

WEST LOS ANGELES COLLEGE
FLEX TALLY FORM -- EXPLANATION OF FLEX PROCEDURES
Fall/Spring 2008-2009

NAME _____ EMPLOYEE NO. _____

DIVISION _____ PHONE NO: _____

TOTAL HOURS REPORTED ON THIS FORM _____

Note: This explanation is being distributed to **all instructors** to inform them about Flex requirements for Fall 2008/Spring 2009. By **March 27, 2009**, you need to have submitted properly filled out **Scantron** forms or this **Flex Tally Form** in order to get credit for the Flex hours you may have earned. **Full time faculty should submit 33.5 hours plus additional hours for any extra hourly classes they teach—see the chart at the bottom of this page.**

According to district guidelines, you owe Flex hours equal to the number of hours you teach in one week. You may file either Scantrons or this Flex Tally Form. **If you don't file, payroll will deduct pay from your district check.**

After the **March 27, 2009**, deadline, a list of those who have NOT filed enough Flex hours will be distributed and those who have not filed will have one final chance to comply with the state and district regulations on Flex. **Note: After April 30, you will have to submit this Flex Tally Form to your Division Chair.**

The Flex Rule: All **faculty** members who are assigned during the academic 2008-2009 year will be paid for **3 Flex days in fall and 2 Flex days in spring**, as long as they fulfill their Flex requirements by engaging in professional development activities (from 8-29-2008 to 3-27-2009) and reporting those activities on this Flex Tally Form.

Faculty must submit this Flex Tally Form showing they engaged in Flex activities equal **to the number of hours they teach in one week**. **If you teach on Saturday**, you don't owe Flex for that day, but please submit a Flex Tally Form indicating that fact. According to district protocols, faculty members must have completed professional development activities according to the guidelines below:

HOURS REQUIRED

- | | |
|---|--|
| 1. Full-time faculty | 33.5 hours |
| 2. Part-time hourly faculty and extra hourly assignments for full-time faculty | 1 hour for each hour of teaching per week in 2008-09.
Example: 3 hr. class = 3 hours of Flex. |
| 3. No Flex obligations for Saturday classes! But, please fill out this form and tell me if you teach Saturdays! | |

(Please turn this sheet over.)

EARNING FLEX HOURS

Attendance at group workshops, committee meetings, as well as individual research and study projects can be used to accrue the requisite number of flex hours for all full time and hourly faculty. **Work on Student Learning Outcomes—SLOs—is mandated for all full time instructors and is especially encouraged for adjunct instructors. Include a short “portfolio” including the following information and you will earn 12 hours of Flex. Go to this URL for sample portfolios -- http://drloydthomas.50webs.net/rating_scale_2/**

- **Teacher Name**
- **Class Name & Number – for example: English 101**
- **College SLO and/or Program SLO**
- **Assessment Instrument/Assignment/Exam Question—designed to determine how well students achieve the SLO**
- **Rating Scale – descriptions of scores 6 highest through 1 lowest**
- **6 Sample papers, projects, or written exams to illustrate grades of 6 through 1—one of each.**
- **Faculty member’s reflection on the process—What did I learn? What do I want to change?**

1. Group Activities and Committee Activities. Please attach minutes or agendas.

EVENT	DATES/TIME	FLEX HRS

2. Individual Activities: Proof of attendance must be attached (conference forms, receipts, etc.) If an INDIVIDUAL PROJECT was conducted, a typed, one-page summary and explanation of (1) the benefit to you, (2) the benefit to our institution and (3) the benefit to our students -- must be attached.

EVENT	DATES/TIME	FLEX HRS

SUMMARY	FLEX HRS
SubTotal from Group/Committee Activities	
Sub Total from Individual Activities	
GRAND TOTAL OF ALL FLEX HOURS	

Please record your total hours on the FRONT page of this form

Please submit all **Scantrons and/or this tally sheet** to box 257A, Dr. Lloyd S. Thomas, Staff Development Committee Chair on or before **March 27, 2009** . Thanks for your help!