

**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: \_\_\_\_\_

**IV. Activity Completed:**

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