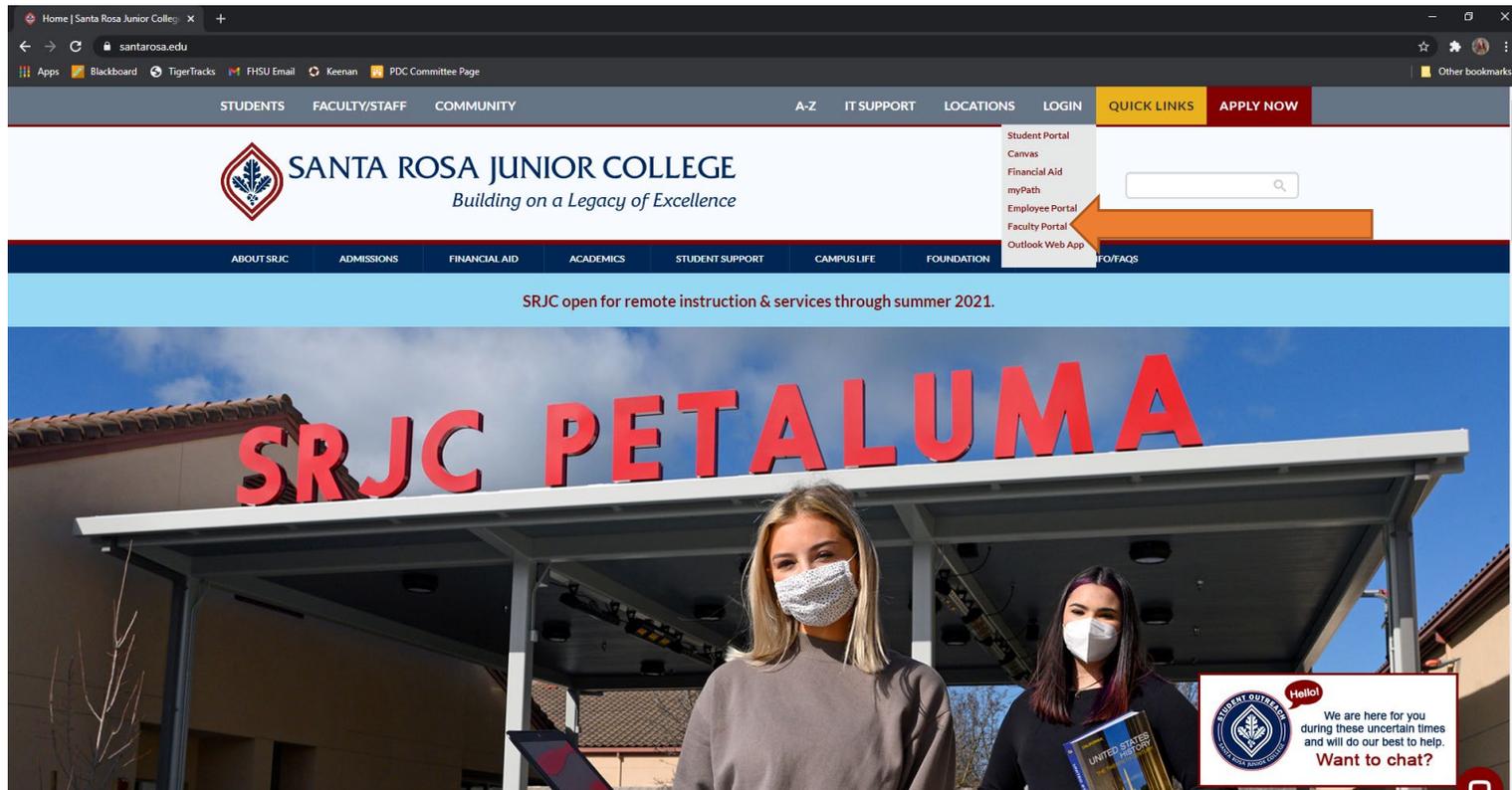


Faculty & Adjunct Professional Development Flex Program Requirements/Verification of completed activities Guide

From the Santa Rosa Junior College homepage:



1. Select the Faculty portal.
2. Log into your portal using your Faculty Username and Password.



SRJC PORTAL LOGIN

SRJC Student ID Number
OR
Faculty/Staff Username

Student SRJC Pin Code
OR
Faculty/Staff Password

Login help/recovery:
[- Help for Students](#)
[- Help for Faculty/Staff](#)

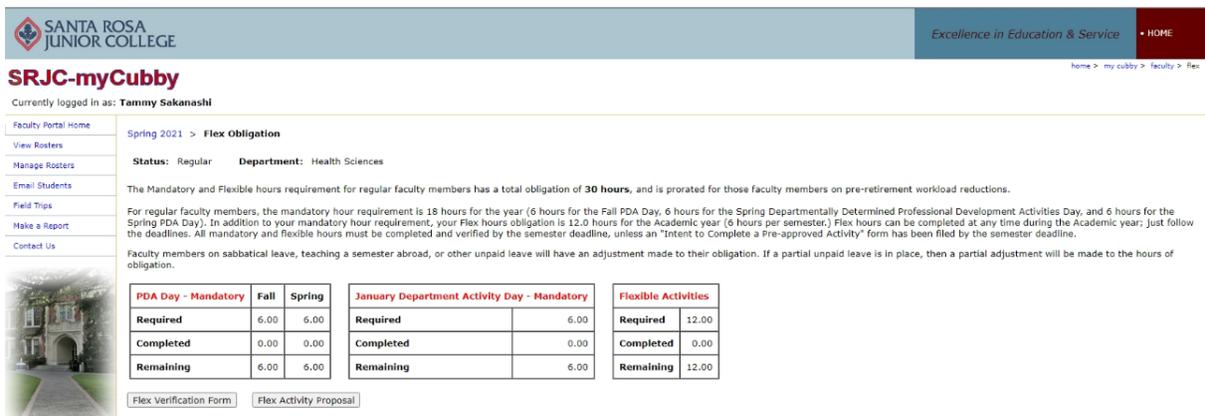
3. Click "Instructor Flex" in the Instructor Information Box.



4. To check your flex obligation or claim a flex activity click the appropriate semester.



5. Below is what the faculty flex tracking page will look like for the semester selected for a regular contract faculty member.



Regular Faculty

In the first box, you will see the required hours for fall and spring PDA Days. For contract faculty, this is 6 hours each semester for a total of 12 professional development day hours per year.

In the second box, you will see the **required** hours for **the** January Department Activity Day. For contract faculty, this is 6 hours each January.

In the last box, you will see the required flexible activity hours. Faculty members may choose a pre-approved professional development activity of their choice to complete anytime prior to the flex program deadline (the first business day after graduation each year). Contract faculty must complete a total of 12 hours of flexible activities each year.

Adjunct Faculty

Attendance at PDA day and/or the January Department Day is optional for Adjunct Faculty. Adjunct faculty will not see the first two boxes in their portal and are only required to complete the number of flexible activity hours based on their teaching schedule.

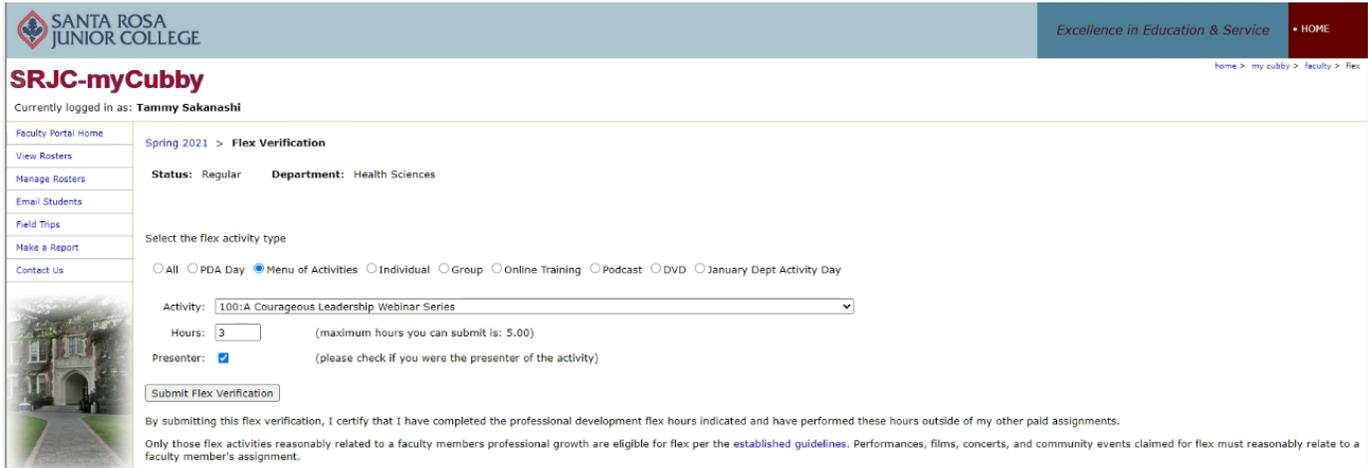
Adjunct Faculty may choose to attend PDA Day and/or the January Department Day and apply the flex hours toward their required flex obligation.

How To Claim a completed flex activity:

6. To claim a completed flex activity select the Flex Verification Form button in your faculty portal.



7. Next select the activity type you completed by clicking on the button next to the appropriate activity.



8. Using the drop-down box next to “Activity” select the title of the activity that was attended and/or completed. Note: If you were a presenter for the activity, check the box next to “Presenter” to receive double flex credit. **Please do not check this box if you were not the presenter for the activity.**

If you do not see the activity you attended listed in the drop down box, check under other activity types to see if its listed there. If it is not listed, it may not have been pre-approved and therefore not eligible for flex. If you need assistance please visit the [professional development website](#) for the latest contact information

9. Once the activity is selected and the amount of hours is entered, click the *Submit Flex Verification* button. Below is an example of how the activity will look once recorded in the faculty portal. All activities that have been entered including titles, term, date, and length of time will show up on the main portal screen. The appropriate tracking box (mandatory or flexible) will reflect the time entered in the “completed” column and the amount that still needs to be completed will be in the “remaining” column.

