



Frequently Asked Questions (FAQs) about Flex 2024-25

Full-Time Faculty Edition

Frequently Asked Question	Answer
<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>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>Article 8, Section 21 (b) of the faculty contract mandates attendance on Flex days as such: <i>“The first day of the fall semester shall be a Flex day, with six (6) hours of scheduled activities mandatory for all Full-Time Faculty Members. The morning of the first day of the spring semester shall be three (3) hours of scheduled Flex activities mandatory for all Full-Time Faculty Members... The additional fifteen (15) hours of required Flex activities will be required of all 10- month Faculty and may be completed with activities selected at the Faculty Member’s discretion.”</i></p>
<p>When are mandatory Flex days (PD Days) this year?</p>	<p>Thursday, August 22, 2024 Thursday, February 6, 2025</p>

<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 many hours of Flex are required each year for full-time faculty?</p>	<p>As noted in Article 8, Section 21 of the faculty contract, <i>“Each 10-month Full-Time Faculty Member shall be responsible for 24 hours of Professional Development and each 12-month Full-Time Faculty member shall be responsible for 9 hours of Professional Development. Full-Time Counselors shall be responsible for 9 hours of Professional Development.”</i></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 is the deadline to submit an External Training form in Cornerstone?</p>	<p>The deadline to submit an External Training form in Cornerstone is June 1st.</p>
<p>How many hours of anti-racist/equity-focused professional development training is required each year?</p>	<p>As noted in Article 8, Section 21 (b), beginning with the 2021-2022 school year, all 10-month tenured and tenure-track faculty will be required to complete four (4) hours of equity focused professional development training outside of the mandated fall and spring professional development day general session each academic year.</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>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>How much Flex credit do I earn if I present or facilitate an activity?</p>	<p>Presenters of flex activities will earn three hours of flex 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 are my Flex obligations if I'm on sabbatical leave or pre-retirement?</p>	<p>As noted in Article 8, Section 21 (c) of the faculty contract, "Faculty Members on extended leave (e.g., sabbatical, study abroad, faculty exchange, catastrophic illness, etc.) shall have their twenty-four (24) hour Flex obligation proportionately reduced for that academic year."</p> <p>If you are participating in the Pre-Retirement Program, your Flex obligation is reduced proportionately based on the load you are teaching for the year. If you are teaching in the fall, your Flex obligation includes the mandatory fall Flex day. If you are teaching in the spring, your Flex obligation includes the mandatory spring Flex day.</p> <p>If you are on any type of leave, please notify Professional Development and Learning at prodev@elcamino.edu.</p>
<p>What happens if I don't complete my Flex obligation?</p>	<p>As noted in Article 8, Section 21 (b)(2), "A Faculty Member must submit any portion of the additional 15 hours of required flex activities by June 1, which can include scheduled events that will occur between June 1 and June 30. No flex credit hours may be submitted for non-scheduled activities (i.e., watching videos or reading a book) occurring after June 1. A Faculty Member's pay shall be deducted for any of the 15 flex hours not completed."</p>

<p>What happens if I do not attend a mandatory Flex day (PD Day)?</p>	<p>As noted in Article 8, Section 21 (b)(1) of the faculty contract: “If a Faculty Member misses a mandatory Flex day, they shall be charged under the appropriate leave account in proportion to the missed flex time and may not make up the absence. For the purposes of this Article, six hours of flex time shall be equal to one day of absence. Any portion of the six hours missed shall be considered a partial absence and shall be charged accordingly. For example, if a Faculty Member misses the fall flex day (6 hours) they will be charged with one (1) day (8 hours based on a 40-hour work week) of absence. If a Faculty Member misses the spring flex day (3 hours), they will be charged with one-half day (1/2) day (4 hours based on a 40-hour work week) of absence.”</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. 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. Appeals must be received by June 5, 2025. The decision of the EDI will be final.</p>

What is the Faculty Professional Development Plan?

At the start of the fall semester, faculty submit the [Faculty Professional Development Plan](#) outlining professional development objectives for the academic year.

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 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).