

**DVC PART-TIME FACULTY ACTIVITIES AGREEMENT**

Instructor: \_\_\_\_\_  
 (Please print)

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

Your Flex obligation for Fall 2016 is \_\_\_\_\_ hours (to be completed by the Division Dean).

**Fall 2016:** 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 16, 2016**

Activity	Date	Location	Hours

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

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