



## Frequently Asked Questions (FAQs) about Flex 2025-26

### Part-Time Faculty Edition

Frequently Asked Question	Answer
<p><b>What is Flex credit?</b></p>	<p>Flex credit is awarded for time spent engaging in professional development <b>in lieu of instruction</b>. One hour of time spent on professional development equals one hour of Flex credit.</p>
<p><b>What is the Flexible Calendar Program?</b></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” (<a href="#">Title 5, Section 55720</a>).</p>
<p><b>Are part-time faculty obligated to earn Flex credit?</b></p>	<p>Part-Time Faculty are not required to complete professional development trainings, but they are highly encouraged to do so.</p> <p>Part-time faculty are eligible to complete Flex hours proportionate to their teaching load. As noted in <a href="#">Article 8, Section 21 (e)</a> of the faculty contract:</p> <p><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><b>What are Flex days?</b></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><b>When are Flex days (PD Days) this year?</b></p>	<p>Thursday, August 21, 2025 Thursday, February 12, 2026</p>
<p><b>How/where is Flex credit recorded?</b></p>	<p>Your Flex credit is recorded in <a href="#">Cornerstone</a>. You can access Cornerstone via <a href="#">MyECC</a> and Canvas. See <a href="#">Cornerstone FAQs</a> for detailed information.</p>
<p><b>Who should I contact with questions regarding Cornerstone?</b></p>	<p>If you are unable to find the answer in the <a href="#">Cornerstone FAQs</a>, please send your inquiry to <a href="mailto:prodev@elcamino.edu">prodev@elcamino.edu</a>.</p>
<p><b>How can I earn Flex credit, aside from attendance at Flex days (PD Days)?</b></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 <a href="#">Cornerstone</a> to request Flex credit. For a comprehensive list of approved activities, refer to <a href="#">Categories and Approved Flex Credit Activities</a></p>
<p><b>When can I earn Flex credit?</b></p>	<p>You may earn Flex credit for flex-eligible activities between July 1, 2025 and June 30, 2026 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, 2025 and December 30, 2025. Deadline to submit your Fall Semester flex activities in <a href="#">Cornerstone</a> is December 1, 2025.</p> <p>For the Spring Semester, flex-eligible activities should take place between January 1, 2026 and June 30, 2026. Deadline to submit your Spring Semester flex activities in <a href="#">Cornerstone</a> is June 1, 2026.</p> <p>You <b>must</b> have an active contract for that semester.</p>
<p><b>When is the deadline to submit an External Training form in Cornerstone?</b></p>	<p>The deadline to submit an External Training form in <a href="#">Cornerstone</a> for Flex credit completed in the <b>Fall semester is December 1, 2025.</b></p>

	<p>The deadline to submit an External Training form in <a href="#">Cornerstone</a> for Flex credit completed in the <b>Spring semester is June 1, 2026</b></p>
<p><b>Are part-time faculty expected to complete anti-racist/racial-equity focused professional development training?</b></p>	<p>Part-Time Faculty are not required to complete anti-racist / racial-equity professional development trainings. However, they are eligible to be paid for participating in Senate-approved racial equity focused professional development. As noted in <a href="#">Article 8, Section 21 (b)</a>, 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><b>Why do I need to complete anti-racist/equity-focused professional development training?</b></p>	<p>Part-Time Faculty are not required to complete anti-racist / racial-equity professional development trainings, but they are highly encouraged to do so. 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 <a href="#">Required Anti-Racist Equity Professional Development Training MOU</a> was negotiated and approved in July 2021. As noted in <a href="#">Article 8, Section 21 (b)</a>, <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><b>How will I know if an activity qualifies as Senate-approved racial-equity focused professional development training?</b></p>	<p><a href="#">Cornerstone</a> 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 <b>show more</b>. 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</p>

	<p><a href="#">Categories and Approved Flex Credit Activities.</a></p> <p>In addition, you may contact the Chair of the Equity, Diversity, and Inclusion Committee (EDI) at <a href="mailto:lcooks@elcamino.edu">lcooks@elcamino.edu</a> to confirm the activity qualifies as Senate approved.</p>
<p><b>How many hours of Distance Education (DE) professional development training is required each year?</b></p>	<p>To maintain Distance Education (DE) certification, faculty must complete 10 hours of DE professional development every 5 years, which averages to approximately 1 hour per semester.</p> <p>If you have any questions about your DE certification, please contact Dr. Moses Wolfenstein at <a href="mailto:mwolfenstein@elcamino.edu">mwolfenstein@elcamino.edu</a> or Dr. Crystle Martin at <a href="mailto:cmartin@elcamino.edu">cmartin@elcamino.edu</a>.</p>
<p><b>How will I know if an activity qualifies as Distance Education (DE) focused professional development training?</b></p>	<p>In Cornerstone’s Workshop Calendar, you can check whether a workshop counts for Distance Education (DE) professional development.</p> <p>When registering directly from the calendar, click <b>Show More</b> on the event details. The following question will appear:  “ECC - In this training did you learn about Distance Education?”</p> <p><i>This indicates whether the session is focused on Distance Education.</i></p> <p>If you plan to complete off-campus (non-ECC-sponsored/hosted) DE professional development, you must submit an External Training Form in Cornerstone to request Flex credit. To qualify as DE-related, the training must specifically address Distance Education practices, issues, or concerns. In the External Training Form, under "How does this training lead to student, instructional, or staff improvement?", be sure to clearly explain how the training relates to Distance Education.</p> <p><b>Please note:</b> The Professional Development &amp; Learning office will verify your submission with the Distance Education Faculty Coordinator, Dr. Moses Wolfenstein. <i>If the description does not clearly demonstrate a connection to DE, the DE designation will be removed and the training will be approved only as regular Flex credit.</i></p> <p>If you have any questions about DE professional development, please contact Dr. Moses Wolfenstein at <a href="mailto:mwolfenstein@elcamino.edu">mwolfenstein@elcamino.edu</a>.</p>

<p><b>How much Flex credit do I earn if I present or facilitate an activity?</b></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 <a href="#">Presenter Flex Credit Form</a> and submit it as an External Training in <a href="#">Cornerstone</a>.</p>
<p><b>How do I propose an activity to appear in Cornerstone for faculty to earn Flex credit?</b></p>	<p>In order for your event to appear in Cornerstone, please submit the <a href="#">Professional Development Activity Proposal Form</a>.</p>
<p><b>What can I do if my request for Flex credit is denied?</b></p>	<p>If you believe your activity fits one of the categories detailed on the list of <a href="#">Categories and Approved Flex Credit Activities</a>, 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 <a href="mailto:pparks@elcamino.edu">pparks@elcamino.edu</a> or <a href="mailto:cjenkin@elcamino.edu">cjenkin@elcamino.edu</a>. The FDC (or a subcommittee thereof) will consider your appeal.</p> <p>For Fall Semester, appeals must be received by December 5, 2025. The decision of the FDC will be final.</p> <p>For Spring Semester, appeals must be received by June 5, 2026. The decision of the FDC will be final.</p>
<p><b>What can I do if my request for racial equity focused Flex credit is denied?</b></p>	<p>If you believe your activity fits one of the categories detailed on the list of <a href="#">Categories and Approved Flex Credit Activities</a>, 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 <a href="mailto:lcooks@elcamino.edu">lcooks@elcamino.edu</a>. The EDI (or a subcommittee thereof) will consider your appeal.</p> <p>For Fall Semester, appeals must be received by December 5, 2025. The decision of the EDI Chair will be final.</p> <p>For Spring Semester, appeals must be received by June 5, 2026. The decision of the EDI Chair will be final.</p>