

FLEX-CAL OPTIONAL HOURS REQUEST

Please submit this request prior to the date of the activity.

I. INSTRUCTOR INFORMATION

NAME		DATE/SEMESTER COMPLETED	
EMAIL		SCC ID	
FULL-TIME		DISCIPLINE	
ADJUNCT		SCHOOL	

II. FLEX-CAL HOURS REQUESTED FOR THE FOLLOWING: *(Please use one form for each activity requested.)*

ACTIVITY		NUMBER OF HOURS REQUESTED	
DATE/S OF ACTIVITY		LOCATION	

III. INDICATE THE GENERAL PURPOSE OF THE ACTIVITY WITH A CHECK. *(The general purpose can meet more than one main objective.)*

	INSTRUCTIONAL IMPROVEMENT <i>Check the following specific activities that apply to your request.</i>		
WORKSHOPS, MEETINGS, CONFERENCES, AND OTHER ACTIVITIES THAT ADDRESS:			
	CURRICULUM DEVELOPMENT		INSTITUTIONAL RESEARCH
	CURRICULUM/PROGRAM REVIEW		REVIEW OF LEARNING RESOURCE MATERIALS
	DEVELOPMENT OF NEW COURSES/PROGRAMS		REVISION OF EXISTING PROGRAMS/CURRICULUM
	FACULTY DEVELOPMENT		STUDENT READINESS PROGRAMS
	GRANT WRITING		TEACHING METHODS
	OTHER		

	STUDENT IMPROVEMENT <i>Check the following specific activities that apply to your request.</i>		
FACULTY PARTICIPATION IN:			
	MEETINGS TO IMPROVE STUDENT SERVICES/PROGRAMS		STUDENT OUTREACH PROGRAMS
	STUDENT ADVISING/MENTORING		STUDENT SUCCESS WORKSHOPS/PROGRAMS
	STUDENT ORIENTATION PROGRAMS	OTHER	

	STAFF IMPROVEMENT <i>Check the following specific activities that apply to your request.</i>		
WORKSHOPS, MEETINGS, AND CONFERENCES THAT ADDRESS:			
	ARTICULATION/MATRICULATION		SECOND LANGUAGE TRAINING
	DISASTER PREPAREDNESS		SEXUAL HARASSMENT
	DIVERSITY/EQUITY		STAFF ORIENTATION
	IMPROVEMENT OF SUPPORT SERVICES		WELLNESS
	MENTORING FACULTY	OTHER	

IV. ATTACH A COPY OF THE PROPOSED ACTIVITY TO THIS REQUEST FOR DEAN'S APPROVAL. *(Follow up with documentation.)*

APPROVED BY DEAN	DEAN'S SIGNATURE DATE		
NOT APPROVED BY DEAN	DEAN'S SIGNATURE DATE		

REASON FOR NON-APPROVAL

REFERENCE: SCC CBA 23.3 2012-2015. Each faculty member will sign an agreement indicating the flexible activities and/or projects that s/he will perform to meet the flexible time requirement in 23.202. A copy of the agreement will be submitted to the immediate supervisor no later than November 1 for the fall semester and may be updated no later than March 1 for the spring semester. If a full-time faculty member elects to do an individual project, a timeline including specific dates for the project completion and agreed upon documentation of the project will be included in the agreement. Activities may include specific in-service days and/or individual faculty projects as designated in 23.202 and may be completed anytime from July 1 through June 30 of a given year. Documentation of attendance on in-service days and of individual faculty projects must be completed no later than June 30 of a given year. Regular faculty not completing the flexible activities can use appropriate leave for each full day of missed activities. Partial days that are missed will result in proportionate deductions of leaves in proportion to time missed. When flexible activities cannot be completed as originally planned, the District and faculty member will determine an appropriate substitute activity. For additional guidelines: http://extranet.cccco.edu/Portals/1/AA/FlexCalendar/Flex_Calendar_Guidelines_04-07.docx.pdf.