



Faculty Flex Information and Guidelines

A. What is Flex?

- As noted by the California Community Colleges State Chancellor's Office, the Flexible Calendar Program "provides in-lieu-of regular instruction time for faculty who teach apportionment-generating courses to participate in development activities that are related to faculty, staff, students, and instructional improvements" (Memo ESS 25-31, May 2025). Bakersfield College's academic calendar includes 3 Flex days each year.
- At Bakersfield College, the Professional Development Committee (PDC) works with the Flex Coordinator to offer a selection of activities, referred to as 'Flex workshops,' that are offered prior to and throughout the fall and spring semesters. The included activities align with the mission and strategic plan of Bakersfield College and are intended to provide continued instructional and institutional improvement to support student learning and success. They therefore qualify as acceptable professional development activities pursuant to the official guidelines issued by the Academic Senate for California Community Colleges.
- BC-sponsored Flex options are not mandatory, but the designated activity days offer an efficient option for faculty to meet all their Flex requirements outside of the normal semester dates. Other activities (such as conference or workshop attendance) may also be acceptable but may require additional documentation. Faculty are strongly encouraged to discuss whether proposed external activities will be accepted for Flex credit with their educational administrators prior to reporting their Flex activities.

B. What are the guidelines for participating in and reporting Flex activities?

- Completing Flex is mandatory for full-time faculty. Each full-time faculty member is required to complete ~~24~~ 19.5 hours of Flex each year. Full-time faculty are compensated for a maximum of ~~24~~ 19.5 hours as part of their annual agreement, so fulfillment of these activities must be recorded by the campus. If the hours are not completed, then an absence form for the missing hours must be submitted.
- Completing Flex is optional for adjunct faculty. For every semester in which adjunct faculty teach a minimum of three units for BC, they may be compensated for up to 2 hours of Flex. Adjunct faculty who submit the Flex Reporting form are paid for this time in addition to their regular pay, so fulfillment of these activities must be recorded by the campus. Adjunct faculty Flex compensation is limited to ~~two~~ 2 hours per semester.

C. How and when do I report my Flex activities?

- To verify the professional development hours completed, each faculty member will fill out and submit a Flex Report Form for review by their educational administrator. Full-time faculty (Mode A, tenured, and full-time temporary faculty) complete [a full-time faculty form](#). Adjunct faculty complete [an adjunct faculty form](#). Both forms are available the [Employee Forms page](#) on the BC website.
- Forms may be submitted anytime throughout the semester, but no later than the Friday preceding the first day of finals in December or May for adjunct faculty. Similarly, full-time faculty must submit their Flex form to their educational administrator no later than the Friday preceding the first day of finals in May.

- Each submission must include all the pertinent details about the Flex activities. Required components include such specifics as title, date, time, involvement, session titles, and explanation for meeting state criteria. If the reported activity was a BC-sponsored professional development/Flex activity, no additional paperwork is required beyond the completion of the Flex form. If the claimed activity is not a BC professional development/Flex event and did not require the completion of a travel form, then additional paperwork to clarify the activity, such as a conference program and proof of registration, is required.
- Certain logistics must be carefully monitored to avoid the misuse of taxpayer funding. Faculty should consult in advance with their educational administrator regarding the applicability and hours of Flex credit for conference travel during the academic year.

D. What is the window for acquiring Flex credit for a given year?

- Each year, Flex forms must be submitted by full-time faculty on the Friday preceding Spring finals week, and by the Friday preceding either Fall or Spring finals week for adjunct faculty. For full-time faculty, Flex credit for a given year must be completed between July 1st and the Flex Reporting form's due date. [Activities to be completed after the form's due date \(e.g., June\) must receive approval by the faculty's educational administrator prior to submission of the form.](#) For adjunct faculty, Flex credit for a given semester must be completed between Flex week and the due date of the semester. Flex credit earned during one year cannot be banked and used as Flex credit in subsequent years.

E. What are acceptable Flex activities for faculty?

- Flex activities must fulfill one of the nine approved criteria designated by the state. These include:
 1. Improvement of Teaching - activities designed to change instructional processes to enhance student learning.
 - Examples: BC Flex Teaching Skills Workshops, Pedagogy/Andragogy Seminars.

2. Maintenance of Current Academic and Technical Knowledge and Skills activities that assist instructors in sustaining knowledge pertinent to their teaching specialties.
 - Examples: Academic Technology workshops, Authoring and publishing a peer-reviewed or academic publication (e.g., journal articles, book or book chapters, Renegade Tech blog, KCCD TALE blog, etc; three hours max)
3. In-Service Training for Vocational Education and Employment Preparation Programs - activities to promote faculty maintenance and development of industry-specific skills.
 - Examples: Career Technical Education (CTE) exchange programs between business/industry and the college.
4. Retraining to Meet Changing Institutional Needs - activities that promote faculty awareness of an evolving academic landscape.
 - Examples: Trainings in mobile course design, humanizing learning, Hyflex, and Regular and Substantive Interaction (RSI) in distance education.
5. Intersegmental Exchange Programs - activities that link faculty members with their counterparts in secondary schools, universities, and the Chancellor's Office.
 - Examples: Statewide Common Course Numbering Faculty Workgroups (CCNFW), BC Early College Professional Development Day.
6. Development of Innovations in Instructional and Administrative Techniques and Program Effectiveness - activities designed to promote faculty creativity in course design, instruction, and classroom instructional modalities.

- Examples: Design Tool trainings, Educational Leadership Colloquia, Total Quality Management.
7. Computer and Technological Proficiency Programs - activities to build faculty utilization of computers and other technologies.
- Examples: Trainings in Canvas, Accessibility, Tableau.
8. Courses and Training Implementing Affirmative Action and Upward Mobility Programs - activities that assist faculty from disproportionately impacted groups in changing their occupational status within the institution.
- Examples: KCCD Leadership Academy, Faculty Empowerment and Leadership Academy (FELA).
9. 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.
- Examples: Opening Day, and departmental meetings outside of normal semester dates. CPR training, BC Bowling, BC athletics or performing arts events (Three hours max unless approved in advance).

F. What Flex activities are not acceptable for full-time faculty?

- Activities listed on the submitted Flex Reporting form must not be activities for which faculty have been or will be compensated, including salary advancement claims (by KCCD, BC, or other).
- The preparation to teach and performance of service, such as grading of student papers and preparation of class lectures, are a part of a faculty's professional obligation and do not qualify for Flex reporting.

- Activity hours listed on the submitted Flex Reporting form must not conflict with faculty members assigned load hours (classroom or office hours).

G. Any additional notes?

- Preparation time: Faculty who offer professional development presentations may claim preparation time equivalent to the presentation time. Additional presentations of the same presentation does not automatically qualify an individual for additional preparation time.
- Activities that faculty members have participated in and that are not on the approved list may be approved upon written request to the educational administrator. Steps for approval:
 1. Prior to attendance or completion of an activity not included on the list of approved activities, faculty members are asked to provide a written request to their educational administrator for approval.
 2. If granted, faculty members must attach the request with the educational administrator's approval to their Flex Reporting form.