

FLEX FAQ

How do I get into the Flex Website?

Go to: <https://faculty.sdccd.edu/facflex/facflexview.cfm>

Or go to Faculty Web Services at <http://faculty.sdccd.edu>

How do I obtain a CSID number to log in?

Contact your Dean's Office and request a CSID, if you do not have one. If your Password is not working, go to Records Office in Room A109 to request or reset your Password.

How do I enroll in a Flex activity?

Select "Workshop Registration" link on flex website.

Enter CSID number & password

Choose campus: "City" and then hit "Go"

Select Enroll Me checkbox for each workshop you want to take and then hit "Add."

Note: *Once you enroll in an activity, it will disappear from the Workshop Registration page—you will only be able to view it by looking at Your Contract page.*

How do I check my flex obligation hours?

Select "Your Contract" link. Select the academic year that you wish to view on top of the page. Your Contract page displays:

- Flex Obligation Hours by semester
- Current Workshop Enrollment (you have selected and attended)
- Current Independent Projects (you have submitted, including those that you might have cancelled, and their status.

Important you must confirm attendance:

You will not be given any flex credit, if you do not confirm attendance. After completing a workshop, you need to go back within 24 hours of the event and indicate "Yes" in the attended column.

How do I get credit if I forgot to confirm attendance?

Simply send an e-mail with the details of the event to Heidi Fox (hfox@sdccd.net) and she will enroll you.

How do I submit an Independent Project (IP)?

Select Independent Project link.

From the list box, "Select Type of Independent Project" to find all the activities that qualify for flex credit.

After completing your IP, hit the "Submit" button, not the "save" button. To confirm your Independent Project has been submitted, click on Your Contract page and verify it is listed at the bottom under "Current Independent Projects" with a status of ***In Process***.

The project status will be changed to ***Input***, after approval by the Flex Coordinator. After completing your project hit the "Yes" button, then "Submit" and certify by typing in your name.

Note: If you are submitting a project that ends beyond the current semester or beyond the flex deadline, you may want to divide your project into two, with two separate beginning and end dates to ensure that your obligation is met by the semester deadline.

Who do I contact for flex concerns?

To solve problems getting into or using the flex website, contact Heidi Fox hfox@sdccd.edu or call 388-3943.

If you have general questions about flex, the Instructional Improvement Days (IID) Committee, or your Independent Project, please contact Karen Lim, Flex Coordinator, klim@sdccd.edu or call 388-3084.

If you have a question about your obligation and/or how it is related to your assignment, please contact your Dean's Office.

Important things to Remember:

Flex obligation must be completed by noon the last teaching day of each semester for adjuncts. Contracts will have until the last teaching day of the spring semester to complete their flex obligations. Only fulltime faculty can bank or carryover excess flex hours from fall semester to spring semester.

Adjunct/Overload/Pro Rata:

1 hour per semester for each weekly hour of classroom assignment.

3 hour class 3 hours Instructional Improvement (flex) obligation
the semester.

How can I reduce my flex obligation?

Teach a short-term class less than 16-weeks.

Contract full-time faculty must complete 20 flex hours.