

## **PROFESSIONAL GROWTH/FLEX GUIDELINES**

Staff development is integral to providing an instructional and student service program that will enhance those services and provide students appropriate learning experience to interact in a dynamic and changing society. These regulations provide the guideline for the operation of a comprehensive staff development program.

### Intent of Staff Development

It is the intent of the Glendale Community College District to provide staff development opportunities to faculty, classified staff and administration through a comprehensive staff development program. Services that can be utilized will be:

- A. Assistance in attending professional conferences for the discipline or job classification;
- B. Assistance in tuition for pursuing a degree or professional license;
- C. Provide workshops, seminars, and retreats that will focus on learning themes, job needs, or organizational issues;
- D. Provide a focused flex schedule program for faculty needing to meet the flex commitment;
- E. Provide a "resource center" where faculty, staff, and administration can acquire staff development resources;
- F. Provide programs and resources to address the purposes of the state Faculty and Staff Diversity Program and the Faculty and Staff Development Fund.

### Financial Resources for Staff Development

The fiscal support for staff development activities will be defined in the annual budget. Additional resources for staff development are made available through the Faculty and Staff Diversity Funds(C.C.R. § 53030) and the Faculty and Staff Development Funds (E.C. § 87150). There are categorical funds that are provided for the following staff development purposes:

- A. Improvement of teaching.
- B. Maintenance of current academic and technical knowledge and skills.
- C. In-service training for vocational education and employment preparation programs.
- D. Retraining to meet changing institutional needs.
- E. Intersegmental exchange programs.
- F. Development of innovations in instructional and administrative techniques and program effectiveness.
- G. Computer and technological proficiency programs.

- H. Courses and training implementing affirmative action and upward mobility programs.
- I. Other activities determined to be related to educational and professional development pursuant to criteria established by the Board of Governors of the California Community Colleges, including, but not necessarily limited to programs designed to develop self-esteem.

Staff Development Coordinator

The Glendale Community College District will provide a Staff Development Officer and appropriate support to create, organize, implement, and administer a comprehensive, college-wide professional growth and development program, including Faculty Development, that integrates and systematically addresses the needs of instructional, classified, and management staff; that is highly contributory to the educative process of students; and that is directed toward college goals, objectives, and strategic planning.

This position will organize the Faculty/Staff Resource Center and coordinate campus flex activities for the faculty. The position oversees related policy issues; promotes professional development among all faculty and staff. This will be a faculty position with eighty (80) percent released time.

**FLEX ACTIVITIES/CALENDAR**

A. Purpose

The flex calendar provides for a variety of activities designed to encourage and support professional enhancement:

staff professional development	curriculum development
research in content area	articulation
instructional options and activities	program review
matriculation	student advising
Continuing education, etc.	

... from Article 8, §84890 of the Education Code of the State of California.

B. General Philosophy

Glendale College, the Guild, and the Academic Senate shall establish the Flex Professional Development Committee (FPDC). The FPDC is a subcommittee of the Campus Executive Committee, but is not part of the GCC shared-governance system.

The purpose of the FPDC is to approve as wide a range of individual flex plans (IFPs) as possible, provided they are consistent with the Education Code of the State of California, guidelines published by the Statewide Academic Senate and the Glendale College Flex Policy. Any activity for which faculty members are already compensated for, including regular pay, released time or extra pay, **will not qualify** for flex credit. All flex activities must be directed toward improvement of instruction, counseling, other non-instructional professional skills and/or curriculum betterment, and not directed toward meeting routine professional obligations of the faculty.

Flex activity must not overlap any accountable hours during the regular school term or special assignments for which the faculty member is regularly compensated. Where possible, the 5 days of flex activities will be scheduled outside of the 172 day regular work year (170 teaching days + 2 institute days for the instructional staff or the 183 counseling days + 2 institute days for many of the non-instructional faculty) of accountable time required by the current contract and the California Education Code. Late afternoon or evening hours may be used for optional flex activities if they fall clearly outside of a faculty member's routine work schedule.

### C. Flex Obligation

Each faculty member is responsible each year for preparing an Individual Flex Plan (IFP) to account for the number of compensated (paid) student contact hours worked during one week. (The flex requirement for full-time faculty equals thirty (30) work hours.) Counselors and other non-instructional full-time faculty will have the same basic obligation as instructional faculty. Twelve Month Specialists, Professional Experts, the Professional Development Staff, and overload assignments are exempt from flex obligations. Each faculty member's IFP may include optional flex activities, institutionally planned activities or a combination of the two. Recommended activities are included in the Flex Activity Manual.

Flex activities for adjunct faculty are only required during the Spring semester. Each Adjunct faculty is expected to complete one hour of flex obligation for each hour that is taught during one week. (I.e., if you teach three hours a week you will complete three hours of flex obligation.) Failure to attend the prescribed number of flex hours will result in reduced pay on an hour-for-hour or pro rata per diem basis, as per the contract negotiated between the Guild and the District.

Any regular, contract or adjunct faculty member presenting institutionally planned flex workshops will be granted three flex hours for each hour of presentation for the first presentation and two flex hours for each hour of subsequent presentation, as recommended by the Academic Senate for the California Community Colleges.

Faculty whose contract includes Released Time shall be exempted from the 30-hour Flex obligation based on the percentage of their official released time.

Full-time faculty members serving on the FPDC will receive 24 hours of flex credit for each year of service and the chair of the FPDC will receive 30 hours of flex credit. Faculty serving on the Flex Arbitration Committee (FAC) will receive flex credit on an hour-for-hour basis, not to exceed 30 hours, in the year following FAC service.

D. Flex Activity Manual

The Guild and the Academic Senate will maintain a Flex Activity Manual to guide faculty in planning and implementing Flex Activities. The general guidelines for the Flex Activity will be maintained in this document.

E. Flex Professional Development Committee (FPDC)

1. Chair - Shall be the Staff Development Officer and reports to the Campus Executive Committee. The chair is selected by the members of the committee and is responsible for calling meetings and making certain that the duties of the FPDC are carried out. The FPDC chair will submit annual summaries of campus flex activities to the Board through the Campus Executive Committee.
2. Membership - One (1) a faculty member from each division, elected by the division, preferably not the division chair or division senator. Two (2) part-time faculty members (one from credit, one from non-credit) may serve at their discretion. Two (2) administrators selected by the Superintendent/President.
3. Term of Office - Elected faculty will serve two-year terms. Half of the faculty members will be elected each May and begin serving in June.
4. Responsibilities -
  - (a) Review the proposed Individual Flex Plans [IFPs], Flex Completion Reports verifying completion of the IFPs which have been submitted to the FPDC Chair by Division Chairs.
  - (b) Approve IFPs and Flex Completion Reports that meet the FPDC guidelines.

- (c) Recommend changes if an IFP or Flex Completion Report does not meet FPDC guidelines.
- (d) Forward disputed IFPs and/or Flex Completion Reports to the FAC, when the FPDC and individual faculty members cannot reach agreement. Notification of the final decisions of the FAC are reported back to the FPDC and the affected faculty member.
- (e) Forward a summary report to the Office of Human Resources identifying individuals that have not met their flex obligation and listing the number of hours that are incomplete.
- (f) Meet as needed to review faculty requests for modification of their IFPs.
- (g) Establish and disseminate criteria for what types of activities are appropriate for flex, consistent with the Education Code, guidelines of the Academic Senate and GCC mission, especially delineating the line between routine professional obligation and professional enhancement that goes beyond the obligation implied in the employment contract.
- (h) Oversees preparation and distribution of the appropriate forms for the IFPs, Flex Completion Reports and attendance at Institutional Flex activities.
- (i) Oversees the entire flex process, including the accountability activities.

F. Flex Arbitration Committee(FAC)

1. This committee has final authority to resolve all disputed issues between the **FPDC** and individual faculty members. The chair is selected by the FPDC.
2. Membership - Two (2) Division Chairs (chosen by the Campus Executive Committee); Two (2) Academic Senators (chosen by the Academic Senate); Two (2) members of the Flex Professional Development Committee; & the Superintendent/President or designee.
3. Term of Office - One year terms for all members, except the Superintendent/President.

4. Responsibilities -
  - (a) Review IFPs and Flex Completion Reports when there is a dispute requiring arbitration between the FPDC and an individual faculty member.
  - (b) Recommend any necessary modifications in IFPs and Flex Completion Reports in disputed cases.
  - (c) Assess penalties consistent with the agreement negotiated between the Guild and GCCD. Penalties are assessed when no IFP is submitted by a faculty member or an approved IFP is not successfully completed by a faculty member.
  - (d) Conduct an audit of randomly selected Flex Completion Reports to verify that IFP commitments were fulfilled.

## PROCESS AND ACCOUNTABILITY

### A. Contract and Regular Academic Staff

1. Each faculty member will submit a flex proposal [**IFP**] to his/her Division chair, even if he/she intends to fulfill his/her entire flex commitment by attending Staff Development-provided activities. Division Chairs will collect the IFPs and submit them to the FPDC chair. The **FPDC** chair will distribute the submitted **IFPs** to **two FPDC** members for review. The FPDC may consult Division Chairs for suitability of appropriate activities. The **FPDC** will request faculty members to modify and resubmit their **IFPs** if they do not meet the established criteria. Faculty must submit modifications to the **FPDC** for committee review. Modified **IFP** will require approval of two **FPDC** members, chosen by the **FPDC** chair.  
  
After fulfilling their flex commitment, faculty members will submit a Flex Completion Report detailing the completion of their flex commitment to the chair of the FPDC.
2. Time Line - FPDC members will meet in May to help plan events for the institutional flex activities scheduled for the following year, and again in September to review IFP proposals and as needed throughout the year.
3. The deadline for faculty submission of IFPs to the Division Chair will be the *first teaching day of the 3rd week of the Fall semester.*

4. The Division Chairs will distribute the IFPs to the FPDC Chair by the *first teaching day of the 4th week of the Fall semester*.
5. The FPDC Chair will distribute the IFPs to FPDC members as they are received; the FPDC members will complete an initial review of the IFPs by the end of the 7th week of the Fall semester.
6. During the 8th week of the Fall semester the FPDC will review IFPs still in question and prepare suggested modifications and return approval notifications to them to the faculty members as quickly as possible.
7. By the end of the 9th week of the Fall semester, faculty members will modify and resubmit their IFPs requiring modification to the FPDC Chair.
8. Resubmitted proposals will be reviewed by the FPDC for final approval during the 10th week of the Fall semester. The FPDC will forward to FAC all IFPs that remain unapproved for dispute resolution.
9. During the 11th week of the Fall semester, FAC will meet with individual faculty members whose IFPs are unapproved. Decisions of the FAC regarding disputed IFPs are final.
10. Faculty members will fulfill their IFP commitments *anytime from June 1 through the last day of instruction in May*.
11. Faculty members will submit the Flex Completion Report detailing completion of their IFPs, providing documentation as required by the FPDC, and send it to the FPDC chair *on or before the Friday that precedes April 15th*. Flex work which is completed after this date will be processed on an as-needed basis by the FPDC.
12. The chair of the FPDC will distribute the Flex Completion Reports to FPDC members for review and, when possible, to the individuals who reviewed the original IFP.
13. By the last day of Spring semester classes, the FPDC will have reviewed all of the Flex Completion Reports and returned them to the FPDC Chair.
14. A summary report of successfully completed Flex Completion Reports will be forwarded by the FPDC chair to the Board of Trustees by June 10th and eventually will be stored in the Office of Human Resources for one year. A summary report of incomplete or disapproved Flex Completion Reports will be submitted by the FPDC chair to the Office of Human Resources for enforcement action.

15. The FAC will meet in June to resolve any remaining disputes over incomplete Flex Completion Reports and assess the appropriate penalties for incomplete flex commitments. The FAC will also conduct an audit of randomly selected completed faculty plans and submit a summary of their findings to the Board of Trustees through the Vice President of Instruction or College Services.

B. Spring-hired Adjunct Academic Staff

During the month of November, the Office of Instruction will distribute a general written notification of flex activities and requirements to faculty teaching hourly classes in the upcoming Spring semester. Individuals not employed during the notification period will receive notification from their division chairperson at the time of acceptance of their Spring assignment. Flex activities for adjunct faculty **only** occur during the Spring semester.

The notification will include the following:

- flex guidelines
- a schedule of planned flex activities for the year
- an IFP contract form

The general schedule as outlined in “A” above will be followed with these modifications:

1. The deadline for faculty submission of IFPs to the Division Chair will be the *first teaching day of the 3rd week of the Spring semester*.
2. The Division Chairs will distribute the IFPs to the FPDC Chair by the *first teaching day of the Spring semester*.
3. The FPDC Chair will distribute the IFPs to FPDC members as they as they are received; the FPDC members will complete an initial review of the IFPs by the end of the 5th week of the Spring semester.
4. During the 6th week of the Spring semester the FPDC will review IFPs still in question and prepare suggested modifications and return approval notifications to them to the faculty members as quickly as possible.
5. By the end of the 7th week of the Spring semester, faculty members will modify and resubmit their IFPs requiring modification to the FPDC Chair.



6. Resubmitted proposals will be reviewed by the FPDC for final approval during the 9th week of the Spring semester. The FPDC will forward to FAC all IFPs that remain unapproved for dispute resolution.
7. During the 10th week of the Spring semester, FAC will meet with individual faculty members whose IFPs are unapproved. Decisions of the FAC regarding disputed IFPs are final.

C. Institutionally Planned Activities

Institutionally planned activities (Institutional Flex Week) will be developed jointly by the Staff Development Office in conjunction with the Staff Development Committee, Division Chairs and the FPDC. In some instances, divisions or departments may wish to develop a unique activity and have it receive "institutionally planned" treatment under this policy. When a division or department plans an activity, the determination of acceptability shall be the responsibility of the Division Chair. With that Division Chair's prior approval, the activity shall be treated under this policy as an "institutionally planned" activity. After approving an activity, the Division Chair shall forward all relevant information about the activity to the Staff Development Coordinator and the FPDC.

Sign-in and verification of attendance at Institutional Flex Week activities will be coordinated by Staff Development. Tabulation of hours completed through Institutional Flex Week and/or Staff Development programs shall be performed by Staff Development and that office shall provide verification of those hours for the FPDC.

D. Penalties

If faculty fail to fulfill flex obligations in the prescribed time period, a salary adjustment will be made. Failure to complete any fraction of a full day of flex activities (6 hours) will result in the loss of an equivalent amount of pro rata pay. If a faculty member uses a Personal Necessity Leave day and misses a planned flex activity (either optional or institutional) this flex time must be made up before finals week in May or salary adjustments will be made. Adjunct faculty who miss flex activities will lose pay on a pro rata or hour-for-hour basis, depending on whether they are paid hourly or flat rate.

E. Miscellaneous Guidelines

1. The minimum accountable flex unit is one-half hour.
2. Faculty on 4-day per week contracts may use the fifth day for optional flex activities.

3. Faculty with Division Chair-verified nonstandard work hours may complete required flex activities during non-scheduled work times. State guidelines generally recognize a six (6) hour work day; therefore, activities which take place during a faculty member's six (6) hour work day cannot count as flex activities. (This would constitute "double-dipping.") The single exception is that full-time faculty may count as Flex credit up to 20% of Staff Development activities during regular work hours (i.e., luncheon lectures, etc.).
4. A calendar for the current year and appropriate flex forms will be part of the Flex Manual.