



# FLEX checklist

FULL-TIME     ADJUNCT     CLASSIFIED

### Deadline:

The deadline for submitting your mandatory Flex verification is **May 15th**. Flex submissions must be turned in as a physical packet. Make sure all forms are filled out completely. Electronic or faxed submissions will not be accepted. Be certain to make a duplicate copy for your records before turning it in.

### Identify amount of Flex obligation:

#### **Hours of weekly instruction (Fall) + Hours of weekly instruction (Spring) ÷ 2 = Individual Flex Obligation**

Generally, this equates to 30 hours for Full Time instructors. Adjunct instructors calculate hours of obligation with the following formula: ½ the total number of hours of weekly instruction for both the Fall and Spring semesters, of any given academic year. For example, if you taught 3 hours a week in Fall and 6 hours a week in Spring, you would have a total of 9 hours of instruction for the year. Divide that number by ½ and you would have identified 4.5 hours of Flex obligation.

### Assemble your Flex submission:

Gather all of your required Flex materials together. Make certain to staple the documents together to ensure that none of your materials are lost. Submit your entire completed packet to the Faculty Development/FLEX mailbox in the mail room, or directly to SV 105.

### Format:

**Cover Sheet** - Lead off with workshop / activities that can account for the majority of your obligation, or list the activities in chronological order.

**Teaching Schedule (include Office Hours)** - Provide schedule for classes taught during the Fall and Spring semesters. The Flex committee must have this information before they can verify your Flex activities. There is no obligation for Winter or Summer sessions. Make sure you include your office hours when filling this out. If you have NO office hours, write NO office hours.

**Verification of all Flex activities** – This information should be attached in corresponding order as listed on your cover sheet. This can include Flex verification forms, or other materials as outlined in the Flex manual:

<http://www.glendale.edu/modules/showdocument.aspx?documentid=28284>

- Conference receipts / Badge – If you attended a conference, provide proof you were there.
- Copy of Transcripts / Grade Report/ Attendance Statement – Make sure this is signed off on by the Presenter, Instructor, or Institution.
- I.P.A. (Independently Planned Activity) – Obtain the appropriate signature for PRE-approved activities cleared by your division chair, committee chair, or activity coordinator.
- Adjunct Attendance Verification Form– Adjuncts may gain credit for committee meetings, division meetings, etc. Make sure to acquire required signature(s).

### (Full Time Faculty ONLY):

Release Time \_\_\_\_     Banking Hrs. \_\_\_\_

#### NOTES FOR ACTIVITIES TO COMPLETE:

Date	E-mail Phone Memo	Notes/Feedback

*The Faculty Development office will not duplicate materials for you*