

## QUESTIONS REGARDING FLEX

### How do I Submit My Flex Hours?

Fill out a [Flex Report Form](#) by using our website. List all the activities including dates and the category. Complete the evaluation on the second page. Print, sign and submit both pages via mail, e-mail or drop off to Christine Park, Director of Staff & Organizational Development in LRC, main floor. Any off-campus activities must include a supporting document, such as a program, ticket stub, or conference registration form. **We will NOT be using the Online Self-Flex Reporting System this year.** The system has been shut down this fiscal year due to revisions and improvements. Until further notice, please use the two-page, hard copy form.

### What is Flex?

The Professional Development Program, or Flex, offers faculty the opportunity to participate in individual and group development activities related to "staff, student, and instructional improvement." (Title 5, Section 55720)

Flex hours are done in lieu of instruction. The goal is for instructors to take the time to update skills; keep current in curriculum, pedagogy, and technology; and ultimately improve teaching effectiveness.

### Why Do I Need to Fulfill Flex Hours?

Flex hours are part of your faculty responsibility. You are paid in advance for these hours with the trust that you will complete and report the hours. Failure to satisfy your Flex hours will result in a deduction from your last paycheck of the semester. Sick leave cannot be used toward Flex hours.

### How Many Flex Hours Do I Need to Complete?

Full-time faculty must complete 33.5 hours. Mandatory Flex Day counts for 6.5 hours, so 27 hours remain. (If as a full-time faculty you did not attend Mandatory Flex Day, you must fill out the [Absence Certification/Request](#) form and submit it to Korla Williams in AD-207.)

Adjunct and full-timers teaching hourly must complete half the sum of the standard teaching hours for the Fall and Spring semester. (A standard teaching hour is the amount of time a class meets per week during a standard 15-week semester.)

For example:

- If an adjunct teaches 3 hourly hours in one semester, 1.5 Flex hours are required.
- If a full-timer teaches 3 hourly hours in one semester, 1.5 Flex hours are required in addition to the standard 33.5 hours. (1.5 + 33.5 = 35 total hours)

Flex obligation applies to nontraditional instruction such as PACE, TBA, online, and noncredit, and regardless of whether the class is full semester or short term.

### How Can I Make Sure I Complete My Flex Hours?

First you should determine exactly how many hours you need to fulfill. Utilize the Flex Hour Tracking Sheet (below) so you know exactly where you stand. If you are unsure if an activity qualifies for Flex, refer to the [Professional Development Guidelines 2009-2010](#).

### When Is the Deadline to Report Flex Hours?

Adjunct faculty teaching in the Fall must submit Flex hours by December 19, 2009. (This includes Full-time faculty teaching hourly assignments) Full-time faculty with regular assignments and Adjunct faculty teaching in the Spring must submit Flex hours by June 15, 2010.

