

DVC PART-TIME FACULTY ACTIVITIES AGREEMENT

Instructor: _____
 (Please print)

Division Dean: _____
 (Please print)

Your Flex obligation for Fall 2015 is _____ hours (to be completed by the Division Dean).

Fall 2015: Part-time instructors (and full-time faculty on AC contract) teaching a **semester length, face-to-face** class, have a flex obligation that is equal to the number of instructional hours taught in a week on **Saturdays and Sundays**. Teaching hours on Mondays, Tuesdays, Wednesdays, Thursdays and Fridays **are not** included.

- Part-time faculty must complete their Flex obligation during the semester they teach the course.
- Part-time Flex obligations can be met by optional or variable Flex activities.
- Part-time faculty teaching short-term classes do not have a Flex obligation for those instructional hours.
- Part-time faculty teaching semester length online courses do not owe Flex hours for those instructional hours.

Part-time instructors fulfill their contractual flex obligation by:

1. Attending Flex Workshops as participants or presenter (presenters receive double flex hours).
2. Participating in scheduled Division/Department meetings, during designated Flex days in August.
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).

COMPLETED FLEX FORMS ARE DUE IN YOUR DIVISION OFFICE BY DECEMBER 18, 2015

Activity	Date	Location	Hours

Instructor _____ Date ____/____/____

Division Dean _____ Date ____/____/____