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.