**Summary of FLEX Information and Procedures**

1. Faculty Enrichment Committee contacts:
	1. FEC faculty co-chair: Joseph Teller
	2. FEC administrative co-chair: Marshall Fulbright
	3. FEC record keeper: Nicole Schafer
2. Faculty FLEX obligation for each academic year (fall and spring): 20 hours
3. As per the COSTA Master Agreement, “no FLEX obligation shall be required of that part of a faculty member’s load which is reassigned time” (8.1.2.2.4). Thus, for example, if a faculty member receives 20% reassigned time for an academic year, his/her obligation for that year is 16 hours total (load of .8 multiplied by 20 hours)
4. Mandatory Convocations = 8 hours total
5. Remaining 12 FLEX hours can be earned through the following activities:
6. Attendance at FEC calendar events (as published in the FEC calendar, requires sign-in)
7. Participation in activities related to outcomes assessment, program review, governance and division meetings, and curriculum (when authorized by blanket approval)
8. Participation in individual plan activities (requires prior approval)
9. Participation at conferences (requires prior approval)
10. Facilitation of FLEX workshops (requires prior approval, 2:1 hours applied)
11. The approval process for FLEX workshop facilitation, conference, or individual plan proposals (could take up to two weeks)
12. Faculty member completes and submits appropriate form to Division Chair
13. Division Chair signs and submits form to FEC faculty co-chair
14. FEC faculty co-chair signs and submits form to FEC admin. co-chair
15. FEC admin. co-chair returns form to FEC faculty co-chair who informs the faculty member and forwards approved form to the FEC record keeper
16. Recording FLEX Hours (could take up to two weeks)
17. Completed sign-in sheets are submitted to the FEC faculty co-chair or FEC record keeper
18. Self-documentation forms are submitted to the FEC faculty co-chair or the FEC record keeper by faculty at the conclusion of preapproved activities. Self-documentation forms must be accompanied by clear documentation verifying the FLEX work performed
19. All hours should be completed before the end of the spring semester
20. Checking FLEX Hours
21. It is the faculty member’s responsibility
22. Faculty members can check hours at reports.cos.edu
23. Failure to meet the obligation results in docking of pay
24. FLEX Forms
	1. Current FLEX forms are found at [http://www.cos.edu/About/Governance/AcademicSenate/FacultyEnrichment/Pages/Info.aspx](http://old.cos.edu/About/Governance/AcademicSenate/FacultyEnrichment/Pages/Info.aspx)
	2. Most current FLEX forms must be used (these are on the FEC information site); approvals will only be granted when most current forms are used
	3. Applicant(s) must show on the appropriate form how their proposed activity meets the FLEX activity criteria as listed on the FEC Information site, or the proposal will not be approved
25. What activities do NOT qualify as FLEX activities?
	1. Activities that do not meet any of the criteria for FLEX-eligible activities listed on the FEC Information website
	2. Activities that are part of regular class/lab preparation (e.g., development of assignments and materials, reading of relevant textbooks, development of rubrics, grading of assignments)
	3. Activities that take place during regularly scheduled classroom hours (classroom faculty), office hours, or paid hours (non-classroom faculty)
	4. Activities (such as committee meetings or division/unit meetings) that are part of duties for which a faculty member already receives reassigned time
	5. Community-based or non-COS events that are not explicitly and specifically connected to staff, student, or instructional development or improvement (as listed on the FEC Information site)