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

From the Santa Rosa Junior College Home page:

1. Select the Faculty Portal.

2. Log into your portal using your Staff I.D.(SID) number and pin code.
3. Select “Instructor Flex” in the “Instructor Information” box.
4. Select the semester you want to check for flex tracking or to enter a verification of completed activity.
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.
6. Select the type of activity you completed by clicking on the button next to the appropriate activity.

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.

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:

SRJC-myCubby

Currently logged in as: Kathryn Gerber

Faculty Portal Home  View Rotated  Manage Rotated  Email Students  Field Trip  Academic Orientation  Help

Fall 2014  >  Flex Obligation

Status: Regular  Department: Earth & Space Sciences

<table>
<thead>
<tr>
<th></th>
<th>Fall</th>
<th>Spring</th>
</tr>
</thead>
<tbody>
<tr>
<td>PDA Day Obligation</td>
<td>6.00</td>
<td>6.00</td>
</tr>
<tr>
<td>PDA Day Completed</td>
<td>1.50</td>
<td>0.00</td>
</tr>
<tr>
<td>PDA Day Remaining</td>
<td>4.50</td>
<td>6.00</td>
</tr>
</tbody>
</table>

Flex Obligation: 12.00
Flex Completed: 0.00
Flex Remaining: 12.00

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

Flex Verification Form  Flex Activity Proposal

Example 2:

SRJC-myCubby

Currently logged in as: Kathryn Gerber

Faculty Portal Home  View Rotated  Manage Rotated  Email Students  Field Trip  Academic Orientation  Help

Fall 2014  >  Flex Obligation

Status: Regular  Department: Earth & Space Sciences

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Flex Obligation: 12.00
Flex Completed: 0.00
Flex Remaining: 12.00

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<td>1.50</td>
<td>Approved</td>
<td></td>
</tr>
<tr>
<td>8/15/2014</td>
<td>Fall 2014</td>
<td>S2:05 Interactive Learning: The Jigsaw Classroom</td>
<td>1.50</td>
<td>Approved</td>
<td></td>
</tr>
</tbody>
</table>

Flex Verification Form  Flex Activity Proposal