Spring 2013 Flex Guidelines

Spring 2013 Flex Obligation
- All full and part-time credit faculty are obligated to complete Professional Development/Flex hours.
- Two (2) days have been designated as Flex Days set aside for professional development activities during the Spring 2013 semester.
- Credit faculty must complete a designated number of Flex hours based on the number of units they teach.
- The Flex hours of obligation formula is listed on the Staff Development Web Page.
- Faculty teaching a 15 unit load will have a Flex obligation of 8 hours in Spring 2013.
- Check the Staff Development Web Page for information, guidelines, workshop schedule, Verification Form etc.

Spring 2013 Flex Days
- Independent Flex Day: Thursday, January 10
- Mandatory Flex Day: Friday, January 11
  - College Convocation will take place 9:00 -11:00 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 2013 Flex Hours
- Attend College Convocation & your Dept. Meeting on the Mandatory Flex Day, Friday, January 11. (Mandatory for full-time instructors).
- To complete the balance of your Flex hours:
  - Attend any Flex activity scheduled on the January 10 Independent Flex Day or professional development/Flex workshops scheduled during the semester.
  - Perform Individual Activities on Independent Flex Days or during the semester.
  - Check the Staff Development Web Page for other activities and resources.

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 2013 Flex Verification Form documenting how they met their Flex obligation.
- Spring 2013 Flex Verification Forms are due in HUMAN RESOURCES by Thursday, May 23, 2013.
- 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.