



First Name: _____

Last Name: _____

Department: _____

SSN: _____
Last 4 digits only (Required for processing)

Institutional Day – Verification of Hours
February 19, 2008

<i>Activity</i>	<i>Hour(s)</i>	<i>Completed</i>
Tauzer Faculty Lecture	1.5	_____
Morning Workshops	1.5	_____
Afternoon Workshops	Indicate # of Hours (up to 3 hrs):	_____
Adjunct Faculty Evening Workshop	Indicate # of Hours (up to 3 hrs):	_____
TOTAL # OF HOURS COMPLETED (6 HRS. MAX):		_____

Certification: *I certify that I have completed an hourly attendance commitment equal to or greater than my responsibility for the mandatory day for this semester.*

Signature: _____ Date: _____

Information and Deadlines

- A. Regular Faculty:
 - 12 mandatory hours per academic year (two institutional days on 8/17/2007 & 2/19/2008). There will be no “make up” for these hours.
 - 12 flexible hours - flex activities to be performed and verified between July 1, 2007 and May 1, 2008.
 - Go to <http://www.santarosa.edu/flex> to “Check Your Flex” obligation and monitor your flex account status on a regular basis.
- B. Adjunct Faculty (includes Non-Credit, Unit A):
 - Your flex obligation for Spring 2008 is the number of hours you are scheduled to teach on a Monday and/or a Tuesday full semester-length class. Go to <http://www.santarosa.edu/flex> to “Check Your Flex” obligation and monitor your flex account status on a regular basis.
 - Adjunct Faculty will be able to fulfill their obligation on the institutional day or through flex activities that take place during the semester in which they teach. Pre-approved spring semester flex activities may be performed and verified starting the first day of Winter Break (December 22, 2007); and must be completed by May 1, 2008.
- C. Flex credit is available for *pre-approved* staff development activities only.
- D. Full Flex Program Guidelines available on the Staff Development website at <http://www.santarosa.edu/src/flex-program.html>

RETURN ON OR BEFORE FEBRUARY 26, 2008 to:
Staff Development mailbox • Bailey Hall
Resource Center for Staff Development Office • 437 Elliott Avenue
FAX • 707.522.2651