

Faculty Flex Reminders and Deadlines

When?	Who?	What?
Beginning of Fall Semester	All FT faculty	Enter Online Flex Tracking system and “Complete” institutional flex activities using drop down menus to identify workshops attended.
	PT faculty participating in Opening Day and/or fall Departmental Flex Days in fulfillment of individual flex obligation	1) Create individual flex proposal indicating plan to attend Opening Day and/or fall Departmental Flex Days. 2) Enter Online Flex Tracking system and “Complete” institutional flex activities by using drop down menus to identify workshops attended.
	Department Chairs	If needed, enter negative attendance for fall Department flex days for FT faculty.
By end of week 5 of fall semester	PT faculty with fall teaching assignments and FT faculty with fall overload assignments	Enter Online Flex Tracking system; create and submit proposed individual flex activities to Department Chair for approval.
As feasible	Department Chairs	Enter Online Flex Tracking system; respond to pending individual flex proposals
By end of fall semester	PT faculty with fall teaching assignments and FT faculty with fall overload assignments	Complete fall flex activities; enter Online Flex Tracking System and certify completion of activities.
End of fall semester	Department Chairs	Ensure faculty have completed flex obligations; Submit Report of Absence forms for any faculty using personal necessity or sick leave in lieu of flex hours; Review list from HR of faculty for whom pay will be docked and report inaccuracies.
Spring Institutional Flex Day	All FT faculty	Enter Online Flex Tracking system and “Complete” institutional flex activities using drop down menus to identify workshops attended.
	PT faculty participating in Spring Institutional Flex Day in fulfillment of individual flex obligation.	1) Create individual flex proposal indicating plan to attend Spring Institutional Flex Day. 2) Enter Online Flex Tracking system in faculty portal and “Complete” institutional flex activities by using drop down menus to identify workshops attended.
Spring Departmental Flex Day	PT faculty participating in Spring Departmental Flex Day in fulfillment of individual flex obligation.	Create individual flex proposal indicating plan to attend Spring Departmental Flex Day
	Department Chairs	1) If needed, enter negative attendance for Spring Department flex day for FT faculty. 2) Submit Department flex day attendance rosters for academic year.
By end of Week 5 of spring semester	All FT faculty and PT faculty with spring teaching assignments	Enter Online Flex Tracking system; create and submit proposed individual flex activities to Department Chair for approval.

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As feasible	Department Chairs	Enter Online Flex Tracking system; respond to pending individual flex proposals
By end of spring semester	All FT faculty and PT faculty with spring teaching assignments	Complete individual flex activities for spring and for contract year (FT only); enter Online Flex Tracking System and certify completion of activities.
End of spring semester	Department Chairs	Ensure faculty have completed flex obligations; Submit Report of Absence forms for any faculty using personal necessity or sick leave in lieu of flex hours; Review list from HR of faculty for whom pay will be docked and report inaccuracies.