



**Santiago  
Canyon  
College**

## FLEX 2020/2021 Plan/Report

### Professional Development Flexible Activity Agreement

#### Contract Faculty

Instructor \_\_\_\_\_ Division: \_\_\_\_\_

For FLEX (In-Lieu-of-Instruction-Hours), indicate which of the **6 total days** (2 additional to the required Fall and Spring Common Days) that are already included as duty days in your contract to use for professional development activities beyond faculty contractual obligations (teaching, office hours, preparation and campus participation.) See instructions for how to calculate beyond contract teaching assignments FLEX hours requirement.

**Common Days, August 22 & 23 and February 6 & 7, are required FLEX activities for all contract faculty.**

(Circle days – or enter in other days of your choice and describe professional activities below)

August 17, 18, 19, **\*20**, and **\*21**                      February 1, 2, 3, **\*4**, and **\*5**

**\* Common Day—Attendance REQUIRED for all full-time faculty**

To compute your beyond-contract teaching assignment LHEs *FLEX* hours required, multiply the number of units of the beyond contract assignment by 1.5. Examples: a 3 unit beyond contract teaching assignment equals 4.5 *FLEX* hours required, 6 units = 9 hours, 9 units 13.5. No additional *FLEX* hours required for non-teaching beyond contract assignment LHEs.

#### **TOTAL FLEX (IN LIEU OF INSTRUCTION) - HOURS REQUIRED FOR MY ASSIGNMENT:**

36 hours (or 6 days) + beyond-contract assignment required *FLEX* hours of \_\_\_\_\_  
= \_\_\_\_\_ total *FLEX* hours (Please see instructions above)

**TOTAL NUMBER FLEX HOURS REQUIRED and PLANNED:** \_\_\_\_\_

Dean's Approval/Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### **A. Campus or district sponsored/scheduled FLEX Week Activities, workshops, computer training, etc.:**

DAY	DATE	HOURS	DESCRIPTION
1	Aug. 20	6 hrs/day	Common Day (required)
2	Aug. 21	6 hrs/day	Common Day (required) President's Convocation
3	Feb. 4	6 hrs/day	Common Day (required)
4	Feb. 5	6 hrs/day	Common Day (required)
5			
6			


**B. Conferences/Professional Association Meetings: (Include date/s, sponsoring organization and activities/agenda and attach a flyer/letter/announcement for the activity.)**

DAY	DATE	HOURS	DESCRIPTION (USE SPACE BELOW IF NEEDED)
1			
2			
3			
4			

**C. Individual FLEX Activities/Projects: (New course development, presenting a FLEX workshop, holding Technical Advisory Committee meetings, Division, Department or Program activities, etc.)**

DAY	DATE	HOURS	DESCRIPTION (USE SPACE BELOW IF NEEDED)
1			
2			
3			
4			

(To continue descriptions, use this space)

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I certify that I have completed the approved plan with an hourly commitment equal to or greater than the FLEX (In-Lieu-Of-Instruction) 6 contract required days and have met the FLEX hours requirement generated by my teaching assignments beyond contract.

Instructor Signature: \_\_\_\_\_ Date: \_\_\_\_\_