

Fall 2011 Flex Guidelines

Fall 2011 Flex Obligation

- Three days have been designated as Flex Days set aside for professional development activities for the fall semester.
- All full and part-time credit faculty are obligated to 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 2011 Flex Verification Form.
- Faculty teaching a 15 unit load will have a Flex obligation of 12 hours in fall 2011.
- 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 2011 Flex Days

- Independent Flex Days: Wednesday, August 10 and Thursday, August 11
- Mandatory Flex Day: Friday, August 12
 - College Convocation will take place 10:00 -12:00 in OH 96
 - Department Meetings are scheduled 1:30-3:30 PM (Check Dept. Chair for location)
- Flex workshop descriptions and updates will be posted on the online “[Faculty & Staff](#)” Calendar that is accessible on the College homepage and posted on the [Staff Development Web Page](#).
 - Click on “Faculty and Staff” under the “Calendar of Events” section at www.marin.edu

How to Fulfill Fall 2011 Flex Hours

- Attend College Convocation & your Dept. Meeting on the Mandatory Flex Day, Friday, August 12. (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 2011 Flex Verification Forms are due in HUMAN RESOURCES by Friday, December 16, 2011.
- Forms can be downloaded from the Staff Development Web Page.

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