

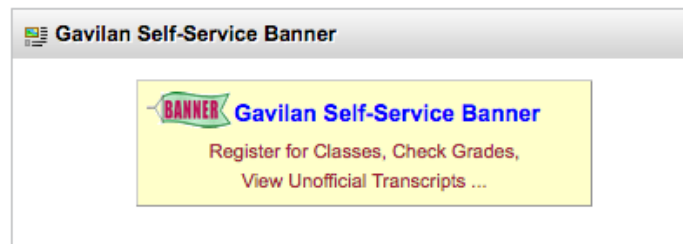
How to Acknowledge Faculty Contracts

(Please note: For Summer term – all faculty are designated as Part-Time)

1. Login to the **myGav Portal** with your GavID (G00xxxxxx) and PIN.
2. Click on the **Employee** tab.



3. Click on the yellow **Gavilan Self-Service Banner** box.



4. Click on the **Employee** tab.
5. Click on **Faculty Load and Compensation** link.



6. Click on **Compensation and Acknowledgment** link.
7. Review the contract language.
8. At the bottom of page, select desired **Term** from the dropdown list and click **Go**.

Faculty Load and Compensation

Compensation and Acknowledgement

**GAVILAN JOINT COMMUNITY COLLEGE DISTRICT
OFFER OF PART TIME EMPLOYMENT OF ACADEMIC EMPLOYEE
SUMMER 2018 CONTRACT**

This contract is entered into by and between [REDACTED] and the Gavilan Community College District as follows:

District desires to fill a part-time opening on its faculty for the period shown below. Upon approval by the Governing Board of the District [REDACTED] shall be hired as a part-time, faculty employee on a temporary basis under the provisions of Education Code sections 87470, 87478, 87480, 87481, 87482 and/or 87482.5.

This contract covers the period of **May 29, 2018 (early start programs) – August 11, 2018 (late start/end programs)**, until termination, as specified below. Employee is scheduled to teach course(s) as described in the

The review and acknowledgment of your online contract on the next screen will constitute as your acceptance of the offer of part-time employment with the terms and conditions thereof.

Name and ID [REDACTED]
 Term: * 201850 - Summer 2018


9. Courses or activities to which you have been assigned appears. Review the course detail and compensation for each assignment and ensure that there are no errors. If there is a problem, notify your supervisor as soon as possible.
 - To review your placement, click on the link listed under “Subject and Course”
 - Your placement will be listed on the next page, under “Faculty Level”
 - For credit courses: T = Track, S = Step, L = Lab
 - For non-credit courses: NC = Non-credit, BA = Bachelor’s Degree Placement, MA = Master’s Degree Placement


Instructional										
CRN-Session	Subject and Course	Section	College	Department	Work Load	Credit Hours	Contact Hours	Head Count	Responsibility Percent	
80170-01	AH-11-Allied Health (Nursing)	501	G		3.000	3.000	0.000	15	100	
Schedule Type	Faculty Level	Semester Rate	Work Load	Credit Hours	Contact Hours	Responsibility Percent				
72 - Dist. Ed Internet Delayed	T4S7L5	1,615.94	3.000	3.000	0.00	100				

- If the compensation and other information are correct, check the checkbox **Faculty Acknowledgement** for **each section**.
- Then, go to the bottom of the page and click on **Acknowledge Selected Positions**. Once this has been done, the process is complete.

PLB011-01 PT Faculty Art Lab **Faculty Acknowledgment:** **Acknowledgment Date:**


Organization: 100210, Studio Arts


Contract Type: Part Time **Contract Note:** 

Instructional										
CRN-Session	Subject and Course	Section	College	Department	Work Load	Credit Hours	Contact Hours	Head Count	Responsibility Percent	Co
40501-02	 ART-3A-Art	303	G	FA	2.800	0.000	4.600	0	100	
									Calculated Compensation:	
									Job Assignment Compensation:	

PLC011-01 PT Faculty Art Lec **Faculty Acknowledgment:** **Acknowledgment Date:**

Organization: 100210, Studio Arts

Contract Type: Part Time **Contract Note:** 

Instructional										
CRN-Session	Subject and Course	Section	College	Department	Work Load	Credit Hours	Contact Hours	Head Count	Responsibility Percent	Co
40501-01	 ART-3A-Art	303	G	FA	2.000	3.000	2.000	0	100	
									Calculated Compensation:	
									Job Assignment Compensation:	

Comment




10. To confirm that you have acknowledged your contract(s), refresh the Self-Service Banner screen. The “Faculty Acknowledgement” box will be checked and the date your contract was acknowledged will appear.

PLC003-01 PT Faculty Reg Nursing Lec **Faculty Acknowledgment:** **Acknowledgment Date:** 05/15/2018

Organization: 120310, Registered Nursing

Contract Type: Part Time **Contract Note:** 

Instructional										
CRN-Session	Subject and Course	Section	College	Department	Work Load	Credit Hours	Contact Hours	Head Count	Responsibility Percent	Compensation
80170-01	 AH-11-Allied Health (Nursing)	501	G		3.000	3.000	0.000	0	100	4,847.82
									Calculated Compensation:	4,847.82
									Job Assignment Compensation:	7,455.26