



San Diego Community College District

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2025-2026 INSTRUCTIONAL IMPROVEMENT HANDBOOK



A Guide to Fulfilling FLEX Obligation for Contract and Adjunct Faculty

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2025-2026 IMPORTANT FLEX OBLIGATION COMPLETION DEADLINES

Instructional Improvement (Flex) is required of all faculty (contract, adjunct, overload, pro-rata) teaching classes that are 4 weeks or longer. This requirement is based upon activities that faculty complete in lieu of instruction for the days/weeks that classes would have been in session were the district not on a 16-week compressed calendar (see Title 5, section 55724).

The following assignments/classes are exempt from having a FLEX Obligation:

Miramar, Mesa, City College	San Diego College of Continuing Education
- Classroom assignments less than four (4) weeks - Intersession Classes - High School CCAP and ACP Classes - Tutoring Classes - Work Experience Classes - Independent Study Classes	- Classroom assignments less than four (4) weeks - Tutoring Classes

Contract faculty with a full-time classroom teaching load (1.00 FTE) are required to complete 10 hours of Instructional (Flex) activities per semester.

Miramar, Mesa, City College	San Diego College of Continuing Education
- Adjunct, overload, and pro-rata faculty assignments will have a flex obligation that is calculated from their ADJ-FTEF x 15 hours - Adjunct faculty assignment in Baccalaureate classes will have a flex obligation that is calculated from their ADJ-FTE x 12 hours	Adjunct, overload, pro-rata faculty assignments will have a flex obligation that is calculated from their ADJ-FTEF x 25 hours

1. Contract Faculty – Flex Days

For 2025-2026, the Flex obligation for contract faculty is **20** hours with a full-time teaching load (1.00 FTE) each semester. There are five (5) designated Flex days on which Contract Faculty are required to be on campus.

Fall 2025: **August 20 – 22, 2025 (City, Mesa, Miramar)**
 August 25 – 27, 2025 (Continuing Education)

Spring 2026: **January 29 – 30, 2026 (City, Mesa, Miramar)**
 January 20 – 21, 2026 (Continuing Education)

2. Flex Obligation Deadlines

NOTE: Flex Activities must be conducted during Flex Days or completed outside the faculty member's "regular" workday.

- a. **Adjunct Faculty** must meet their Flex obligation and report the completion on the Faculty Flex website by the following deadline dates.

Fall 2025: 12 noon on **December 15, 2025 (City, Mesa, Miramar)**
 12 noon on **January 12, 2026 (Continuing Education)**

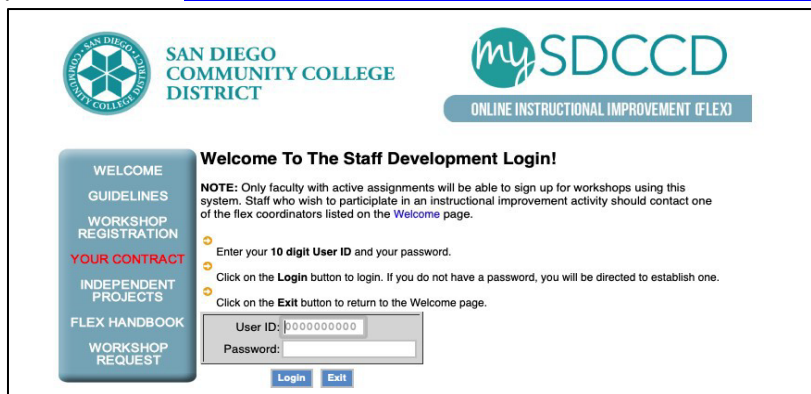
Spring 2026: 12 noon on **May 26, 2026 (City, Mesa, Miramar)**
 12 noon on **May 26, 2026 (Continuing Education)**

- b. **Contract Faculty** must meet their Flex obligation and report the completion on the Faculty Flex website by the following deadline date.

Spring 2026: 12 noon on **May 26, 2026 (City, Mesa, Miramar)**
 12 noon on **May 26, 2026 (Continuing Education)**

Faculty who **do not** meet their Flex obligation will have their pay docked for each hour that is not completed. (See Article 7.1.4, AFT Contract).

All faculty members are encouraged to check their Flex status by going to the YOUR CONTRACT page on the Faculty Flex website: <https://faculty.sdccd.edu/psfacflex/facflexview.cfm?action=welcome>



The screenshot shows the login page for the Faculty Flex system. At the top, there are logos for the San Diego Community College District and 'mySDCCD ONLINE INSTRUCTIONAL IMPROVEMENT (FLEX)'. A sidebar on the left contains links: WELCOME, GUIDELINES, WORKSHOP REGISTRATION, YOUR CONTRACT (highlighted in red), INDEPENDENT PROJECTS, FLEX HANDBOOK, and WORKSHOP REQUEST. The main content area is titled 'Welcome To The Staff Development Login!'. It includes a note about active assignments and a list of instructions: enter a 10-digit User ID and password, click the Login button, and click the Exit button to return to the Welcome page. Below the instructions are input fields for 'User ID' (with a masked example) and 'Password', followed by 'Login' and 'Exit' buttons.

3. Independent Project Deadlines

The deadline for the submission of independent projects for approval will be the Monday of week 12 of the semester.

Fall 2025: **November 10, 2025 (City, Mesa, Miramar)**
 November 10, 2025 (Continuing Education)

Spring 2026: **April 27, 2026 (City, Mesa, Miramar)**
 April 13, 2026 (Continuing Education)

After an Independent Project has been approved, the project must end and be marked as completed on the Faculty Flex website before the following deadlines, in order to receive Flex credit:

Fall 2025: 12 noon on **December 15, 2025 (City, Mesa, Miramar)**
 12 noon on **January 12, 2026 (Continuing Education)**

Spring 2026: 12 noon on **May 26, 2026 (City, Mesa, Miramar)**
 12 noon on **May 26, 2026 (Continuing Education)**

INSTRUCTIONAL IMPROVEMENT PROGRAM (FLEX)

The Instructional Improvement Program (Flex) is a requirement for colleges operating under a flexible academic calendar. Participation is required for all contract and adjunct faculty in lieu of instruction resulting from the reduction from an 18-week to a 16-week flexible calendar. Participating in the Instructional Improvement Program is mandatory. Faculty who do not participate in the program will have their pay deducted to reflect the hours not worked and may be subject to disciplinary action. It is the responsibility of the faculty to monitor the status of their Flex obligation throughout the semester.

The program is designed to offer faculty the most flexible range of possible work activities, which are called **Flex Activities**, with many scheduled during designated **Flex Days**. Faculty can fulfill the obligation at any time during the semester (adjunct) or the academic year (contract). Flex Activities can be made up of college designated activities and workshops, or approved Independent projects, as long as they qualify as Instructional Improvement Activities under Title 5 (see page 8).

One important requirement in districts operating under an approved Flexible Calendar is to meet various monitoring and reporting requirements. These requirements include: specifying particular activities that qualify as instructional improvement; maintaining records on the type and number of activities assigned; and monitoring the number of employees participating in each activity.

In an effort to facilitate participation in required Flex activities, the District has created a faculty Flex website on the Faculty Web Services website -

<https://faculty.sdccd.edu/psfacflex/facflexview.cfm?action=welcome>. The site includes a list of available college designated activities and workshops, developed and offered at each college, which faculty can sign up to attend. There is also an online form for faculty to submit a request to conduct an independent project for Flex credit. The Faculty Flex website includes guidelines and information about meeting the Instructional Improvement obligation with the Flex Program.

This Instructional Improvement (Flex) Handbook is an additional guide to walk you through completing the online forms and provides a review of the Flex Program to help faculty meet the Instructional Improvement obligation.

The Flex Coordinators welcome your input and recommendations.

If you have any questions about participating in the Flex Program or need assistance using the Faculty Flex website, please contact the Flex Coordinator at your college.

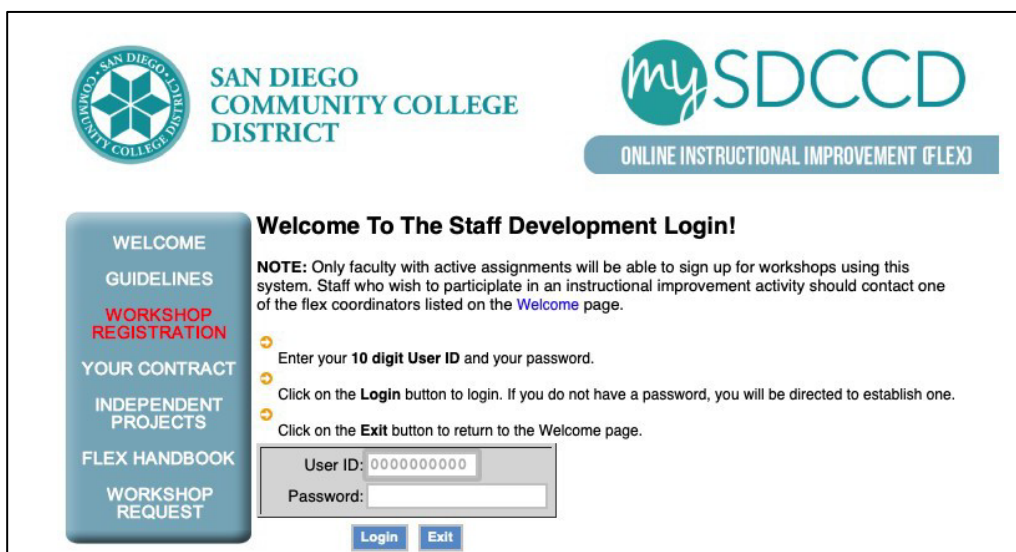
FLEX ACTIVITIES

1. Recording a Flex Workshop/Activity

Recording attendance of a Flex workshop or activity is done online. You must enroll in a workshop or activity before you can record that you completed the activity. Faculty are not required to sign attendance rosters at the Flex activities. Recording attendance on the Faculty Flex website is all that is required.

A. Enroll in a Workshop/Activity

1. Go to the **Faculty Flex** website:
<https://faculty.sdccd.edu/psfacflex/facflexview.cfm?action=welcome>
2. Select **Workshop Registration** from the menu on the left.
3. **Login** using your **10-digit user ID** and **password**.
 - Note: This is the same password used for **mySDCCD**.
4. View the list of available workshops/activities.
 - Note: You may attend workshops/activities at any of the colleges.
5. Click on the name of the workshop/activity to view details.
6. Select **"ADD"** next to the workshop/activity you wish to attend.
 - You must add the workshop/activity prior to midnight on the day of the workshop/activity.



The screenshot shows the Faculty Flex website login page. At the top, there are logos for the San Diego Community College District and mySDCCD. The main heading is "Welcome To The Staff Development Login!". Below this, a note states: "NOTE: Only faculty with active assignments will be able to sign up for workshops using this system. Staff who wish to participate in an instructional improvement activity should contact one of the flex coordinators listed on the Welcome page." The page features a left sidebar menu with options: WELCOME, GUIDELINES, WORKSHOP REGISTRATION (highlighted in red), YOUR CONTRACT, INDEPENDENT PROJECTS, FLEX HANDBOOK, and WORKSHOP REQUEST. The main content area contains instructions: "Enter your 10 digit User ID and your password.", "Click on the Login button to login. If you do not have a password, you will be directed to establish one.", and "Click on the Exit button to return to the Welcome page." Below these instructions are input fields for "User ID: 0000000000" and "Password:", followed by "Login" and "Exit" buttons.

B. Enrollment after the Workshop/Activity Date

Faculty must make every effort to enroll by midnight on the day of the workshop/activity. Faculty must first contact the Flex Office for manual enrollment. In order to receive Flex credit, faculty must then self-report their attendance via **Your Contract** page.

C. Record Attendance of a Workshop/Activity

1. Go to the **Faculty Flex** website:
<https://faculty.sdccd.edu/psfacflex/facflexview.cfm?action=welcome>
2. Select **Your Contract** from the menu on the left.
3. **Login** using your **10-digit user ID** and **password**.

4. See the list of workshops/activities you have registered for.
5. Select "Yes" to indicate you completed the workshop/activity.
6. Complete the certification pop-up box.
7. You must record your attendance by the deadline to receive Flex credit.

Fall 2025: **December 15, 2025 (City, Mesa, Miramar)**
January 12, 2026 (Continuing Education)

Spring 2025: **May 26, 2026 (City, Mesa, Miramar)**
May 26, 2026 (Continuing Education)

2. Flex Workshop/Activity Information A. Workshops/Activities

A series of workshops/activities are available for Flex credit. These workshops/activities are automatically approved for a pre-determined number of hours. If you choose to enroll in any or all of these workshops/activities, please do so by the date indicated as they become inactive after that point in time. As with any other Flex activity, your work on these activities will be performed outside of your regularly scheduled hours and at a location of your choice. Flex credit will be awarded when you certify completion in **Your Contract** on the Faculty Flex website. If you have any questions concerning this type of workshop/activity, please contact the Flex Office on campus.

B. Workshops/Activities for Committee Members

There are some workshops/activities designed for faculty who are members of a specific committee. Enrollment is limited to committee members only. If you chair a committee or special group and wish to obtain information about developing a similar Flex activity, please contact the Flex Office on campus. Committee work beginning July 1st up to the start of the semester is permissible for Flex credit for faculty (per Title 5). See page 9 for specific requirements.

C. Workshop/Activity Presenters

Workshop/activity presenters will continue to receive double the Flex credit for workshop/activity preparation and administrative responsibilities, i.e., Presenter's Credit. Therefore, presenters should enroll in their own workshops/activity. Workshop/activity rosters will be sent to presenters via email. Presenter credit will be posted by the Flex Office upon return of the roster via email.

D. Workshops/Activities Involving Travel

Workshops/activities involving travel outside SDCCD sites will require faculty planning to attend to complete a travel request form. Please see the Business Office for assistance.

E. Requests for Disability Related Accommodations

To request an accommodation, please contact your school dean at least five (5) working days before the Flex workshop/activity for disability related accommodations.

F. Banking/Carryover

While faculty are encouraged to meet their obligation each semester, those who wish to "bank" or carryover time spent on Flex activities beyond the number required for the semester may do so under the following conditions:

1. Excess hours may be "banked" from one semester to another within the academic year. You may carry over Flex credit from Fall to Spring. Banking will not carry over to a new academic year.

2. Any "banked" hours on record at the end of the fall semester will automatically be brought forward in the Flex system to the spring semester for all faculty.

G. Evaluation

An evaluation of the Flex activities designated by the college is required by Title 5. An online evaluation form will be sent to all faculty at the conclusion of fall and spring Flex periods.

3. Independent Projects

All independent projects must be submitted online and according to provision 7.1.4 of the AFT contract. To create your independent project, follow the procedure described below and refer to the sample in Appendix A of this handbook. You may also contact your campus Flex Coordinator for information.

The deadline for the submission of Independent Projects for approval will be the Monday of week 12 of the semester.

Fall 2025: **November 10, 2025 (City, Mesa, Miramar)**
 November 10, 2025 (Continuing Education)

Spring 2025: **April 27, 2026 (City, Mesa, Miramar)**
 April 13, 2026 (Continuing Education)

After an Independent Project has been approved, the project must end and be marked as completed on the Faculty Flex website before the following deadlines to receive Flex credit:

Fall 2024: **December 12, 2025 (City, Mesa, Miramar)**
 January 12, 2026 (Continuing Education)

Spring 2025: **May 26, 2026 (City, Mesa, Miramar)**
 May 26, 2026 (Continuing Education)

A. Independent Project – Submitting Online

1. Go to the **Faculty Flex** website:
<https://faculty.sdccd.edu/psfacflex/facflexview.cfm?action=welcome>
2. Click on **Independent Projects** from the menu options on the left side of the page.
3. **Log in** with your **10-digit user ID** and **password**.
4. Enter the appropriate information in the following fields. See Sample in Appendix A:
 - a. Select **Type** of Independent Project: Choose from the drop-down menu.
 - b. Independent Project **Title**: Enter a short, descriptive title for your project.
 - c. **Start Date**: Enter the month, date and year you plan to begin your project.
 - d. **End Date**: Enter the month, date and year you plan to conclude your project. **NOTE**: Your project must end and be marked as completed in the Faculty Flex website before the following deadlines to receive Flex credit:

Fall 2025: **December 15, 2025 (City, Mesa, Miramar)**
 January 12, 2026 (Continuing Education)

Spring 2025: **May 26, 2026 (City, Mesa, Miramar)**
 May 26, 2026 (Continuing Education)
 - e. **Planned Hours**: Enter the number of hours planned to complete the project, not to exceed 32 hours.
 - f. Briefly **describe** the project and **explain** how this activity will improve instruction.

These two parts are required by Title 5 and must be included on the proposal to advance to the next step.

- i. Part 1 – Describe the project, and,
- ii. Part 2 – Explain how the activity will improve instruction and/or is staff development.

**NOTE:* The Flex system will accept up to 1,000 characters maximum for both parts. If you exceed this limit, the system automatically stops recording your input once it reaches 1,000 characters.

- g. **Certification:** Type your “Last Name, First Name” here. Your electronic signature certifies you will complete this project.
5. Select **SUBMIT** when your project is ready for review.
6. Select **SAVE** if further research is necessary before submitting it. **Please note, projects in SAVE status can only be viewed by you and must be submitted to the Flex Coordinator for review. *NOTE: Pressing **SAVE** does not submit your project.*
7. To delete the project if you no longer choose to submit it, select **CANCEL**.
8. When **SUBMIT** is selected, the faculty member will receive a confirmation indicating that the independent project is now **IN PROCESS**.
9. **NOTE: You may not submit an independent project for approval later than Monday of week 12 of the primary 16-week semester.**

B. Independent Project - Status Update

Emails are sent to the faculty district email account with any status updates of the Independent Project you submitted. You can also go online to view and update the status of your project.

1. Go to the **Faculty Flex** website:
<https://faculty.sdccd.edu/psfacflex/facflexview.cfm?action=welcome>
2. Select **Your Contract** from the menu on the left.
3. **Login** with your **10-digit user ID** and **password**.
4. You will see a list of projects you have submitted, along with the status of each.
5. Below is a description of each status.

NOTE: Your project will not display on the Workshop/Activity Registration page, only on **Your Contract**).

- a. **Saved** - used to identify projects entered into the system but not yet submitted by the faculty member. These projects will not appear on the approval list until submitted by the faculty member.
- b. **In Process** - used to identify submitted projects not yet processed by the Flex Coordinator.
- c. **Input** - the project has been processed and is ready for the faculty member to complete. E-mail notification is automatically sent to the faculty member by the Flex System to notify of this status.
- d. **See Dean/Chair** - If the project does not include the two elements noted in step 6 of the online form (describing the project and explaining how this activity improves instruction), an email will be sent by the Flex Coordinator and noted with status of “See Dean/Chair.” This means that the Flex subcommittee has forwarded the independent project to your Dean/Chair for review.

E-mail notifications are automatically sent to the faculty member by the Flex System

and the Flex Coordinator. If the faculty agrees with the Flex subcommittee, the correction can be made and the project submitted. Please notify your dean and chair of your chosen action.

- e. **Completed** – used by the faculty member to mark the project as completed.
- f. **Canceled** – used by the faculty member to delete an individual project.

C. Independent Project – Mark as Completed

1. When the work for the project is completed, go to the **Faculty Flex** website:
<https://faculty.sdccd.edu/psfacflex/facflexview.cfm?action=welcome>
2. Select **Your Contract** from the menu on the left.
3. **Login** with your **10-digit user ID** and **password**.
4. You will see a list of projects you have submitted, along with the status of each.
5. Click “Yes” next to **Completed** to change the status of your project.
 - a. You must mark your project as complete by the deadline to receive Flex credit.

Fall 2024: **December 15, 2025 (City, Mesa, Miramar)**
 January 12, 2026 (Continuing Education)

Spring 2025: **May 26, 2026 (City, Mesa, Miramar)**
 May 26, 2025 (Continuing Education)
6. Click **Submit**.
7. No final report or further documentation is required.

PROPOSING A FLEX WORKSHOP/ACTIVITY FOR GROUP EVENTS

Faculty may propose a Flex workshop/activity for a group, department, college, or District-wide event by submitting a Flex workshop/activity Request form.

1. Flex Workshop/Activity Request Form

- Contact your campus Flex Coordinator.

2. Submit the Flex Workshop/Activity Request Form

- A. Submit the completed form to your Flex Coordinator at least 5 days prior to the Activity start date.

- ☐ The Activity must end and be marked as completed in the Faculty Flex website before the following deadlines to receive Flex credit:

Fall 2024: **December 10, 2024 (City, Mesa, Miramar)**
 January 21, 2025 (Continuing Education)

Spring 2025: **May 27, 2025 (City, Mesa, Miramar)**
 June 2, 2025 (Continuing Education)

- B. Note: Incomplete forms will be returned unprocessed. It is important that you review the form for accuracy and completeness to avoid any delay in processing.

3. Receive Approval

You will be notified of the activity number once the form has been processed.

GUIDELINES FOR INSTRUCTIONAL IMPROVEMENT (FLEX) ACTIVITIES

The District-Wide Flex Coordination Committee meets bi-annually to review Flex activities at all colleges and has agreed to the following principles/guidelines:

1. The reference to the Title 5 Activity (55724) should be at the beginning of the title of the workshop/activity.
 - A. Title 5 Activity Numbers
 1. Course Instruction and Evaluation
 2. Staff Development, In-service, Training and Instructional Improvement
 3. Program and Course Curriculum or Learning Resource Development and Evaluation
 4. Student Support Programs and Services
 5. Learning Resources Services
 6. Related Activities, such as Student Advising, Guidance, Orientation, Matriculation Services, and Student, Faculty, and Staff Diversity
 7. Department or Division Meetings, Conferences, Workshops, and Institutional Research
 8. Other Duties as Assigned by the district
 9. The Necessary Supporting Activities for the Above B. Examples:
 - (2) Workshop/activity on the use of social media in classroom institution
 - (6) Academic advising for students.
2. Flex activities must be conducted during designated Flex Days on the academic calendar or completed outside the faculty member's "regular" workday.
3. All workshops/activities, including department meetings not scheduled during Flex days, should have a clear description including how it ties to one of the Title 5 areas.
4. Proposals will be sent back to the requester if:
 - It is incomplete;
 - It does not fit one of the allowable areas;
 - It is not clearly described or shows how it is staff development.
5. Social time and meal time should not be included in the total allowable Flex hours.
6. Academic Senate and department meetings are not allowable activities for contract faculty if held during the semester. Meetings scheduled outside the faculty member 30 hours on campus scheduled time are allowable for Flex credit, however must be related to improving institution.
7. Movies/plays/performing arts offered as workshops/activities should include a discussion group or some type of group activity that supports the improvement of instruction to be an allowable Flex activity.
8. Independent Projects
 - A. Must comply with Title 5 guidelines;
 - B. Paid office hours do not qualify for Flex credit.
 - C. Established department workshops/activities or other scheduled workshops/activities cannot be used as independent projects. Faculty must enroll in these workshops/activities.
9. "Planned Hours" should not exceed 32 (maximum for full-time plus .60 overload). You will not receive credit for more than obligation.

10. "Actual Hours" can exceed the planned hours.
11. Faculty cannot receive Flex credit for revising a syllabus, revising tests, updating teaching materials (unless the material is new) since these are considered to be required components of teaching a course.
 - A. Substantive changes to a course (change to on-line modality; add new focus on a substantive new content area that has not previously been part of the course, etc.) are an allowable activity.
12. Committee participation for contract faculty on a day and time of the week that is not part of the scheduled 30 hours on campus.
 - A. This would not be considered a Flex activity since committee participation is included in the faculty contract, regardless of the day of the week the committee meets. (Ref: AFT, Section 7.4.3) ○ Adjunct faculty can receive Flex credit for committee meetings.
 - B. SLO activities are considered part of a contract Faculty assignment.
 - Would be a permissible Flex activity for adjuncts
 - C. Inputting course information in CurricUNET/Curriqnet Meta or Nuventive considered part of a contract assignment.
 - Would be a permissible Flex activity for adjunct faculty
 - D. Committee work after July 1st before the start of the semester is permissible for Flex credit for faculty.

APPENDIX A – INDEPENDENT PROJECT SAMPLE

Name: **Last Name, First Name**

Campus: **Mesa**

Acad Unit: **2345**

Select Type of Independent Project

Curriculum and Instruction
(1) Technology

Examples Of Project Activities

- * **Hardware Training**
- * **Software Training**
- * **Online Course Development**
- * **How to integrate technology into curriculum**
- * **Currency in technical/vocational skills**

Project ID: 12345

Project Status: In Process

* If Flex activities are conducted during the semester they must fall outside the 30 hour on campus requirement for contract faculty.

Independent Project Title:

(2) Create New Learning Materials for Biol. xxx

Start Date:

(mm/dd/yy)

End Date:

(mm/dd/yy)

Planned Hours:

10.00

**Briefly describe the project and explain how this activity will improve instruction.
(1000 Characters Maximum):**

PART 1 - DESCRIBE THE PROJECT: I will be creating new classroom activities, projects, worksheets, quizzes and exams for my Biology xxx. These materials provide additional detail needed to augment the course's textbook.

PART 2 - INSTRUCTIONAL IMPROVEMENT: These materials will improve and enhance the effectiveness of classroom instruction by providing the students with up-to-date information using new techniques and teaching materials.

By typing my name below, I am **certifying** that I will complete the project described above to meet my Flex obligation in accordance with Title 5.

To query this information after saving or submitting, go to either **Independent Projects** or **Your Contract** from the Main Menu.

* Certification required for **LAST NAME, FIRST NAME**.

Certification Signature

Type your "Last Name, First Name" here

[Save](#) [Submit](#) [Cancel Project](#) [Exit](#)

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North City Campus

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