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.

SANTA ROSA JUNIOR COLLEGE Building on a Legacy of Excellence										
SRJC PORT	TAL LOGIN									
SRJC Student ID Number	Login help/recovery:									
Faculty/Staff Username	- Help for Students									
Student SRJC Pin Code	- Help for Faculty/Staff									
Faculty/Staff Password										
Login										

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.

	osa Ollege										Excellence in Education & Service • HOME	
SRJC-myC	Cubby Tammy Sakanashi										home > my cubby > faculty > fles	
Faculty Portal Home View Rosters	Spring 2021 > Flex Oblig	gation										
Manage Rosters Email Students	Status: Regular Department: Health Sciences The Mandatory and Flexible hours requirement for regular faculty members has a total obligation of 30 hours, and is prorated for those faculty members on pre-retirement workload reductions.											
Field Trips Make a Report	For regular faculty members, the mandatory hour requirement is 18 hours for the year (6 hours for the Fall PDA Day, 6 hours for the Spring Departmentally Determined Professional Development Activities Day, and 6 hours for the Spring PDA Day). In addition to your mandatory hour requirement, your Fiex hours colligation is 12.0 hours for the Academic year (6 hours per semester,) Fiex hours can be completed at any time during the Academic year; just follow the deadlines. A limit and have the field hours and working the the semester deadline, unless an "Intent to Complete a Pre-approved Activity" form has been filed by the semester deadline.											
Contact Us	Faculty members on sabbatical leave, teaching a semester abroad, or other unpaid leave will have an adjustment made to their obligation. If a partial unpaid leave is in place, then a partial adjustment will be made to the hours of obligation.											
A THE REAL PROPERTY	PDA Day - Mandatory	Fall	Spring		January Department Activity D	ary Department Activity Day - Mandatory			ivities]		
I LUCE	Required	6.00	6.00		Required	6.00		Required	12.00]		
T	Completed	0.00	0.00		Completed	0.00		Completed	0.00]		
-	Remaining	6.00	6.00		Remaining	6.00		Remaining	12.00]		
	Flex Verification Form	Flex	Activity Pr	opos	al							

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.

	Excellence in Education & Service • HOME	
SRJC-myC	Cubby Tammy Sakanashi	home > my cubby > faculty
Faculty Portal Home	Spring 2021 > Flex Verification	
View Rosters		
Manage Rosters	Status: Regular Department: Health Sciences	
Email Students		
Field Trips		
Make a Report	Select the flex activity type	
Contact Us	All OPDA Day OMenu of Activities O Individual OGroup Oonline Training OPodcast ODVD OJanuary Dept Activity Day	

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



 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 <u>professional development website</u> 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.*

	OSA COLLEGE													Excellence in Education & Service • HOME
SRJC-my	Cubby													hame > my cubby > faculty > flex
Currently logged in as	: Tammy Saka	nashi												
Faculty Portal Home	Series 2021	> Elax Oblig	ntion											
View Rosters	Spring 2021 > Fix Obligation Status: Regular Department: Health Sciences													
Manage Rosters														
Email Students	The Mandatory and Flexible hours requirement for regular faculty members has a total obligation of 30 hours, and is prorated for those faculty members on pre-retirement workload reductions.													
Field Trips	For regular faculty members, the mandatory hour requirement is 18 hours for the year (6 hours for the Fall PDA Day, 6 hours for the Spring Departmentally Determined Professional Development Activities Day, and 6 hours for the Spring PDA Day). In addition to your mandatory hour requirement, your Fier hours colligation is 12.0 hours for the Academic year (6 hours age sensetes) Fier hours can be completed at any time during the Academic year just follow the Academic year (6 hours age sensetes) and hours hours hour her senseter Academic year just follow the Academic year (6 hours age sensetes) Fier hours can be completed at unrefer her her senseter Academic year (6 hours age senseter).													
Make a Report														
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The start	PDA Day	Mandatory	Fall	Spring	January Department Activ	Fle	xible Activ	ties						
TRUTT	Required	5 - C	6.00	6.00	Required		6.00	Re	quired	12.00				
TOP	Complete	Completed		0.00	Completed		0.00	Co	npleted	6.00				
-	Remainin	9	6.00	6.00	Remaining		6.00	Re	maining	6.00				
	Date	Term			Activity		Туре	Hours	Status			1		
A Section Section	1/20/2021	Spring 2021	100	:A Couraged	ous Leadership Webinar Series		Flex	3.00	Approved	Delete	Edit			
	1/20/2021	Spring 2021	100	:A Couraged	ous Leadership Webinar Series (Pr	esenter Credit)	Flex	3.00	Approved	1				
	Flex Verific	ation Form	Flex	Activity Prop	oosal							-		