



Frequently Asked Questions (FAQs) about Flex 2024-25

Part-Time Faculty Edition

| Frequently Asked Question | Answer |
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| <p>What is Flex credit?</p> | <p>Flex credit is awarded for time spent engaging in professional development in lieu of instruction. One hour of time spent on professional development equals one hour of Flex credit.</p> |
| <p>What is the Flexible Calendar Program?</p> | <p>Under the direction of the California Community Colleges Chancellor’s Office, the purpose of the flexible calendar program (“Flex”) is to provide time for faculty to participate in professional development activities that are related to “staff, student, and instructional improvement” (Title 5, Section 55720).</p> |
| <p>Are part-time faculty obligated to earn Flex credit?</p> | <p>Part-time faculty are responsible for completing Flex hours proportionate to their teaching load. As noted in Article 8, Section 21 (e) of the faculty contract: <i>“Each Part-Time Faculty Member shall be responsible for completion of Professional Development flex time equal to one-half (1/2) hour of professional development activities for each semester unit taught in the fall and spring semesters up to a maximum of three (3) hours per semester. Flex time shall be payable at the appropriate column of Appendix D-1, Lecture, Step 1 rate. Part-Time Faculty Flex hours shall not be computed as part of the teaching load.”</i></p> |
| <p>What are Flex days?</p> | <p>Flex Day is also known as Professional Development Day (PD Day). As allowed by Title 5, Flex days are days set aside in the calendar for professional development in lieu of instruction.</p> <p><i>Part-time faculty are not required to attend PD Days, but they are invited to do so.</i></p> |
| <p>When are Flex days (PD Days) this year?</p> | <p>Thursday, August 22, 2024 Thursday, February 6, 2025</p> |

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| <p>How/where is Flex credit recorded?</p> | <p>Your Flex credit is recorded in Cornerstone. You can access Cornerstone via MyECC and Canvas. See Cornerstone FAQs for detailed information.</p> |
| <p>Who should I contact with questions regarding Cornerstone?</p> | <p>If you are unable to find the answer in the Cornerstone FAQs, please send your inquiry to prodev@elcamino.edu.</p> |
| <p>How can I earn Flex credit, aside from attendance at Flex days (PD Days)?</p> | <p>Flex credit can be earned by engaging in professional development activities which increase knowledge in one's discipline or which directly enhance teaching skills; improve working relationships with students and staff in and out of the classroom; contribute to institutional improvement, as well as activities which enhance an individual's physical and mental ability to perform their job.</p> <p>Specifically, Flex credit can be earned by registering for campus-sponsored professional development events in Cornerstone. Event facilitators will record your attendance in Cornerstone.</p> <p>You can also design your own Flex activities upon consultation with your dean. In this case, you will submit an External Training form in Cornerstone to request Flex credit. For a comprehensive list of approved activities, refer to Categories and Approved Flex Credit Activities</p> |
| <p>When can I earn Flex credit?</p> | <p>You may earn Flex credit for flex-eligible activities between July 1, 2024 and June 30, 2025 during any time you are not scheduled to teach, hold office hours, or when you are participating in other contractual duties.</p> <p>For the Fall Semester, flex-eligible activities should take place between July 1, 2024 and December 30, 2024. Deadline to submit your Fall Semester flex activities in Cornerstone is December 1, 2024.</p> <p>For the Spring Semester, flex-eligible activities should take place between January 1, 2025 and June 30, 2025. Deadline to submit your Spring Semester flex activities in Cornerstone is June 1, 2025.</p> <p>You must have an active contract for that semester.</p> |
| <p>When is the deadline to submit an External Training form in Cornerstone?</p> | <p>The deadline to submit an External Training form in Cornerstone for Flex credit completed in the Fall semester is December 1, 2024</p> <p>The deadline to submit an External Training form in</p> |

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| | <p>Cornerstone for Flex credit completed in the Spring semester is June 1, 2025</p> |
| <p>Are part-time faculty expected to complete anti-racist/racial-equity focused professional development training?</p> | <p>As noted in Article 8, Section 21 (b), beginning with the 2021-2022 school year, all part-time faculty will be paid to complete two hours of mandated, Senate-approved racial equity focused professional development each academic semester when employed with an active contract (fall/spring).</p> |
| <p>Why do I need to complete anti-racist/equity-focused professional development training?</p> | <p>On October 20, 2020, the Academic Senate approved a resolution mandating anti-racist/ racial equity professional development for all El Camino College faculty. In collaboration with the Federation, the Required Anti-Racist Equity Professional Development Training MOU was negotiated and approved in July 2021. As noted in Article 8, Section 21 (b), <i>“it is imperative that faculty engage in Senate-approved professional development that unpacks, interrogates, and identifies strategies to vigilantly mitigate and dismantle systemic racism and/or addresses racial equity, diversity, and inclusion (EDI).”</i></p> |
| <p>How will I know if an activity qualifies as Senate-approved racial-equity focused professional development training?</p> | <p>Cornerstone has a section on your welcome page dedicated to upcoming racial-equity focused professional development workshops hosted by El Camino College or outside agencies.</p> <p>If you register for an event directly from the Cornerstone calendar, select show more. The following question will appear: “ECC - Did this activity provide opportunities to learn about anti-racism and/or racial equity?” The answer will indicate if it is a Senate-approved racial-equity focused professional development training.</p> <p>If you plan to complete off-campus (non-ECC sponsored/hosted) racial-equity focused trainings, you will submit an External Training form in Cornerstone to request Flex credit.</p> <p>For a comprehensive list of approved activities and a guide for choosing racial-equity professional development, refer to Categories and Approved Flex Credit Activities.</p> <p>In addition, you may contact the Chair of the Equity, Diversity, and Inclusion Committee (EDI) at ebrenes@elcamino.edu to confirm the activity qualifies as Senate approved.</p> |
| <p>How much Flex credit do I</p> | <p>Presenters of flex activities will earn three hours of flex</p> |

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| <p>How can I earn if I present or facilitate an activity?</p> | <p>credit per one hour of initial presentation. If the presentation is repeated, flex credit will be two hours per one presentation hour.</p> <p>In order to receive presenter credit, please fill out the Presenter Flex Credit Form and submit it as an External Training in Cornerstone.</p> |
| <p>How do I propose an activity to appear in Cornerstone for faculty to earn Flex credit?</p> | <p>In order for your event to appear in Cornerstone, please submit the Professional Development Activity Proposal Form.</p> |
| <p>What can I do if my request for Flex credit is denied?</p> | <p>If you believe your activity fits one of the categories detailed on the list of Categories and Approved Flex Credit Activities, you may appeal by writing a short description of the activity, why you think it qualifies, and why it was denied, and email it to the Co-Chairs of the Faculty Development Committee (FDC) at abrochet@elcamino.edu or cjenkin@elcamino.edu. The FDC (or a subcommittee thereof) will consider your appeal.</p> <p>For Fall Semester, appeals must be received by December 5, 2024. The decision of the FDC will be final.</p> <p>For Spring Semester, appeals must be received by June 5, 2025. The decision of the FDC will be final.</p> |
| <p>What can I do if my request for racial equity focused Flex credit is denied?</p> | <p>If you believe your activity fits one of the categories detailed on the list of Categories and Approved Flex Credit Activities, you may appeal by writing a short description of the activity, why you think it qualifies, and why it was denied, and email it to the Chair of the Equity, Diversity, and Inclusion Committee (EDI) at ebrenes@elcamino.edu. The EDI (or a subcommittee thereof) will consider your appeal.</p> <p>For Fall Semester, appeals must be received by December 5, 2024. The decision of the FDC will be final.</p> <p>For Spring Semester, appeals must be received by June 5, 2025. The decision of the FDC will be final.</p> |
| <p>What is the Faculty Professional Development Plan?</p> | <p>At the start of the fall semester, faculty submit the Faculty Professional Development Plan outlining professional development objectives for the academic year.</p> <p>As stated in the Guidelines for the Implementation of the Flexible Calendar Program by the Faculty Development Committee of the Academic Senate for California Community Colleges in cooperation with the Chancellor’s Office, “[e]ach</p> |

faculty member is responsible for the development of an individual plan for professional and/or personal growth for the purpose of instructional improvement ([Title 5, Section 55726\(a\)](#)).

This individual plan may encompass any combination of individually designed activities, institutionally planned workshops, conferences, and/or academic courses. These activities must be appropriate within the regulations that govern the flexible calendar program ([Title 5, section 55724\(a\)\(4\) \(A through G\)](#))” (p. 21).