



**Guidelines of Activities that DO NOT QUALIFY as
INDIVIDUAL Professional Development /FLEX Activities**

Please note that the following activities **CANNOT** be counted for Faculty Professional Development/FLEX credit:

1. Preparation required to teach or perform the services on a day-to-day basis, such as writing syllabi, reading and/or grading of student papers, preparing class lectures or handouts.
2. Activities for which a faculty member receives compensation
3. Fundamental requirements as outlined in a SMC FA Contract faculty job description (FA Contract - FACULTY ASSIGNMENT AND LOAD: 6.1 Duties of Assignment)
4. The portion of an activity (such as attendance at conferences, seminars, presentations, or visits to business or commercial sites) that conflicts with hours scheduled during normal assignment and/or class hours/office hours; If an activity overlaps with assigned teaching hours, only those portions that do not overlap may be used to fulfill Flex Hours
5. Travel time to and from conferences and meetings
6. Moving, painting, cleaning or reorganizing office furniture or files
7. Evaluation of faculty within your department
8. For full time faculty, attending Institutional Flex Day Activities or Department meetings; this does not apply to part time faculty- part time faculty **may fulfill** INDIVIDUAL Professional Development /FLEX credit by attending these institutionalized activities and meetings.