



Variable Flex Activity Plan

Variable Flex Day is a requirement for Full-time unit members to complete six (6) hours of improvement activities on the unit member's own time. One or more Variable Flex Days may be designated by the Academic Calendar Committee (see Article 8C.1) as part of the one hundred seventy-five (175) day Academic Calendar. When so designated, unit members account for their hours in accordance with Article 29D. A unit member may complete Variable Flex Day responsibilities by attending a class on either campus during his/her non-duty times with prior consent of the Instructor of Record. This shall be for non-evaluative purposes. All Variable Flex activities must be designed to improve the unit member's work as a Faculty member or to improve his/her contribution to the college. Categories allowed include staff development, in-service training, instructional improvement, program and course curriculum or services, related activities such as student advising, guidance, orientation, matriculation services, conferences or workshops, institutional research, course instruction or evaluation, or activities that support any of these. Prior approval of the Variable Flex activity is required of the Division Dean or respective Administrator before April 1 of the affected Academic Year. A written report shall be submitted to the Division Dean or respective Administrator to verify this Variable Flex Day activity. The written report is due to the Division Dean or respective Administrator by the end of the Academic Year. See Article 29D.2 for exception to date report is due if Variable Flex activity extends beyond the end of the Academic Year.

Additionally, a Faculty member may complete Variable Flex Day responsibilities by attending a class on either campus during his/her non-duty times with prior consent of the instructor of record. This shall be for non-evaluative purposes.