# **FEC Approval Processes**

#### FLEX Individual Plan, Conference or Workshop Proposal

Generally submitted two weeks before the proposed event.

Faculty submit completed proposal to FEC for review.

FEC Faculty Co-Chair approves (signs) and forwards to FEC Administrative Co-Chair for approval.

FEC Administrative Co-Chair approves (signs) and returns proposal to FEC Faculty Co-Chair. FEC Faculty Co-Chair notifies Faculty of approval and forwards original proposal to FEC Record Keeper.

### **FLEX Self-Documentation Report**

Generally submitted within one week of completing a FLEX activity or event.

Faculty submit completed selfdocumentation report to FEC Record Keeper.

FEC Record Keeper records FLEX activity and hours in Banner.

FEC Record Keeper emails Faculty with individual FLEX record as confirmation, if requested.

### **Adjunct Faculty District Timesheets**

\$25/hour for participating in FLEX credit activities – paid as a stipend.

Adjunct Faculty submits a timesheet to FEC Faculty Co-Chair.

Timesheet signed by FEC Faculty Co-Chair and forwarded to FEC Administrative Co-Chair.

Timesheet signed by FEC Administrative Co-Chair and forwarded to FEC Record Keeper.

Timesheet receives FOPAL from FEC Record Keeper and forwarded to Payroll.

# Sign-in Sheet for Workshops, Events and Division Meetings

Faculty must legibly sign-in to pre-approved events to receive FLEX credit.

Lead of the workshop or event submits a proposal. Division Meetings are blanket approved.

FEC Faculty Co-Chairs approve and informs faculty.

Lead or Division Chair prints sign-in sheet for faculty to sign at event, workshop or meeting. After the workshop, event or meeting, the lead submits the signin sheet to the FEC Record Keeper.

Record Keeper records hours for all FT faculty attendance.