

**DVC FULL-TIME FACULTY ACTIVITIES AGREEMENT**

Instructor: \_\_\_\_\_  
 (Please Print)

Division Dean: \_\_\_\_\_  
 (Please Print)

Flex Obligation for Full-time (A) Load Faculty:		
Nexus Hours	50 hours - first year tenure track faculty	
Full-time Hours	40 hours - second year tenure track faculty	
Full-time Hours	30 hours - every year thereafter	
Fall AC Hours	See Fall AC Flex below	
Spring AC Hours	See Spring AC Flex below	
<b>TOTAL FLEX HOURS OWED =</b>		

Instructors fulfill their contractual flex obligation (both A and AC) by:

1. Attending Flex workshops as a participant or presenter (presenters receive double flex hours).
2. Participating in scheduled Division/Department meetings during designated Flex days each August and January.
3. Participating in a Division/Department approved Flex Activity.
4. Participating in Variable Flex or Special Projects (special projects need advanced approval from the Staff Development office).

**Full-Time Over-Load (AC)**

One hour of Flex is owed for every hour of instruction in a week on obligatory days. The number of hours of obligation for each semester is equal to 1 hour for every hour you teach on the following days:

- **Fall 2016 Flex obligation:** for instructional hours taught on **Saturday and Sunday**
- **Spring 2017 Flex obligation:** for instructional hours on **Monday, Tuesday, Wednesday, Thursday, Friday, Saturday and Sunday**

**Please be sure to sign and return this form to your division office by May 26, 2017.**

Activity	Date	Location	Hours

Instructor \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Division Dean \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_