FLEX ACTIVITIES
Social Sciences,Humanities-Anthropology Department
Approved - Effective: July 1, 2005

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

- Reading and/or doing research on classroom instruction and/or evaluation techniques
- Development and/or improvement of classroom instruction and/or evaluation techniques
- Reading journals, books, or other publications relating to anthropology
- Doing research in anthropology
- Creation of original works related to anthropology, including the writing of articles and/or papers
- Attending plays, movies, or other cultural events relating to the field of anthropology

2. Staff development, in-service training and instructional improvement

- Participation in professional organizations related to anthropology
- Attending or presenting at professional conferences/workshops related to anthropology
- Mentoring activity (mentor/mentee meetings for the discussion of things pertaining to teaching)
- Enhancing the teaching environment (*e.g.*, updating computer skills, or developing/ learning about/being trained to use new technology in the classroom
- Attending or presenting coursework/workshops/seminars for continuing education/professional growth & rejuvenation
- Attending or presenting at all campus sponsored Staff Development activities

3. Program and new course curriculum or learning resource development and evaluation

- Designing or adapting new curricula
- Attending or presenting at workshops/conferences/training which support the design of new curricula, or the maintenance/modernization of existing curricula
- Writing grant applications
- Web site development/maintenance related to anthropology
- Interacting with organizations within the community to develop opportunities for students (*e.g.*, internships, job shadowing) or benefiting the college/division/department (*e.g.*, guest speakers, class visitors)

4. Student personnel services

- Representing RHC at career days, college info days, the Whttier Uptown Festival, etc.
- Serving in the RHC information booth around the start of each semester
- Participating in activities intended to improve college outreach, matriculation, retention or

success

5. **Learning resource services**
    - Updating the library holdings
    - Evaluating textbooks/software
    - Participating in activities intended to enhance college student services

6. **Related activities, such as student advising, guidance, orientation, matriculation services, and student, faculty and staff diversity**
    - Participating in activities related to articulation issues (*e.g.*, meeting with faculty from feeder & transfer institutions)
    - Serving as a faculty advisor to student clubs or participating in student-centered college activities

7. **Departmental or division meetings, conferences and workshops, and institutional research**
    - Participating in official college retreats, campus forums and/or discussion groups
    - Participating in activities intended to enhance the institution above and beyond contractual obligations

8. **Other duties as assigned by the district**
    - Presentations at local schools and community organizations
    - Performing other service to local schools and community organizations (*e.g.*, serving on a panel of judges in a K-12 science fair, etc.)

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**
    - Fitness and stress reduction activities

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