Please complete the following form and return it to the Office of Instruction by Fri. 1/25/13

Full Time ☐ Adjunct ☐ Adjunct ONLY: Hours subject to FLEX: Lecture hours: _____ Lab hours: _____

Adjunct faculty are only required to complete hours equal to the number of hours regularly taught on the day of the week on which FLEX day falls.

Partial Contract % ☐

Name (Please print): ____________________________ WVC extension (or cell): ____________________________

Department: ____________________________ Email: ____________________________

Faculty may fulfill their FLEX requirement by 1) attending All College Day, 2) participating in authorized Professional Development activities, 3) completing an approved Independent Professional Development Plans (IPD’s), or 4) attending NO activities and submitting an Absence Authorization Report to use sick leave.

If you need to change your Professional Development FLEX Contract plan, submit a new form indicating that it is an amended version and include all scheduled activities.

Full time faculty have a minimum FLEX commitment of 12 hours per academic year. Hours cannot be carried over from year to year. FT faculty have until June 30 of the academic year to submit documentation of completed FLEX hours.

Adjunct faculty must complete hours equal to the number of hours regularly taught on the day of the week on which FLEX day falls. Hours are calculated per semester and cannot be carried over to another semester.

BOX 1: Select title from All College Day schedule.

<table>
<thead>
<tr>
<th>Session Time</th>
<th>Workshop Title</th>
<th>Location</th>
<th>Flex Hours</th>
<th>Office Use Only</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Requested hours

BOX 2: Complete only if you plan to attend a PD sponsored activity in lieu of All College Day

<table>
<thead>
<tr>
<th>Authorized PD Department/Division/Unit Activity</th>
<th>Date and Location</th>
<th>Flex Hours</th>
<th>Office Use Only</th>
</tr>
</thead>
<tbody>
<tr>
<td>In lieu of attending All College Day</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Requested Hours

I certify that I will complete the above plan and that I will submit changes/modifications to Professional Development prior to the revised activity.

Faculty Signature ____________________________ Date ____________________________
Instructions for completing the FACULTY FLEX CONTRACT

Step 1. Complete the individual faculty information at the top of the Flex Contract. Indicate if you are full time or adjunct faculty.

Full time faculty have a 6 hour/semester FLEX commitment. Adjunct faculty will find their FLEX hour commitment detailed on their contract. Only Adjunct faculty who are contracted to teach a class on Fridays will have a FLEX commitment.

Step 2: You have 3 options for completing your FLEX commitment

Option 1. Attend all College Day FLEX workshops (Complete Box 1)
If you attend all 6 hours you have met your commitment for the semester.

Option 2. Attend a total of 6 hours of Professional Development Committee authorized workshops. (Complete Box 2)

Option 3. Complete an Independent Professional Development Activity (specific deadlines for authorization apply) (Complete Box 2)

Option 4. Complete no professional development hours. Deduct FLEX hours from your sick leave by submitting a Request for Absence Authorization to the Office of Instruction.

Instructions for Completing Box 1:
1. Select the workshops you plan to attend from the All College Brochure.
2. Fill in the workshop title you selected
3. Enter the time and location of the workshop
4. Enter the number of flex hours for each workshop and total it at the bottom.

Instruction for Completing Box 2:
1. Indicate your intent to complete your hours by attending scheduled PD activities during the semester.
2. Briefly describe activity(s) (workshop, department meeting, authorized training, etc.)
3. Enter date and location of activity.
4. Enter FLEX hours requested. (must equal 6 hours/semester for full time faculty)

Step 3: Sign and date the contract.

Step 4: Submit the completed contract to the Office of Instruction by All College Day. Contracts will be kept on file in the Office of Instruction (FT faculty) or the President’s Office (Associate faculty).

Step 5: After completion of activities, submit a Request for Absence Authorization form with documentation showing completion of proposed FLEX activity (Professional Development Day Passport, proof of attendance at workshop, etc.) to your Division Chair for signature.

Step 6. Retain copies for your records and send the original Request of Absence Authorization form and documentation to the Office of Instruction. Associate Faculty should submit documentation to the College Personnel Specialist (President’s Office).