

Fall 2009 Flex Guidelines

Fall 2009 Flex Obligation

- All full and part-time credit faculty are obligated to complete Flex hours.
- In 2009-10, three days each semester have been designated as Flex Days set aside for professional development activities.
- Credit faculty must complete a designated number of Flex hours based on the number of units they teach.
- The Flex obligation formula is listed on the Staff Development Web Page and on the Fall 2009 Flex Verification Form.
- Faculty teaching a 15 unit load will have a Flex obligation of 12 hours in fall '09
- Check the Staff Development Web Page for information, guidelines, Verification Form etc.
 - Click on the "Faculty and Staff" drop down menu at www.marin.edu and choose the "Staff Development" link.

Fall 2009 Flex Days

- Independent Flex Days: Wednesday, August 12 and Thursday, August 13
- Mandatory Flex Day: Friday, August 14
 - College Convocation will take place 10:00 -12:00 in OH 96
 - Department Meetings are scheduled 1:30-3:30 PM (Check your Chair for location)
- Check the online "Faculty & Staff" Calendar for complete Flex workshop listings, descriptions, cancellations and updates.
 - Click on "Faculty and Staff" under the "Calendar of Events" section at www.marin.edu

How to Fulfill Fall 2009 Flex Hours

- Attend College Convocation & your Dept. Meeting on the Mandatory Flex Day, Friday, August 14 (Mandatory for full-time instructors).
- To complete the balance of your Flex hours:
 - Attend any Flex activity scheduled during August Flex week or during the semester.
 - Perform Individual Activities on Independent Flex Days or during the semester.

How to Complete Individual Flex Activities

- Individual Activities include, but are not limited to:
 - Program, course curriculum or learning resources development and evaluation
 - Professional Development Activities (conferences or other professional development activities in your field or related to teaching.)
 - Instructional materials preparation
 - Visits to instructional programs
 - In-service training and other instructional improvement
 - Library research and other research
- Keep track of your Individual Activity hours and indicate the hours on your Flex Verification Form.

Flex Verification Forms Due Dates

- Fall 2009 Flex Verification Forms are due in HUMAN RESOURCES by Friday, December 18, 2009.
- Forms can be downloaded from the Staff Development Page on www.marin.edu.

Contact Kathleen Kirkpatrick at 415-485-9344 or kathleen.kirkpatrick@marin.edu if you have questions about the Flex program.