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 [Name] 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 [Name], [Name] 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

![Name and ID](image)

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

<table>
<thead>
<tr>
<th>Instructional</th>
<th>CRN-Subject and Course</th>
<th>Section</th>
<th>College</th>
<th>Department</th>
<th>Work Load</th>
<th>Credit Hours</th>
<th>Contact Hours</th>
<th>Head Count</th>
<th>Responsibility Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>80170-01</td>
<td>[Art-11: Allied Health (Nursing)]</td>
<td>501</td>
<td>G</td>
<td></td>
<td>3.000</td>
<td>3.000</td>
<td>0.000</td>
<td>15</td>
<td>100</td>
</tr>
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<table>
<thead>
<tr>
<th>Schedule Type</th>
<th>Faculty Level</th>
<th>Semester Rate</th>
<th>Work Load</th>
<th>Credit Hours</th>
<th>Contact Hours</th>
<th>Responsibility Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>72 - Dist. Ed Instr. Delayed</td>
<td>T4S7L5</td>
<td>1,615.94</td>
<td>3.000</td>
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</table>

Last Updated: 5/21/2018
• 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**

**Organization:** 100210, Studio Arts

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

<table>
<thead>
<tr>
<th>Instructional</th>
<th>CRN-Session</th>
<th>Subject and Course</th>
<th>Section</th>
<th>College</th>
<th>Department</th>
<th>Work Load</th>
<th>Credit Hours</th>
<th>Contact Hours</th>
<th>Head Count</th>
<th>Responsibility Percent</th>
<th>Compensation</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>40501-02</td>
<td>ART-3A-Art</td>
<td>G</td>
<td>FA</td>
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**PLC011-01 PT Faculty Art Lec**

**Organization:** 100210, Studio Arts

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

<table>
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<tr>
<th>Instructional</th>
<th>CRN-Session</th>
<th>Subject and Course</th>
<th>Section</th>
<th>College</th>
<th>Department</th>
<th>Work Load</th>
<th>Credit Hours</th>
<th>Contact Hours</th>
<th>Head Count</th>
<th>Responsibility Percent</th>
<th>Compensation</th>
</tr>
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<tbody>
<tr>
<td></td>
<td>40501-01</td>
<td>ART-3A-Art</td>
<td>G</td>
<td>FA</td>
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<td>100</td>
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</table>

**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**

**Organization:** 120310, Registered Nursing

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

<table>
<thead>
<tr>
<th>Instructional</th>
<th>CRN-Session</th>
<th>Subject and Course</th>
<th>Section</th>
<th>College</th>
<th>Department</th>
<th>Work Load</th>
<th>Credit Hours</th>
<th>Contact Hours</th>
<th>Head Count</th>
<th>Responsibility Percent</th>
<th>Compensation</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>80170-01</td>
<td>AH-11-Allied Health (Nursing)</td>
<td>S01</td>
<td>G</td>
<td></td>
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<td>3.000</td>
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</tbody>
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**Calculated Compensation:** 4,847.82  **Job Assignment Compensation:** 7,455.26