

## *Adjunct FAQs Flexible Calendar (Flex)*

Please see the Flex Handbook for full details.  
<https://faculty.sdccd.edu/facflex/facflexview.cfm>

### **What is "flex"?**

Instructional Improvement (Flex) is required of all faculty teaching a primary term (16-week) class. This requirement is based upon activities that faculty complete in lieu of instruction for the days/weeks that classes would have been in session were the district not on a 16-week compressed calendar (see Title 5, section 55724).

Adjunct faculty or contract overload assignments will have a flex obligation that is equal to the sum of the weekly classroom hours for all classes assigned.

### **What qualifies for flex?**

Please see "Guidelines for Instructional Improvement (Flex) Activities" in the Flex Handbook.

### **How do I report my flex activities?**

Recording attendance of a Flex workshop or activity is done online. You must enroll in a workshop or activity before you can record that you completed the activity. Faculty are not required to sign attendance rosters at the Flex activities. Recording attendance on the Faculty Flex website is all that is required.

<https://faculty.sdccd.edu/facflex/facflexview.cfm>

### **How do I log into the Flex website?**

Faculty use the same user ID and password as they do for Faculty Web Services.

### **What if my password doesn't work?**

You must go to Admissions to have your password reset.

### **What if I forget to register for a flex activity before attending?**

Contact the Flex Coordinator and request that the activity be added to your Flex Contract.

### **Is there a deadline for when my flex obligation should be completed?**

**Adjunct Faculty** must meet their Flex obligation and report the completion on the Faculty Flex website by the following deadline dates.

Fall 2016: **December 12, 2016**

Spring 2017: **May 22, 2017**

**Faculty who do not meet their Flex obligation will have their pay docked for each hour that is not completed.** (See Article 7.1.4, AFT Contract).

All faculty members are encouraged to check their Flex status by going to the YOUR CONTRACT page on the Faculty Flex website: <https://faculty.sdccd.edu/facflex>

**What does "...and report the completion on the Faculty Flex website..." mean?**

Faculty are responsible for registering for flex workshops/activities, *and* signing off as completed on their flex contract.

**Can I count activities other than Miramar flex activities toward my flex obligation?**

Faculty may attend any flex activities scheduled within the District. Also, faculty have the option of submitting an independent project proposal for other activities (please see the Flex Handbook for full details).

All independent projects must be submitted online and according to provision 7.1.4 of the AFT contract. To create your independent project, follow the procedure described below and refer to the sample in Appendix A of this handbook. You may also contact your campus Flex Coordinator for information.

**The deadline for the submission of Independent Projects for approval will be the Monday of week 12 of the semester.**

Fall 2016: **November 7, 2016**

Spring 2017: **April 17, 2017**

**Do I need to provide evidence that I completed an independent project, such as a receipt from a conference?**

No, flex operates on the honor system and you do not need to provide evidence of attendance or completion to receive flex credit. You submit a proposal and sign off as completed when done.

**Can adjunct faculty give flex presentations?**

**Absolutely!** Faculty may propose a Flex workshop/activity for a group, department, college, or District-wide event by submitting a Flex workshop/activity Request form. Please see the Flex Handbook for details.

**What if I still have questions about flex?**

Contact your friendly, helpful flex coordinator, Dan Igou, and he will answer all your questions.

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