they must substitute with Independent Flex activities described in section B.

<table>
<thead>
<tr>
<th>Percent of Full-Time Load</th>
<th>Hours Per Day</th>
</tr>
</thead>
<tbody>
<tr>
<td>60+ %</td>
<td>3.0</td>
</tr>
<tr>
<td>50%</td>
<td>2.5</td>
</tr>
<tr>
<td>40%</td>
<td>2.0</td>
</tr>
<tr>
<td>20%</td>
<td>1.0</td>
</tr>
</tbody>
</table>

REQUIREMENTS FOR BOTH HOURLY PART-TIME AND PAID-BY-LOAD FACULTY:

1. All part-time faculty are obligated to attend department meetings held on Professional Development flex days.

2. Extra hours earned cannot be carried forward or used as make-up credits.

3. There is no extra pay for extra flex or independent flex credits earned.

4. Part-time faculty who are scheduled to work during college campus Professional Development Flex Day activities are obligated to attend Professional Development activities, including department meetings, held during their normally scheduled work hours on that day. Department meeting attendance cannot exceed five (5) hours of flex credit per semester.
DEPARTMENT CHAIRPERSON:

1. The following formula determines each Department Chairperson’s basic obligation in any semester in which there are flexible calendar days scheduled:

   \[
   \text{% of load in faculty status (teaching, counseling, etc.)} \times \text{hours of flex obligation for full-time faculty} = \text{basic obligation, provided that each Department Chairperson shall attend one scheduled flex activity of his/her choosing each semester other than the departmental meeting}
   \]

   \[
   \text{Example: } [.8] \times [30] = 24 \text{ hours (.8 faculty load x 30 hours faculty flex obligation each year = a 24-hour obligation for the year)}
   \]

2. A Department Chairperson who wishes to engage in an Independent Flex activity to satisfy part of his/her obligation must obtain prior approval from his/her dean. (Independent flex activity may not be used to satisfy the entire obligation in any semester.)

3. Attendance at departmental meetings shall apply to fulfillment of the flex obligation, but Department Chairpersons cannot receive “presenter’s credit” for such attendance.

ADMINISTRATORS & CLASSIFIED STAFF:

1. Participation is encouraged but is not required for Administrators and Classified Staff. Workshops addressing Classified needs and interests are scheduled throughout each year.

2. The Chancellor encourages supervisors to arrange for Classified employees to attend Professional Development Days whenever such attendance does not conflict with maintaining necessary operations.