



FLEX 2020/2021

Professional Development Flexible Activity Agreement

Non-Contract / Part-time Faculty

Instructor: _____ Division: _____

Teaching assignment - number of units Fall: _____ Spring: _____

Number of *FLEX* hours needed: Fall: _____ Spring: _____

To compute the number of FLEX hours required for each semester, multiply number of units of teaching assignment by 1.5. For example: 3 units x 1.5 = 4.5 hours FLEX hours required, 6 units x 1.5 = 9 FLEX hours and 9 units x 1.5 = 13.5 FLEX hours.

Division/Department semester FLEX week meetings:

Fall Date: _____ Time: _____ Room: _____ Hours: _____

Spring Date: _____ Time: _____ Room: _____ Hours: _____

Other Department or Division Meetings:

Vocational Program Technical Advisory Committee Meeting:

Date: _____ **Time:** _____ **Hours:** _____

Other Business/Industry/Community Meetings: _____

Individually Selected Activities: Please check those which you intend to do as part of your plan.

Professional Growth:

- ____ 1. Attend workshops, training or conference towards improved teaching techniques.
- ____ 2. Engage in occupational/professional discipline-related work such as curriculum development

Briefly describe activities (or attach agenda/flyer): _____

Participate in college or district sponsored *FLEX* Professional Development Activities.

- 1. _____
- 2. _____
- 3. _____
- 4. _____

Course or Program Development (describe):

- ____ 1. Prepare/revise materials for teaching new course: _____
- ____ 2. Revise existing course(s) or develop new course(s). _____
- ____ 3. Review, evaluate, select, develop supplementary materials (texts, media, software). _____

Activities not included above: _____

I certify that I have participated in the above planned activities with an hourly commitment equal to/greater than the FLEX (In-Lieu-of-Instruction) hours noted above.

Instructor's Signature: _____ **Date:** _____

Dean's Signature: _____ **Date:** _____