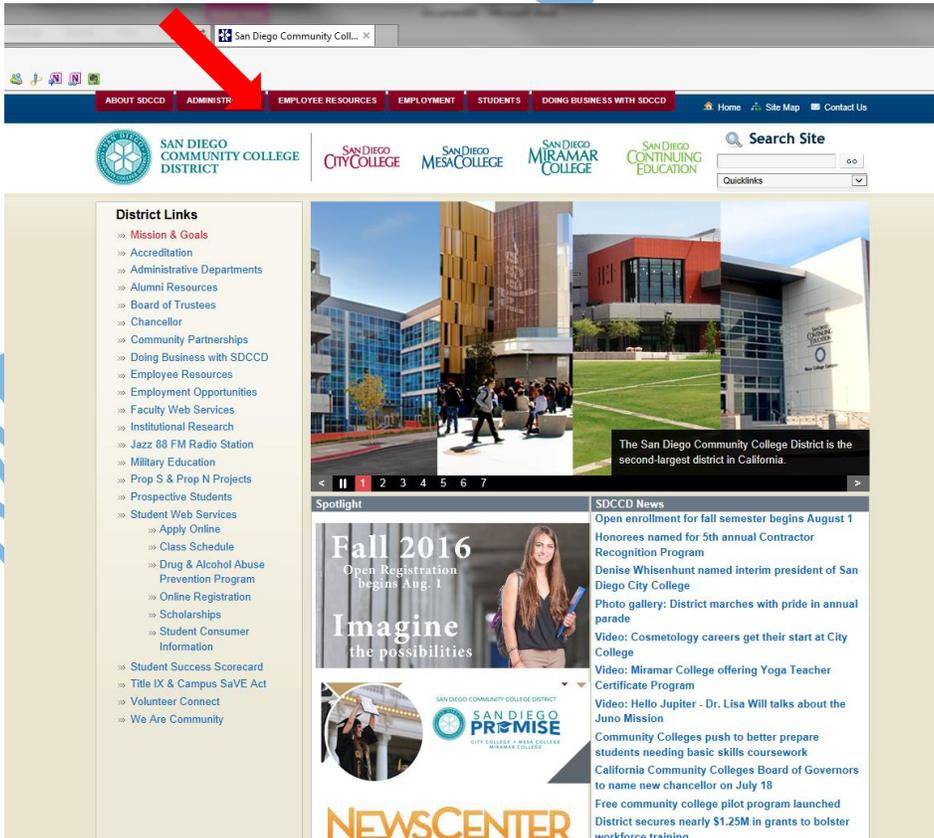# Steps to Fulfill

Flex

Each faculty member is contractually obligated to fulfill their "Flex" obligation. Please refer to the faculty contract and district website to learn details about the Flex program. The number of hours varies depending on one's status and teaching load. Adjunct faculty are obligated to complete their Flex hours at least four weeks prior to the end of the semesters in which their teaching. For example, if Jane is teaching one course during the fall semesters, her flex requirement will likely be 1 Flex hour which should be completed no later than mid-November. Contract faculty members are obligated to complete their hours four weeks prior to the end of the Academic year. An example of this would be if Erika were assigned to teach five classes during the fall and five classes during the spring, her Flex obligation should be fulfilled no later than mid-April.

Most faculty members fulfill their obligation long before the deadlines. Faculty who do not fulfil their obligation by the deadline are penalized.

To learn what your Flex obligation (how many hours you are required to complete), what Flex workshops are being offered, specific deadlines, and to enroll, please visit the SDCCD website:
https://faculty.sdccd.edu/facflex/facflexview.cfm?action=welcome

Step 1: Via the district website, click on "Employee Resources"

Step 2: Click on "Faculty Web Services"

Step 3: Click on "College Faculty Web Services"

Step 4: Click on "Flex Obligation and Workshops"

Step 5: Click on the word "Welcome" and read an overview of the program on the "Welcome" page

Step 6: Click on the word "Guidelines" and read this section so that you have a thorough understanding of Flex.

san diego community college district

Faculty Web Services

WELCOME

GUIDELINES

WORKSHOP REGISTRATION

YOUR CONTRACT

INDEPENDENT PROJECTS

FLEX HANDBOOK

WORKSHOP REQUEST

Guidelines

The academic calendar includes 5 Instructional Improvement (flex) days for all classroom faculty. Flex is defined in Title 5 as "in lieu of instruction." It is designed for faculty to conduct staff, student, and instructional improvement activities. These hours must be monitored for state apportionment.

Following are guidelines for implementation of the Instructional Improvement (flex) obligation.

1. All faculty (contract, adjunct, overload) who have a 16-week classroom assignment must meet their Instructional Improvement (flex) obligation.

2. There is no Instructional Improvement (flex) obligation for short-term (less than 16 weeks) or long-term (more than 16 weeks) assignments.

3. All contract faculty must be on campus, or at a designated SDCCD location for the mandatory Instructional Improvement (flex) days. Some of the 20 hours of flex obligation can be fulfilled during these mandatory days.

4. Instructional Improvement (Flex) is required of all faculty teaching a primary term (16-week) class. This requirement is based upon activities that faculty complete in lieu of instruction for the days/weeks that classes would have been in session were the district not on a 16-week compressed calendar (see Title 5, section 55724).

   Contract faculty with 1.00 FTE, will have a flex obligation of 10 hours per semester. Adjunct faculty or contract overload assignments will have a flex obligation that is equal to the sum of the weekly classroom hours for all classes assigned.

   The required Instructional Improvement (flex) obligation for 2016-17 is as follows:

   Contract:

   Fall: 10 hours
   Spring: 10 hours
   20 hours = 5 days.

   Partial contracts will be proportionate.

   Adjunct/Overload/Pro Rata:

   1 hour per semester for each weekly hour of classroom assignment.

   Example: 3 hour class = 3 hours Instructional Improvement (flex) obligation for the semester.

5. Release time does not have an Instructional Improvement (flex) obligation.

6. Non-classroom assignments do not have an Instructional Improvement (flex) obligation.

7. Since a person's Instructional Improvement (flex) obligation can be met by independent contract, faculty may not submit paid leave in lieu of flex

Step 6: Click on the word "Workshop Registration" to view workshops offered in the district. Ensure that correct Academic Year is being displayed. You may want to select "Mesa" as the campus if you wish to narrow the search to workshops being held on this campus.

san diego community college district

Faculty Web Services

CHANGE PASSWORD   LOG OUT

| WELCOME |
| GUIDELINES |
| **WORKSHOP REGISTRATION** |
| YOUR CONTRACT |
| INDEPENDENT PROJECTS |
| FLEX HANDBOOK |
| WORKSHOP REQUEST |

Contract Information For:

Available Workshops For:

Academic Year: 2016-2017 (07/01/16 – 06/30/17) ⌄

Campus: MESA ⌄   Workshop ID: [   ]   GO

↻ Select available Academic Year above and Click on the GO button to display information.

↻ Click on any Workshop field to view full Workshop Information

↻ Use the **Check Boxes** to select a specific course for enrollment.

↻ Click on the **Add** button to enroll in all the courses you have selected.

↻ Click on the **Clear** button to clear all check boxes.

↻ You can click on the ↑

↓ arrows to re-sort display.

↻ Be sure to use the **Log Out** when you are finished adding workshops and reviewing your contract.

Add   Clear

ID	Title	Campus	Start Date	End Date	Mtg Day	Start Time	End Time	Max Seats	Enrolled	Flex Credit	Enroll Me!
89093	(1) Fall: Selection of a New T	Mesa	08/08/16	12/05/16	TBA	TBA	TBA	100	8	5.00	Enroll ☐
89094	(1) Spring: Selection of a New	Mesa	01/09/17	05/15/17	TBA	TBA	TBA	100	0	5.00	Enroll ☐
89095	(1) Fall: Revision of Syllabus	Mesa	08/08/16	12/05/16	TBA	TBA	TBA	100	14	15.00	Enroll ☐
89096	(1) Spring: Revision of Syllab	Mesa	01/09/17	05/15/17	TBA	TBA	TBA	100	2	15.00	Enroll ☐
89097	(1) Fall: Learning New Softwar	Mesa	08/08/16	12/05/16	TBA	TBA	TBA	100	4	32.00	Enroll ☐
89098	(1) Spring: Learning New Softw	Mesa	01/09/17	05/15/17	TBA	TBA	TBA	100	0	32.00	Enroll ☐
89099	(1) Fall: Faculty Web Services	Mesa	08/08/16	12/05/16	TBA	TBA	TBA	100	3	1.00	Enroll ☐
89100	(1) Spring: Faculty Web Servic	Mesa	01/09/17	05/15/17	TBA	TBA	TBA	100	1	1.00	Enroll ☐
89101	(1) Fall: Creation of a Syllab	Mesa	08/08/16	12/05/16	TBA	TBA	TBA	100	6	25.00	Enroll ☐
89102	(1) Spring: Creation of a Syll	Mesa	01/09/17	05/15/17	TBA	TBA	TBA	100	0	25.00	Enroll ☐
89116	(2) Fall 2016 Adjunct Workshop	Mesa	08/17/16	08/17/16	W	06:00 pm	08:00 pm	400	31	2.00	Enroll ☐

Step 7: More detailed instructions are available on this site. Now that you have found the webpage, you will be able to sign up for courses and regularly check your Flex status.