

How check your Professional Development Flex Program Requirement, and enter verification of completed activities.

From the Santa Rosa Junior College Home page:

The screenshot shows the Santa Rosa Junior College website. The header includes the college logo, the tagline "Building on a Legacy of Excellence", and navigation links: HOME, CONTACT US, and INDEX A-Z. Below the header is a horizontal menu with categories: APPLY & REGISTER, SCHEDULES & CATALOG, INSTRUCTION, FOR STUDENTS, FACULTY & STAFF, ADMINISTRATION, and ABOUT SRJC. The main content area features a large yellow banner for "AUG 9 & 16 8:30AM-3:30PM SUPER SATURDAY SERVICES" with text in Spanish: "9 Y 16 DE AGOSTO SERVICIOS SÚPER SÁBADO ¡Inscripciones, consejería, colocación y más en Santa Rosa y Petaluma!". To the right of the banner is a search bar and a "Quick links" dropdown. Below the banner, there are several sections: "New Students Start Here" and "College Application" buttons; "Portals" with links for Students, Faculty, and Online Learning; "Frequently Asked Questions" with links for Student FAQs, Faculty FAQs, and Online Learning FAQs; "What's New" with a link to "SRJC's Debbie Weatherly Selected President-Elect Of 4CS"; and a "Class Schedule Available Online" link. On the right side, there are three featured images: a student working on a laptop, a graduate in a cap and gown, and a group of international students.

1. Select the Faculty Portal.
2. Log into your portal using your Staff I.D.(SID) number and pin code.

Santa Rosa Junior College x https://portal.santarosa.edu/SRWeb/PortalFaculty.aspx

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Excellence in Education & Service

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APPLY & REGISTER SCHEDULES & CATALOG INSTRUCTION FOR STUDENTS FACULTY & STAFF ADMINISTRATION ABOUT SRJC

SRJC-myCubby home > mycubby > faculty SEARCH

Currently logged in as: **Kathryn Gerber** Update Account Content/Layout Contact Us Logoff

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myCurriculum [icon] [x]
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Instructor Information [icon]
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[Early Connection Program - How to Use](#)
[Early Connection Concern Service Relationships](#)



3. Select “Instructor Flex” in the “Instructor Information” box.

Santa Rosa Junior College x https://portal.santarosa.edu/SRWeb/SR_SelectSemester.aspx?Type=FacultyFlex

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home > mycubby > faculty > select semester


SRJC-myCubby

Currently logged in as: **Kathryn Gerber** [Update Account](#) [Content/Layout](#) [Contact Us](#) [Logoff](#)

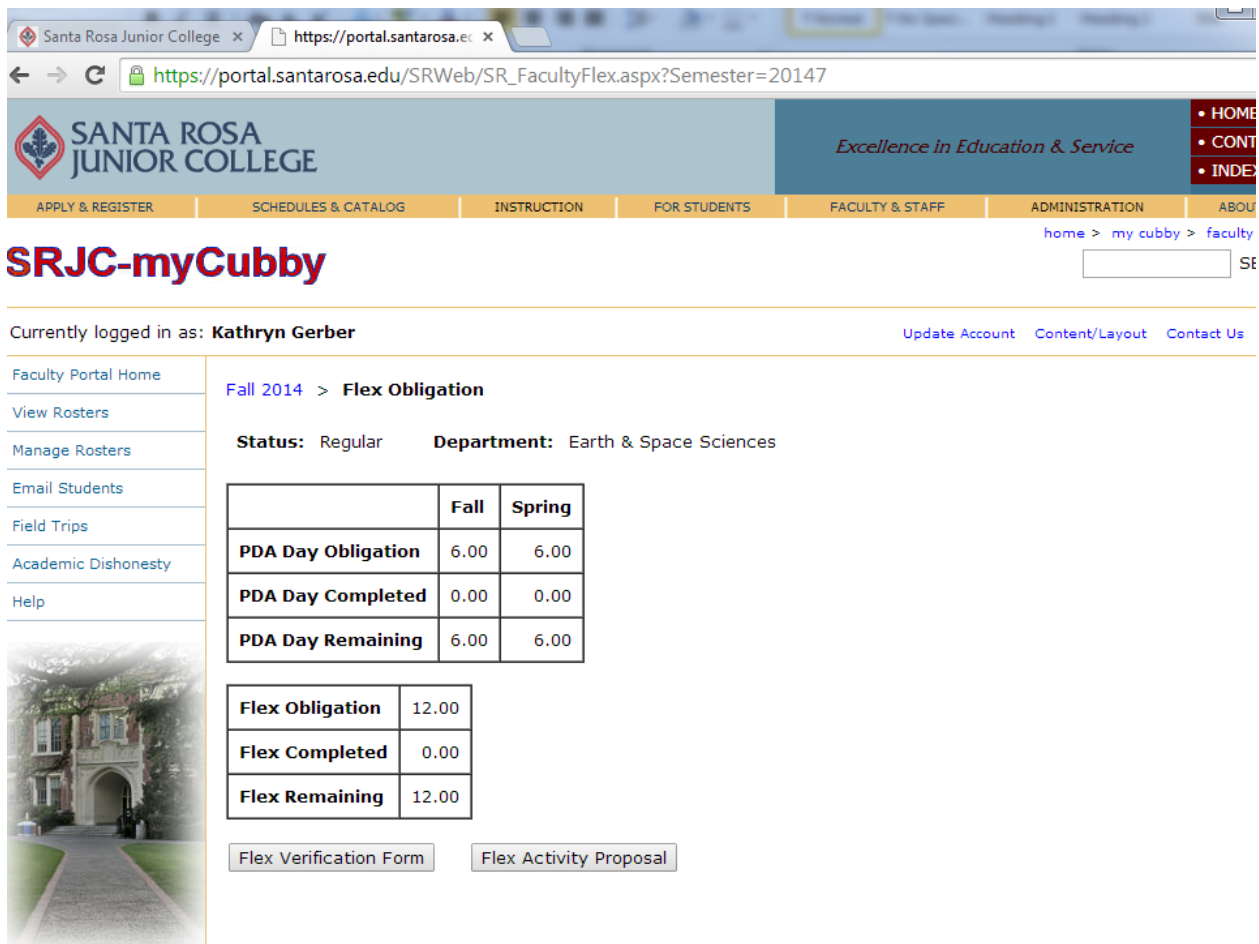
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Please select a semester to view your flex.

☐ Fall 2014
☐ Summer 2014
☐ Spring 2014



4. Select the semester you want to check for flex tracking or to enter a verification of completed activity.



Santa Rosa Junior College

https://portal.santarosa.edu/SRWeb/SR_FacultyFlex.aspx?Semester=20147

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home > my cubby > faculty

SRJC-myCubby

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Fall 2014 > **Flex Obligation**

Status: Regular **Department:** Earth & Space Sciences

	Fall	Spring
PDA Day Obligation	6.00	6.00
PDA Day Completed	0.00	0.00
PDA Day Remaining	6.00	6.00

Flex Obligation	12.00
Flex Completed	0.00
Flex Remaining	12.00

[Flex Verification Form](#) [Flex Activity Proposal](#)

This is what your faculty flex tracking page will look like for the semester you selected, if you are a regular 100% contract faculty.

Regular Faculty

In the top box, you will see the hours required for attendance at fall and spring PDA days. For a 100% contract faculty, this is 6 hours each semester for a total of 12 required activity day hours.

The bottom box is tracking your required flexible activity hours. These are activities of your choosing that you may complete any time prior to the flex program deadlines. A full contract faculty must complete a total of 12 hours of flexible activities each year.

Adjunct Faculty

Adjunct faculty are not required to complete any mandatory activities, so you will not see the top box on your page. You are only required to complete the number of flexible activity hours based on your teaching schedule.

You may still choose attend PDA days and receive credit towards your flexible activity hours.

5. Select the **Flex Verification Form** button to enter completed Flex Credit activities to be added to your flex tracking.

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home > my cubby > faculty > flex

SEARCH

Currently logged in as: **Kathryn Gerber** Update Account Content/Layout Contact Us Logoff

Faculty Portal Home View Rosters Manage Rosters Email Students Field Trips Academic Dishonesty Help

Fall 2014 > **Flex Verification**

Status: Regular **Department:** Earth & Space Sciences

Select the flex activity type

☒ All ☐ PDA Day ☐ Menu of Activities ☐ Individual ☐ Group ☐ Online Training ☐ Podcast ☐ Webinar ☐ DVD

6. Select the type of activity you completed by clicking on the button next to the appropriate activity.

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SEARCH

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Fall 2014 > **Flex Verification**

Status: Regular **Department:** Earth & Space Sciences

Select the flex activity type

☒ All ☐ PDA Day ☐ Menu of Activities ☐ Individual ☐ Group ☐ Online Training ☐ Podcast ☐ Webinar ☐ DVD

Activity: President's Address - Keynote Speaker - Increasing Student Engagement and Success: It Takes You!

Hours: 1.5 (maximum hours you can submit is: 1.50)

Presenter: ☐ (please check if you were the presenter of the activity)

Submit Flex Verification

By submitting this flex verification, I certify that I have completed the professional development flex hours indicated and have performed these hours outside of my other paid assignments.

Only those flex activities reasonably related to a faculty members professional growth are eligible for flex per the established guidelines. Performances, films, concerts, and community events claimed for flex must reasonably relate to a faculty member's assignment.

7. Complete this form using the drop down box next to “Activity” to select the title of the activity you attended or completed.

If you do not see the activity you attended listed in the drop down box, check under other activity types to see if it listed there.

If it is not listed, it may not have been pre-approved and therefore not eligible for flex or it may be limited to a specific group of people. Contact the Professional Development office via email or phone to ask for assistance.

The screenshot shows the SRJC-myCubby web portal. The top navigation bar includes links for HOME, CONTACT, and INDEX A-Z. Below this is a horizontal menu with categories like APPLY & REGISTER, SCHEDULES & CATALOG, INSTRUCTION, FOR STUDENTS, FACULTY & STAFF, ADMINISTRATION, and ABOUT SRJC. The main header area displays the Santa Rosa Junior College logo and the tagline "Excellence in Education & Service". The breadcrumb trail reads: home > my cubby > faculty > flex. A search bar is located to the right of the breadcrumb trail.

Currently logged in as: **Kathryn Gerber** [Update Account](#) [Content/Layout](#) [Contact Us](#) [Logout](#)

Fall 2014 > Flex Verification

Status: Regular **Department:** Earth & Space Sciences

Select the flex activity type

☐ All ☒ PDA Day ☐ Menu of Activities ☐ Individual ☐ Group ☐ Online Training ☐ Podcast ☐ Webinar ☐ DVD

Activity:

Hours: (maximum hours you can submit is: 1.50)

Presenter: ☒ (please check if you were the presenter of the activity)

By submitting this flex verification, I certify that I have completed the professional development flex hours indicated and have performed these hours outside of my other paid assignments.

Only those flex activities reasonably related to a faculty members professional growth are eligible for flex per the [established guidelines](#). Performances, films, concerts, and community events claimed for flex must reasonably relate to a faculty member's assignment.

8. Check the box next to “Presenter:” to receive an additional amount of credit for preparation as a presenter. This additional credit is equal to the original length of the activity.

9. Click the Submit Flex Form button

The following screen shots are examples of how the activity should look once recorded in your record. You will see the information for all the activity you have entered, including titles, term, date, and length of time.

You will see that the appropriate tracking box above (mandatory or flexible activity) will reflect this time in the completed column and the amount remaining to be completed will show what still needs to be done for that semester.

Example 1:

Example 1 shows the SRJC-myCubby interface for Kathryn Gerber, logged in as a Faculty member. The interface displays the Fall 2014 Flex Obligation for the Earth & Space Sciences department. The user is currently logged in as Kathryn Gerber.

Navigation: home > my cubby > faculty > flex

Currently logged in as: Kathryn Gerber

Left Sidebar:

- Faculty Portal Home
- View Rosters
- Manage Rosters
- Email Students
- Field Trips
- Academic Dishonesty
- Help

Main Content:

Fall 2014 > Flex Obligation

Status: Regular **Department:** Earth & Space Sciences

	Fall	Spring
PDA Day Obligation	6.00	6.00
PDA Day Completed	1.50	0.00
PDA Day Remaining	4.50	6.00

Flex Obligation	12.00
Flex Completed	0.00
Flex Remaining	12.00

Date	Term	Activity	Type	Hours	Status
8/15/2014	Fall 2014	President's Address - Keynote Speaker - Increasing Student Engagement and Success: It Takes You!	PDA Day	1.50	Approved

[Flex Verification Form](#) [Flex Activity Proposal](#)

Example 2:

Example 2 shows the SRJC-myCubby interface for Kathryn Gerber, logged in as a Faculty member. The interface displays the Fall 2014 Flex Obligation for the Earth & Space Sciences department. The user is currently logged in as Kathryn Gerber.

Navigation: home > my cubby > faculty > flex

Currently logged in as: Kathryn Gerber

Left Sidebar:

- Faculty Portal Home
- View Rosters
- Manage Rosters
- Email Students
- Field Trips
- Academic Dishonesty
- Help

Main Content:

Fall 2014 > Flex Obligation

Status: Regular **Department:** Earth & Space Sciences

	Fall	Spring
PDA Day Obligation	6.00	6.00
PDA Day Completed	4.50	0.00
PDA Day Remaining	1.50	6.00

Flex Obligation	12.00
Flex Completed	0.00
Flex Remaining	12.00

Date	Term	Activity	Type	Hours	Status
8/15/2014	Fall 2014	President's Address - Keynote Speaker - Increasing Student Engagement and Success: It Takes You!	PDA Day	1.50	Approved
8/15/2014	Fall 2014	S2:05 Interactive Learning: The Jigsaw Classroom	PDA Day	1.50	Approved

[Flex Verification Form](#) [Flex Activity Proposal](#)