

**SANTA MONICA COLLEGE
FLEXIBLE CALENDAR ACTIVITIES AGREEMENT**

CONTRACT FACULTY

2007- 08

PRINT NAME:	DEPARTMENT:	EXT:
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PLANNED CALENDAR ACTIVITIES

(RESPONSIBILITY FOR ATTENDANCE ON THE FOLLOWING DAYS IS THE SAME AS THAT FOR REGULAR DAY OF INSTRUCTION OR SERVICE.)
Individual Contract Activities (4 days - minimum of 24 hours)

Tuesday, August 21, 2007	Individual Flex Day (see your dept. chair)
Wednesday, August 22, 2007	Departmental Flex Day Meetings (see your dept. chair)
Thursday, August 23, 2007 8:00 am - 3:15 pm	Institutional Flex Day - Opening Day
Friday, August 24, 2007	Departmental Flex Day Meetings (see your dept. chair)
Thursday, March 4, 2008	Institutional Flex Day - no classes
Friday, May 23, 2008	Departmental Flex Day - no classes

SUMMARY OF FLEX ACTIVITIES

I propose the following discipline or curriculum related, or organizational tasks, as part of my employment with Santa Monica College District in accordance with the Flexible Calendar approved by the Board of Trustees, Faculty Agreement and Title 5, California Code of Regulations (Attach additional sheets as necessary).

Dates	# of Hours	Category* (1-9)	Activity Description (One or more activities may be undertaken)	Anticipated Completion Date

***ACCEPTABLE FLEX DAY ACTIVITIES: (Title 5, Article 2 Flexible Calendar Operations, Section 55724)**

1. Course instruction and evaluation.
2. Staff development, in-service training, and evaluation.
3. Program and curriculum resource development and evaluation.
3. Student personnel services.
4. Learning resource services.
5. Student advising, guidance, orientation and matriculation services.
6. Related activities, such as student advising, guidance, orientation, matriculation services, and student, faculty and staff diversity.
7. Departmental or division meetings, conferences and workshops and institutional research.
8. Other duties as assigned by the district.
9. The necessary supporting activities for the above.

DEPARTMENT CHAIR APPROVAL:	DATE:
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Appeal Process: The faculty member may appeal the decision of the Department Chair to the Vice President, Academic Affairs.

SUBMITTAL OF FLEX ACTIVITIES

The deadline for submission of this form with the proposed activities to the Department Chair is Friday, September 7, 2007. Form must be forwarded to the Human Resources Office no later than Friday, May 2, 2008. You may also obtain this form from the following link: http://www.smc.edu/humanresources/employee_forms/Academic/Forms/.

FAILURE TO PERFORM CONTRACTUALLY REQUIRED FLEX TIME ACTIVITIES WILL RESULT IN A REDUCTION OF PAY.

I certify that I have completed the activities as approved by the Department Chair and have attached documentation, if appropriate.

FACULTY SIGNATURE:	DATE:
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