

Spring 2012 Flex Guidelines

Spring 2012 Flex Obligation

- All full and part-time credit faculty are obligated to complete Flex hours.
- In 2011 - 2012, 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](#)
- Faculty teaching a 15 unit load will have a Flex obligation of 12 hours in Spring 2012.
- Check the [Staff Development Web Page](#) for information, guidelines, workshop schedule, Verification Form etc.
 - Click on the “Faculty and Staff” drop down menu at www.marin.edu and choose the “Staff Development” link.

Spring 2012 Flex Days

- Independent Flex Days: Wednesday, January 18 and Thursday, January 19
- Mandatory Flex Day: Friday, January 20
 - College Convocation will take place 9:00 -11:00 a.m. in the P.E. Complex Gymnasium
 - Coffee will be served preceding Convocation 8:30-9:00 a.m..
 - Department Meetings are scheduled 1:30-3:30 PM (Check your Chair for location)
- Check the [Staff Development Web Page](#) for information about scheduled Flex workshops and updates.

How to Fulfill Spring 2012 Flex Hours

- Attend College Convocation & your Dept. Meeting on the Mandatory Flex Day, Friday, January 20 (Mandatory for full-time instructors).
- To complete the balance of your Flex hours:
 - Attend any Flex activity scheduled during January 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

- All credit faculty must submit a Spring 2012 Flex Verification Form documenting how they met their Flex obligation.
- Spring 2012 Flex Verification Forms are due in HUMAN RESOURCES by Friday, May 25, 2012.
- Forms can be downloaded from the [Staff Development Web 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.