



Report on Variable Flex Activities

Instructions: Please report, in brief, on your approved variable flex activities. Include the time spent on each activity, and the degree to which the activity met your expectations with regard to the intended outcome. Submit the completed report to the Professional Development Coordinator for his/her review. The Professional Development Coordinator will forward the report to Academic Services for documenting your fulfillment of your flex time obligation.

Deadline for Report: Report(s) must be submitted by May 15th or the end of the Academic Year to the Professional Development Coordinator.

Name of Faculty Member: _____

Division: _____

Date Submitted: _____

Brief Description of Activities Completed (attach additional sheets and/or documentation, as needed):

Time Spent on Flex Activities: _____ hours **Date(s) of Activities:** _____

Faculty Signature: _____ **Date:** _____