Faculty Flex

Department Meeting Sign-In Sheet

Maximum Flex Credit 6 Hours/Day

At the end of the meeting:

1. Send a copy of the agenda and the sign-in sheet to Faculty Professional Development Y-8
2. Send a copy of the sign-in sheet to your Academic Administrative Assistant

Date: _____

Start time: _____**End Time**: _____

Department: _____

Name (Print)	**Signature**