

## Memorandum

**TO:** All Faculty  
**FROM:** Diana Bennett, District Academic Senate Governing Council President, SMCCCD  
**RE:** Flex Obligations for 2011-2012  
**CC:** College Presidents, Vice-Presidents, Deans and Flex Coordinators

There are five (5) Flex days in the 2011-2012 academic calendar: Monday and Tuesday, August 15 and 16, 2011 as well as Thursday and Friday, January 12 and 13, and Friday, March 9, 2012. All Flex obligations are on "flexible time"; however, all faculty members are encouraged to attend Opening Day activities on Monday, August 15<sup>th</sup> and other special activities that are being designed at each college on Tuesday, August 16<sup>th</sup>.

You can meet your full-time faculty Flex time obligation of 25 hours by participating in staff, student, and instructional improvement activities of your choice. These activities may be conducted at any time during the year between June 1, 2011, and May 31, 2012, outside of regularly scheduled workdays/hours. Five hours of professional improvement activities equal one Flex day. Activities will be self-certified, reported on the form below, and submitted to the appropriate Division Dean upon completion. **It is vitally important that the reporting form be completed. Failure to do so can result in the loss of time or wages, e.g., paid or unpaid leave.**

### Full Time Submission Due Dates:

- **FALL - December 15<sup>th</sup>**
- **SPRING - June 15<sup>th</sup>**

Post-retirement and hourly faculty who are scheduled to teach during the day on scheduled Flex Days may report Flex activities up to the total number of hours normally worked on that day(s) in order to receive compensation. Those Flex activities may be conducted at any time during the year between June 1, 2011, and May 31, 2012, outside of regularly scheduled workdays. Additional hours will not be compensated. In addition to the reporting form, hourly faculty must submit a time sheet to their Division Dean in order to receive pay. **Flex days for post retirement and hourly faculty MUST be reported during the semester in which they were observed but NO later than December 15<sup>th</sup> for Fall semester and June 15 for Spring Semester**

Below is a guide to the types of activities that can be used to meet the Flex time obligation. Please check with your college Academic Senate President if you are in doubt about an activity that you are interested in. If you have any questions about this obligation or the process, please direct them to your college Academic Senate President or your Division Dean.

### **Flexible Activity Obligation: Activities which college personnel will be engaged in during flexible staff, student and instructional improvement days may include, but need not be limited to:**

1. Course instruction and evaluation
2. Staff development, in-service training and instructional improvement
3. Program and course curriculum or learning resource development and evaluation
4. Student personnel services
5. Learning resource services
6. Related activities, such as student advising, guidance, orientation, matriculation services, and student, faculty and staff diversity

7. Departmental or division meetings, conferences and workshops, and institutional research
8. Other duties as assigned by the district
9. The necessary supporting activities for the above

**Title 5, Article 2. Flexible Calendar Operations, Section 55724**

You may download the reporting form from the District Academic Senate website at:

<http://www.smccd.edu/accounts/smccd/committees/academicsenate/resources.shtml#documents>

**Flex Activity Reporting Form**

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Name: \_\_\_\_\_ Division: \_\_\_\_\_

**List of Professional Development Activities**

Date of Activity 1: \_\_\_\_\_ Number of Hours: \_\_\_\_\_

Description of Activity 1: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date of Activity 2: \_\_\_\_\_ Number of Hours: \_\_\_\_\_

Description of Activity 2: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date of Activity 3: \_\_\_\_\_ Number of Hours: \_\_\_\_\_

Description of Activity 3: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date of Activity 4: \_\_\_\_\_ Number of Hours: \_\_\_\_\_

Description of Activity 4: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date of Activity 5: \_\_\_\_\_ Number of Hours: \_\_\_\_\_

Description of Activity 5: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please use additional sheets as necessary.

Faculty Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Division Dean Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***Please return this form to your Division Office no later than the end of business  
Day of December 15<sup>th</sup> for FALL Semester or June 15<sup>th</sup> for SPRING semester.***