

**PROFESSIONAL DEVELOPMENT  
"FLEX" REPORTING FORM  
2016-17**

Print Name: \_\_\_\_\_  
Division \_\_\_\_\_

Employee Number \_\_\_\_\_  
Full time \_\_\_\_\_ Part time \_\_\_\_\_

1. Document FLEX Activities under appropriate categories as noted below.
2. Provide documentation where indicated.
3. If no documentation is provided, the FLEX report is considered incomplete.
4. Attach an addendum sheet if necessary.

**Category A: Approved On-Campus Flex Workshops**

Date of activity	Title of Workshop	# of hours earned (must correspond to sign in sheet)
August 25, 2016	Opening Day (full day is 6 hours; half day is 3 hours)	

**Category B: Off-campus Conferences, Workshops, Seminars (6 hours limit per day)**  
DOCUMENTATION OF ATTENDANCE MUST BE ATTACHED

Date of activity	Title of Activity	# of hours earned

**Category C: Instructional Improvement**

FLEXIBLE INSTRUCTIONAL IMPROVEMENT FORM REQUIRED WITH CHAIRPERSON SIGNATURE.

Date of activity	Title of Activity (be specific)	# of hours earned

**Category D: Classes Taken**

(not accepted if used for salary increment or Academic Rank advancement) **DOCUMENTATION OF COURSE COMPLETION MUST BE ATTACHED** (transcript or certification is acceptable)

Date of activity	Institution/Class	# of hours earned

**Category E: Matriculation**

**DOCUMENTATION IS REQUIRED**

Date of activity	Title of Activity	# of hours earned

**Category F: Individual Project**

**An Individual Project form must have been submitted and approved by the Flex Committee. Only the hours approved by the committee can be earned.**

Date of activity	Title of Proposal	# of hours approved

**Category G: Networking—limit of 6 hours can be earned**

**DOCUMENTATION OF ATTENDANCE OF AN EVENT IS REQUIRED**

Date of activity	Title of Activity	# of hours earned

**Category H: Professional Enrichment –limit of 6 hours can be earned**

**DOCUMENTATION OF ATTENDANCE OF AN EVENT IS REQUIRED**

Date of activity	Title of Activity	# of hours earned

**Category I: Personal Wellness—limit of 6 hours can be earned**

**DOCUMENTATION OF ATTENDANCE OF GYM SESSION or CLASS IS REQUIRED**

Date of activity	Title of Activity	# of hours earned

**Category J: College Committee Participation—limit of 15 hours can be earned**

Full time instructors must have already completed 30 hours of committee participation. Adjunct instructors can claim up to 15 hours for attendance at meetings with an attached signed letter from committee chair.

Date of meeting	Committee	# of hours earned

**TOTAL HOURS EARNED** \_\_\_\_\_

**I certify that I have completed the above activities and have provided the appropriate and necessary documentation.**

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**SUBMIT REPORT to Ms. Shazia Khan via campus mail**

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**For Committee Use Only:**

**Date Received:** \_\_\_\_\_

**ACCEPTED** \_\_\_\_\_ **DATE APPROVED** \_\_\_\_\_

**RETURNED** \_\_\_\_\_ **DATE RETURNED** \_\_\_\_\_

**REASON(S) FOR RETURN** \_\_\_\_\_

Faculty Schedule—To be Returned no later than September 09

\_\_\_\_\_  
Name (Print)

\_\_\_\_\_  
Discipline

\_\_\_\_\_  
Employee Number

Full time \_\_\_\_\_ Part time \_\_\_\_\_

The FLEX Committee needs to know your schedule for the fall semester. Please complete below.

**Fall Schedule**

Class	Days	Time	Regular	Hourly

Total hours \_\_\_\_\_

**Office Hours – Office location**
