2014-2015 Flex Guidelines

2014-2015 Flex Obligation

- The California Community Colleges Flexible Calendar Program allows COM to set aside a specified number of days/hours for professional development (Flex) activities in lieu of teaching each semester. (Title 5, Section 55720)
- Each year, schools must offer a total of 175 teaching and professional development days.
- 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. This information can be found on your contract.
- For example, faculty teaching a 15-unit load will have a Flex obligation of 20 hours in fall 2014. Faculty teaching a 15-unit load in spring will have a Flex obligation of 16 hours in spring 2015.
- The Flex formula is listed on the Professional Development webpage.
- At the end of the semester, all credit faculty will need to complete and submit a Flex verification form. This form will be available on the Professional Development webpage at the start of Flex week.

2014-2015 Flex Days

- Fall Flex Week – Aug. 11-15.
  For fall 2014, COM has five Flex days beginning Monday, Aug. 11. This includes one mandatory Flex day for full-time faculty on Friday, Aug. 1. The mandatory flex day is set aside for College Convocation and department meetings.
- Spring Flex Week – Jan. 13-16
  For spring 2015, COM has four Flex days beginning Tuesday, Jan. 13. This includes one mandatory Flex day for full-time faculty on Wednesday, Jan. 14. The mandatory flex day is set aside for College Convocation and department meetings.

How to Fulfill Fall 2014 and Spring 2015 Flex Hours

- Attend activities during the Flex week. Full-time faculty, are required to attend the Mandatory Flex day each semester. A full-time faculty member who does not attend the Mandatory Flex Day must submit an absence report.
- Part-time faculty are encouraged to but are not required to attend Flex week activities.
- Part-time and full-time faculty may also:
  Attend any Professional Development activity scheduled during the semester.
  Perform Individual Activities.
How to complete Individual Flex Activities

• Faculty can complete individual activities related to
  Staff improvement
  Student Improvement
  Instructional Improvement

• All activities should be linked to the comprehensive plan for staff development and to the goals and objectives of the flexible calendar program. In addition, the staff development plan and the flexible calendar program should be linked to the goals and mission of the college.

• Faculty who complete Individual Flex Activities must complete an Individual Activity Form that must be submitted along with the Flex Verification form.

Due Dates for Flex Verification Forms

• Fall 2014
  Flex forms must be submitted to Human Resources by Friday, Dec. 12.

• Spring 2015
  Flex forms must be submitted to Human Resources by Friday, May 22 for the spring semester.