A summary of individual full-time faculty Flex hours has been viewable via MyBC since January 2014. Pro Dev will send periodic requests for updates.

At the end of the academic year, a report of all full-time faculty flex hours is submitted to the Vice President for Learning and Economic Development.

**Associate Faculty:** Associate faculty’s flex opportunity/obligation is determined by each semester’s instructional contract. The Mandatory Meeting and Flex Payment Forms, accessible on line, http://www.butte.edu/prodev/forms/ are used to report your flex activities. This form is signed off by your department chair/coordinator and routed to payroll for flex payment. Remember, you can only be paid for the number of flex hours indicated on your contract. It is allowable to complete fall 2014 flex hours during the spring semester 2015 if you are contracted for that semester as well. However, it is not allowable to carry over flex hours between academic years.

**Professional Development Flex Opportunities**

To fulfill the flex obligation, faculty may use a combination of activities such as:

- August/January Flex Week Workshops
- Semester Flex Workshop
- Partnerships
- Travel & Conference
- Learning Group Activities
- Department Planned Projects and Activities
- Individual Activity Contracts.
- Academic Course Work
- Other workshops as planned by the Flex Committee.

Forms, applications and additional information for these programs are available on-line at the Professional Development web site.  http://www.butte.edu/prodev/ Forms and applications.

**August/January Flex Workshops Pre-approved**

Flex credit activities described in the January 2015 Flex Booklet all have assigned flex numbers. These workshops have all been reviewed by the Faculty Flex Committee to ensure compliance with the Title 5 Flex Calendar Program Guidelines. The Professional Development Office will keep records of attendance at these flex workshops.
**Individual Activity Contracts (IAC)**

**Pre-approval required:**
- Full-time Faculty – Deans & Directors
  - Up to 50% of Flex Obligation
- Associate Faculty – Chairs & Coordinators
  - Up to 75% of Flex Opportunity

Flexibility and choice in determining what is best for your own professional development and growth is supported and encouraged. Faculty may choose to do individual projects for a portion of the overall flex obligation. However, Title 5 language and Butte College Policy do not allow an IAC’s to fulfill 100% of your flex obligation. For full-time faculty, up to 50% of your obligation may be in the form of IACs. (Deans & Directors may make exceptions up to 75%).

For associate faculty, up to 75% of the flex opportunity is allowable in the form of an IAC. Completed IACs are to be submitted to the Professional Development Office (CFE) within 10 days of completion.

Guidelines are included on the Individual Activity Contract (IAC) form. If you are not sure your project qualifies under the guidelines, full-time faculty - ask your dean/director; associate faculty – ask your chair/coordinator or call the Professional Development coordinator before you begin your IAC.

**The Partnership Program**

Partnerships offer faculty the opportunity to share ideas on classroom teaching, to improve skills, enhance knowledge, explore issues, and increase collegiality.

Faculty may participate in any number of partnerships per academic year, but not with the same individual. The partnership program allows faculty to receive from a minimum of three up to ten hours of flex credit per partnership, limit of 50% of the obligation.

Associate faculty have an opportunity once each semester to earn a stipend for a partnership. First priority is given to associate faculty who have not received a partnership stipend within the last year.

**Step One - Form the Partnership**

“Forming the Partnership” establishes the partnership for each person. Each partner needs to complete this form. Deliver to the Professional Development office at the beginning of the partnership.

**Step Two - Track the Partnership**

“Tracking the Partnership”, keeps an ongoing record of the meeting dates, time spent, and the content and value of the discussions. Each partner needs to complete and sign this form. Deliver this completed and signed form to the Professional Development office at the end of the partnership.

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**Learning Group Program**

Four to twelve faculty (full and/or associate) may form a learning group. Learning groups offer faculty the opportunity to collaboratively pursue an activity that leads to the improvement of the institution. The activity should lead to one or more of the following: 1) staff improvement 2) student improvement and/or 3) instructional improvement.

- Faculty may participate in two learning groups per academic year.
- Faculty participants determine the number of flex hours required for the group’s activity. (Up to 54 hours per year total whether one or two learning groups). These hours will be earned through reading, group discussion, and other activities the group may determine are worthwhile.
- Pre-approval required by the Faculty Professional Development Coordinator.

**Step 1: Form the Learning Group**

This step names the group members and establishes the texts or materials needed for the group’s activities. Initially, a Members and Project Plan Form (check Pro Dev web site for forms) must be completed and submitted to the Professional Development Faculty Coordinator for approval. At the completion of the group’s activities, each member must fill out an individual participation form.

**Step 2: Track the Learning Group**

The second step tracks the learning group throughout its duration. This step provides an accounting to the Chancellor’s Office for flex hours. Those hours will be awarded at the close of the group’s activities.

- The learning groups are expected to meet together at the same time to fulfill the requirements of the program.
- The number and duration of the discussion sessions will be set by the group.
- A record of these meetings must be kept by each group member.
- Each group member will submit the “Tracking the Learning Group Form” to Professional Development at the conclusion of the group.