The purpose of the flexible calendar is to provide time for faculty to participate in
development activities that are related to staff, student, and instructional
improvement. All activities must

1. Be non-compensated
2. Be above and beyond regular contractual duties, and
3. Take place outside of normally scheduled hours/class

*Title 5, Article 2, Flexible Calendar Operations, Section 55724*

1. **Course Instruction and evaluation**
   - Developing website
   - Creation of original works (articles, papers) related to field of instruction

2. **Staff development, in-service training and instructional improvement**
   - Take industry related courses to improve knowledge of content related materials
   - Develop business contacts with related industry partners to further the vocational and
educational needs of students
   - Present at faculty training workshops (full-time and part-time faculty)
   - Attend department training workshops (full-time and part-time faculty)
   - Retraining or professional development not paid from district funds
   - Continuing education units (non-compensated) that are required to maintain a certificate or
   license
   - Attend Internet training sites to improve online teaching ability and to develop class materials
   - Learn new technologies that enhance teaching skills
   - Industry or subject related job shadowing
   - Taking classes to learn a second language
   - Enroll and complete courses (not involving step/column increase)
   - Workshops geared toward personal and professional enrichment.

3. **Program and new course curriculum or learning resource development and evaluation**
   - Research subject area materials (new program)
   - Design and implement new course/program
   - Write grant proposals

4. **Student personnel services**
   - Providing leadership for students competing in Chapter, Vocational, Industry or Community
   organizational competitions that promote student vocational and leadership skills (*e.g.* VICA,
ADEA, Rotary and Kiwanis club service programs)
   - Speak/attend industry related events to promote the recruitment of students and business
contacts
   - Develop and distribute flyers to recruit students
   - Attend high schools, adult schools (ROP), college fairs to promote college, the department
and individual programs
   - Attend and/or participate in high school competitions and contests that relate to subject area
5. Learning resource services
   - Updating library resources for the discipline or department
   - Evaluating textbooks/software for dissemination to other faculty or staff

6. Related activities, such as student advising, guidance, orientation, matriculation services, and student, faculty and staff diversity
   - Serving as a mentor to contract, full-time faculty members
   - Participating in college information days

7. Departmental or division meetings, conferences and workshops, and institutional research
   - Attend industry related conferences, training seminars and workshops
   - Participation and membership in professional associations related to discipline (non-union)
   - Present at industry-related workshops or seminars
   - Presentation of "professional or educational" papers (non-compensated)
   - Develop business contacts to update current department equipment and materials
   - Attend FLEX Day activities and Staff Development workshops
   - Attend service organization meetings (non-union)
   - Participation and membership in professional associations related to discipline (non-union)
   - Representing RHC at industry related events
   - Presentations on behalf of other departments or disciplines
   - Chair and/or attend department and subject related advisory meeting (*part-time faculty only*)

8. Other duties as assigned by the district

9. The necessary supporting activities for the above - Not to exceed 6 hrs/semester for Full-time Faculty and 3 hrs/semester for Part-time Faculty
   - Attend cultural related programs and visit such sites
   - Attend/speak at community groups (non-compensated) *(e.g. Toastmasters)*

* *Part-time Faculty may receive FLEX credit for attending department meetings and course revisions*