

**APPENDIX H4  
INDIVIDUAL PROPOSAL FOR FACULTY FLEX DAY  
(Article 27 – Calendar)  
Foothill-De Anza Community College District**

Name: \_\_\_\_\_ CWID: \_\_\_\_\_  
Last First

Full-time \_\_\_ Part-time \_\_\_ District Ext #: \_\_\_\_\_ Date(s) of Activity \_\_\_\_\_

Hours of activity to be credited: On-Campus \_\_\_\_\_ Off-Campus \_\_\_\_\_

**Please note:**

1. File this form with the Division Dean or appropriate supervisor 5 working days prior to the designated flex/conference day.
2. Attach list of fellow participants if the flex-day will be used for a collective activity of faculty in the department/division/college/District.
3. Make and retain a copy of this form for your professional records.

I. **Focus of the activity/project:**

\_\_\_\_\_ Division/Department          \_\_\_\_\_ Subject matter/discipline  
\_\_\_\_\_ College    \_\_\_\_\_ Professional enhancement

II. **Abstract:**

- a) Describe briefly what you will do:
  
  
- b) Specify the results of your activity/project:
  
  
- c) Identify at least two ways this activity/project benefits students/division/program:

III. **Approval:**

Faculty signature: \_\_\_\_\_ Date: \_\_\_\_\_

Division/Program  
Administrator signature: \_\_\_\_\_ Date: \_\_\_\_\_

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IV. **Activity Completed:**

Division/Program  
Administrator signature: \_\_\_\_\_ Date: \_\_\_\_\_