

**SANTA ANA COLLEGE FLEXIBLE CALENDAR ACTIVITIES AGREEMENT
FOR CONTRACT FACULTY 2013-2014**

Division _____
 Instructor _____
 Submission Date _____
 Instructor's Signature _____
 Dean's Signature _____

(4) Common College Flex days
 August 22, 23 (2013) and February 6, 7 (2014)

Circle TWO (2) additional days below:
 August 19, 20, 21 (2013) & February 3, 4, 5 (2014)
 (if you wish to use other date(s) not listed above,
 make sure to review these with your area administrator)

For Office use only: Classroom Hour Reduction _____ In-Lieu-of-Instruction Hours _____
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PROVIDE A BRIEF SUMMARY OF EACH PLANNED ACTIVITY, INCLUDING DATE.

- A. Meeting/Group Activities _____
- B. Individual Activities/Projects _____

DESCRIPTION	DATE(S)	LOCATION
1.		
2.		
3.		

- C. Scheduled Staff Development Activities
 List Planned Activities below:

COURSE/WORKSHOP TITLE	DATES(S)	TIME	LOCATION
1.			
2.			
3.			

Upon completion of your plan, please enter the information below:

Other contractual activities participated in during professional development days: _____

List any significant changes made to your plan: _____

Please comment on how the above activities have improved the quality of your instruction: _____

I certify that I have completed the approved plan with an hourly commitment equal to or greater than the IN-LIEU-OF-INSTRUCTION HOURS

INSTRUCTOR'S SIGNATURE/DATE

DEAN'S SIGNATURE DATE

**REMINDER – YOUR COMPLETED FLEX ACTIVITY FORM DUE IN THE DIVISION OFFICE NO
LATER THAN MONDAY, SEPTEMBER 30TH.**

For 2013-2014 each instructor shall submit a written plan to the appropriate administrator designating two (2) staff development days, of six (6) hours each, for appropriate individual or group activities plus four (4) days each year, which will be designated as common days for college, division, or departmental activities (2007/2008) FARSCCD Agreement).

SAMPLE:

To compute your beyond-contract teaching assignment LHEs *FLEX* hours required, multiply the number of units of the beyond contract assignment by 1.5. Examples: a 3 unit beyond contract teaching assignment equals 4.5 *FLEX* hours required, 6 units = 9 hours, 9 units 13.5. No additional *FLEX* hours required for non-teaching beyond contract assignment LHEs.

TOTAL FLEX (IN LIEU OF INSTRUCTION) – HOURS REQUIRED FOR MY ASSIGNMENT:

36 hours (or 6 days) + beyond-contract assignment required *FLEX* hours of _____ = _____ total *FLEX* hours (Please see instructions above)

(TURN OVER)