

DIRECTIONS • All members of the teaching staff are required to participate in professional development activities that will enhance his/her performance of assigned duties. • Twenty-Four (24) hours of flex-credit are required by Full-Time Faculty for a full academic year. Your pay for these hours is included in your regular paycheck. If hours are not reported and approved, absence forms need to be filed. • Please print a copy of this form and complete. Ask your dean if an electronic submittal will be accepted. • Submit a copy of this form to the dean responsible for your department no later than the first day of finals of the Spring semester. You may submit earlier or several times throughout the academic year as well. • Keep a copy for your records. • Completes requirements for Academic Year:

Name: _____ Department: _____

Phone: _____ Email: _____ Total Hours Completed: _____

1. Activity Details:* _____

_____ Hours: _____

Note Which Criteria Your Activity Addresses:** _____

2. Activity Details:* _____

_____ Hours: _____

Note Which Criteria Your Activity Addresses:** _____

Nine Approved Criteria 1. Improvement of Teaching 2. Maintenance of Current Academic and Technical Skills and Knowledge 3. In-Service Training for Vocational Education and Employment Preparation Programs 4. Retraining to Meet Changing Institutional Needs 5. Intersegmental Exchange Programs 6. Development of Innovations in Instructional and Administrative Techniques and Programs 7. Computer and Technological Proficiency 8. Courses and Training Implementing Affirmative Action and Upward Mobility Programs 9. Other Activities Determined to Be Related to Educational and Professional Development—please specify