

fall

ATTENTION SRJC ADJUNCT FACULTY!

Adjunct Faculty Orientation

Thursday, August 13, 2009

9:00 a.m. - 12:30 p.m.

Doyle Library, Room 4246*

Santa Rosa Campus

R.S.V.P. by Friday, August 7

707-527-4852

(Please provide your name, phone number & department.)

All Adjunct Faculty (new and seasoned) are cordially invited to attend and hear presentations about important topics from Admissions and Records, Student Services, Payroll, Academic Senate, and the All Faculty Association.

This orientation is offered by Staff Development, and is eligible for up to 3.5 hours of Flex Credit.

*Please note that you will need to enter the Library through the Elliott Avenue entrance. The main doors will be locked as the library is not open to the public until fall classes begin.

And on PDA Day....

Adjunct Issues in 2009

Friday, August 14, 2009

5:00 - 8:00 p.m.

Shuhaw Hall, Room 1786

Santa Rosa Campus

Refreshments served. Door Prizes!
(Compliments of the All Faculty Association.)

No R.S.V.P. is necessary.

This workshop is presented by the All Faculty Association
and is eligible for 3.0 hours of Flex Credit.

We hope to see you at one or both of these professional development opportunities!

Please see the reverse for important information about
PDA Day and the Flex Program.



Greetings from the Resource Center for Staff Development!

Please refer to following information regarding PDA Day and the Flex Program:

Professional Development Activity (PDA) Day

The Fall 2009 Professional Development Activity (PDA) Institutional Day is Friday, August 14, 2009. An outstanding selection of workshops will be offered again this fall. Please go to the Staff Resource Center Website at <http://www.santarosa.edu/src/PDA-current/pda-index.html> to see details and print a copy of the PDA Day schedule overview.

PDA Day is open to all employees. All Regular Faculty are required to attend the full-day program (mandatory attendance requirement of 6 hours is prorated for assignments less than 100%). Adjunct faculty do not have mandatory attendance, but can count hours of participation toward their flex obligation for this semester.

For those employees in need of sign language interpreter services or assistance, please contact Lisa Cahn in the Disability Resources Department by Monday August 3, at the following e-mail address: lcahn@santarosa.edu

December 1 is the fall semester Flex Program deadline!

Your pay will be docked if you fail to comply with your Flex Program obligation.

Refer to the following information to determine your Professional Development Activity (Flex) contractual obligation this semester:

Regular Faculty:

24 hours total for the 2009/2010 Academic year in the form of 12 mandatory hours (6 Fall/ 6 Spring) and 12 flexible hours. Please submit your verification form for the Fall 2009 PDA Day by December 1. *If you are absent, be sure to send a copy of your approved NOA form to Staff Development before submitting it to Human Resources by December 1.*

Adjunct Faculty:

Your obligation for Fall 2009 is the total number of hours you teach full-semester classes on Tuesdays and Fridays. Adjunct faculty will be able to fulfill their obligation on the Institutional Day, August 14, 2009, or through flex activities that take place during the Fall 2009 semester. NOTE: For flex accountability purposes, fall semester flex obligations must be completed and verification forms received in the Resource Center on or before December 1.

Information regarding the Professional Development Program (Article 22) is available at the All Faculty Association website at www.santarosa.edu/afa. If you have questions regarding your professional development (Flex) obligation, please "Check Your Flex" online through your Faculty Portal or at www.santarosa.edu/flex. Contact Staff Development at 527-4852 if you need further assistance.

Adjunct Faculty, please refer to the reverse side for information about the Adjunct Faculty Orientation.