

Draft Protocol for SAC Flex Obligations

- The flexible calendar program allows faculty (full-time, part-time, instructional and non-instructional) the time to work individually or with groups to achieve improvement in three distinct areas,
 - Staff improvement
 - Student improvement
 - Instructional improvement (p.17, http://extranet.cccco.edu/Portals/1/AA/FlexCalendar/Flex_Calendar_Guide_lines_04-07.docx.pdf)

- At Santa Ana College, requirements for flex are specified in the most recent FARSCCD agreement (<https://rscsd.edu/Departments/Human-Resources/Pages/FARSCCD-Contract.aspx>)
 - Each fiscal year, contract (full-time) instructional faculty must submit a plan with two (2) staff development days, of six (6) hours each, for appropriate individual or group activities plus four (4) days each fiscal year designated as common days. (Annual total of 6 days/36 hours)
 - Non-contract faculty loads (adjunct faculty and full-time faculty overload) require 1.5 hours of professional development for each 1 hour of weekly instructional time.
 - Faculty not considered traditional instructional faculty, i.e. counselors, coordinators, librarians, health service staff, special services faculty, and others may submit a staff development plan with up to the number of days available for instructional faculty.
 - The District reserves the right not to release instructors from teaching or other assigned responsibilities if it is deemed in the best interest of the District.
 - The appropriate administrator will review and sign staff development plans.
 - Approved plans submitted by instructional or non-instructional faculty are legally binding.

- Calculating Your Flex Obligation:
 - Full-time instructional faculty must complete 18 hours of professional development each semester. This includes 2 common days (12 hours) each semester for college, division or departmental activities and 6 hours for individual or group activities.

- For full-time faculty teaching beyond contract and for part-time instructional faculty, compute your flex obligation by multiplying the number of units of the beyond contract/part-time assignment by 1.5. Examples: a 3 unit beyond contract/part-time teaching assignment equals 4.5 *FLEX* hours required, 6 units = 9 hours, 9 units 13.5. No additional *FLEX* hours are required for non-teaching beyond contract assignment LHEs.
 - Flex hours are in lieu of instruction hours and are attached to each course section.
- The Santa Ana College Faculty Tracking System has been developed to capture flex calendar activities and other professional development activities. Here are policies for this system:
- Presenters earn 2.0 hours of flex credit for each hour of a new or repeated workshop. This includes .5 hour for taking attendance.
 - Workshops will be reviewed and approved by the faculty professional development coordinator, faculty professional development committee, division dean, or department chair.
 - All workshops, meetings and other activities found in the SAC Faculty Tracking System are approved for flex credit.
 - Attendance is required on 2 common days each semester. Additional flex hours may be completed during flex week or at any time before December 1 in the fall semester and before May 1 in the spring semester.
 - Flex activities may include, but are not limited to, the following:
 1. In-service training
 2. Workshops
 3. Conferences
 4. Seminars
 5. Individual or small group planned projects
 6. Institutional planned activities

See additional types of suitable flex activities at

http://extranet.cccco.edu/Portals/1/AA/FlexCalendar/Flex_Calendar_Guide_lines_04-07.docx.pdf (p. 15-18)