Fall 2012 Flex Guidelines

Fall 2012 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 instructors 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
- As an example, faculty teaching a 15 unit load will have a Flex obligation of 12 hours in fall 2012.
- Check the Staff Development Web Page for information, guidelines, Flex Verification Form etc. (Click on the “Faculty and Staff” drop down menu at www.marin.edu and choose the “Staff Development” link.)

Fall 2012 Flex Days
- Independent Flex Days: Friday, August 17 and Monday, August 20.
  - A variety of workshops will be scheduled on these days or you may perform Individual Activities.
- Mandatory Flex Day: Tuesday, August 21
  - 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 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 2012 Flex Hours
- Attend College Convocation & your Dept. Meeting on the Mandatory Flex Day, Wednesday, August 21. (Mandatory for full-time instructors).
- To complete the balance of your Flex hours:
  - Attend any Flex activity scheduled on the August Independent Flex days or during the semester.
  - Perform Individual Activities on the 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 2012 Flex Verification Forms are due in HUMAN RESOURCES by Friday, December 21, 2012.
- 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.