



HOW TO

Acknowledge Your Faculty Contract

Full-Time Faculty

A step-by-step guide to reviewing and acknowledging your contract

Log in to the myGav Portal using your GavID (G00xxxxxx) and PIN.

Start here: access your employee portal before beginning the acknowledgement process.



Sign in to your account

G00	Password	<button>Sign In</button>
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☐ Remember me on this computer

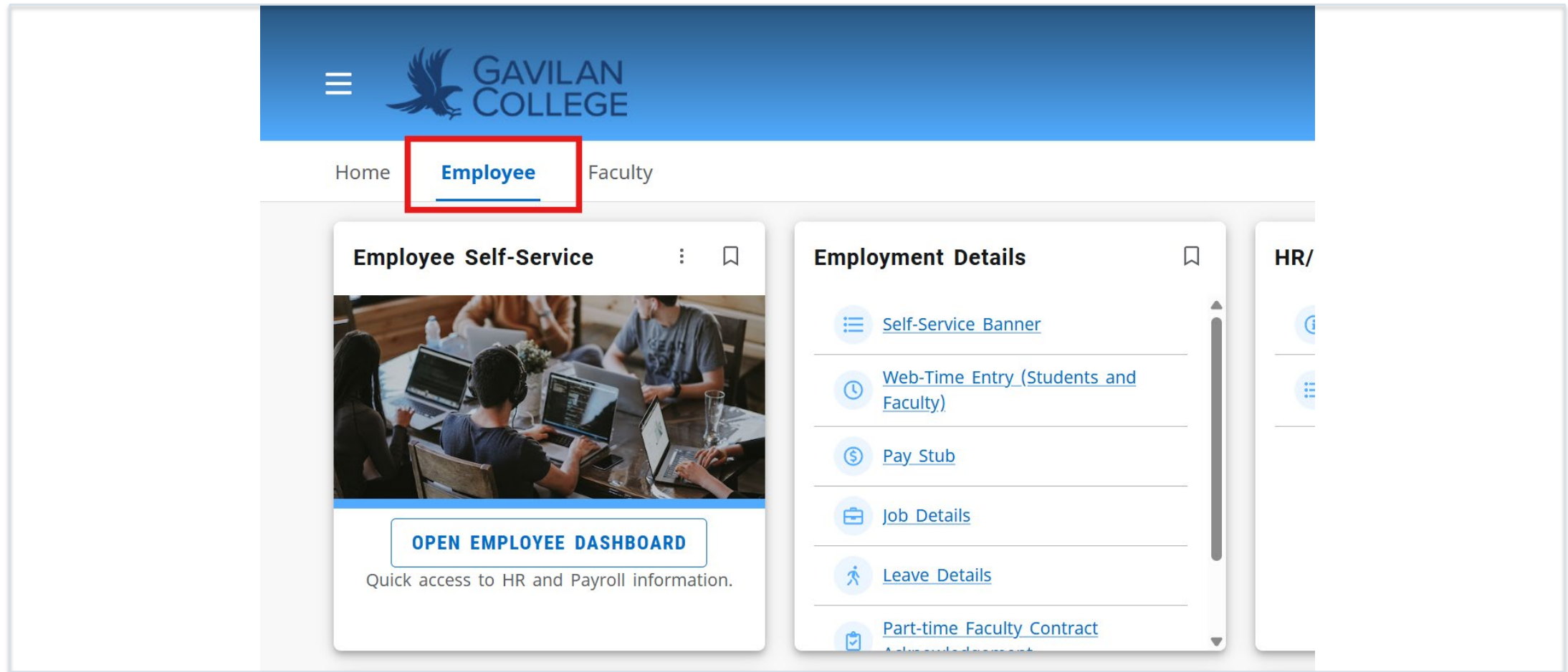
- **New Student/Instructor?** [Get your Gavilan ID and Password to access the myGav Portal and SSB](#)
- **Forgot Password?** [Reset your Password by answering your security question](#)

What's Inside?

- **Gavilan Self-Service Banner:** Register for classes, Check Grades, View Un-Official Transcripts.
- **Financial Aid:** Check Financial Aid requirements, status, awards and Financial Aid academic progress (SAP).
- **myDegreeWorks:** View your Education Plan and see how close you are to completing your degree.
- **iLearn:** Access iLearn from myGav.
- and much more...

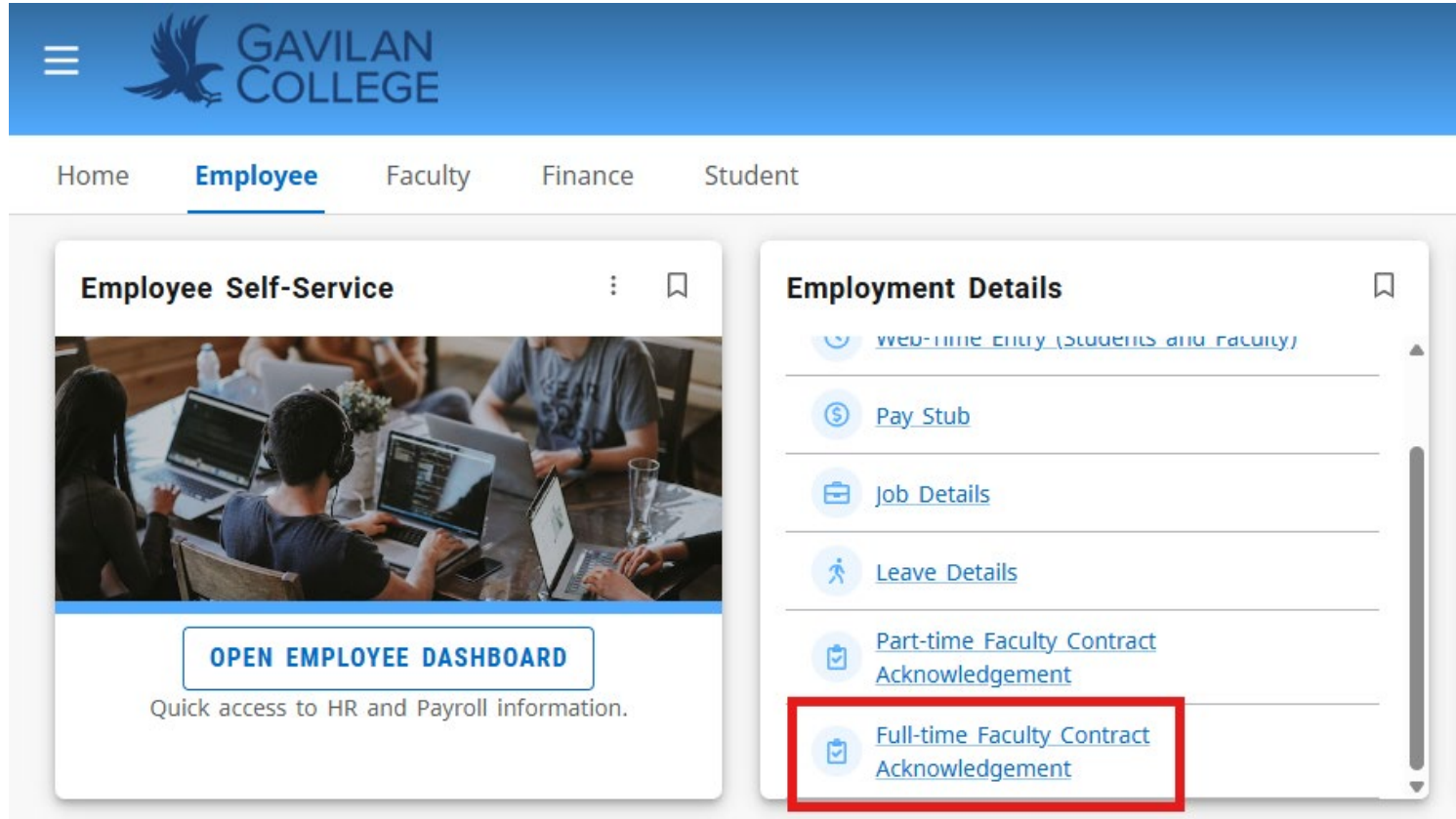
Open the Employee tab

From the myGav Portal, select the Employee tab.



3 Open the contract acknowledgement page

In the Employment Details tile, select Full-time Faculty Contract Acknowledgement.



Select the term you want to acknowledge



Track Step:
Track *
Step *
Flex: 21
Select Term: *

Faculty Assignments

Name	FTE	CRSE	CRN	C
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Page

1

of 0

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Per Page

Records Found: 0

Assignments:
[Faculty Assignments](#)

Select the Faculty Assignments link to continue



Track Step:

Track *

Step *

Flex: 21

Select Term: *

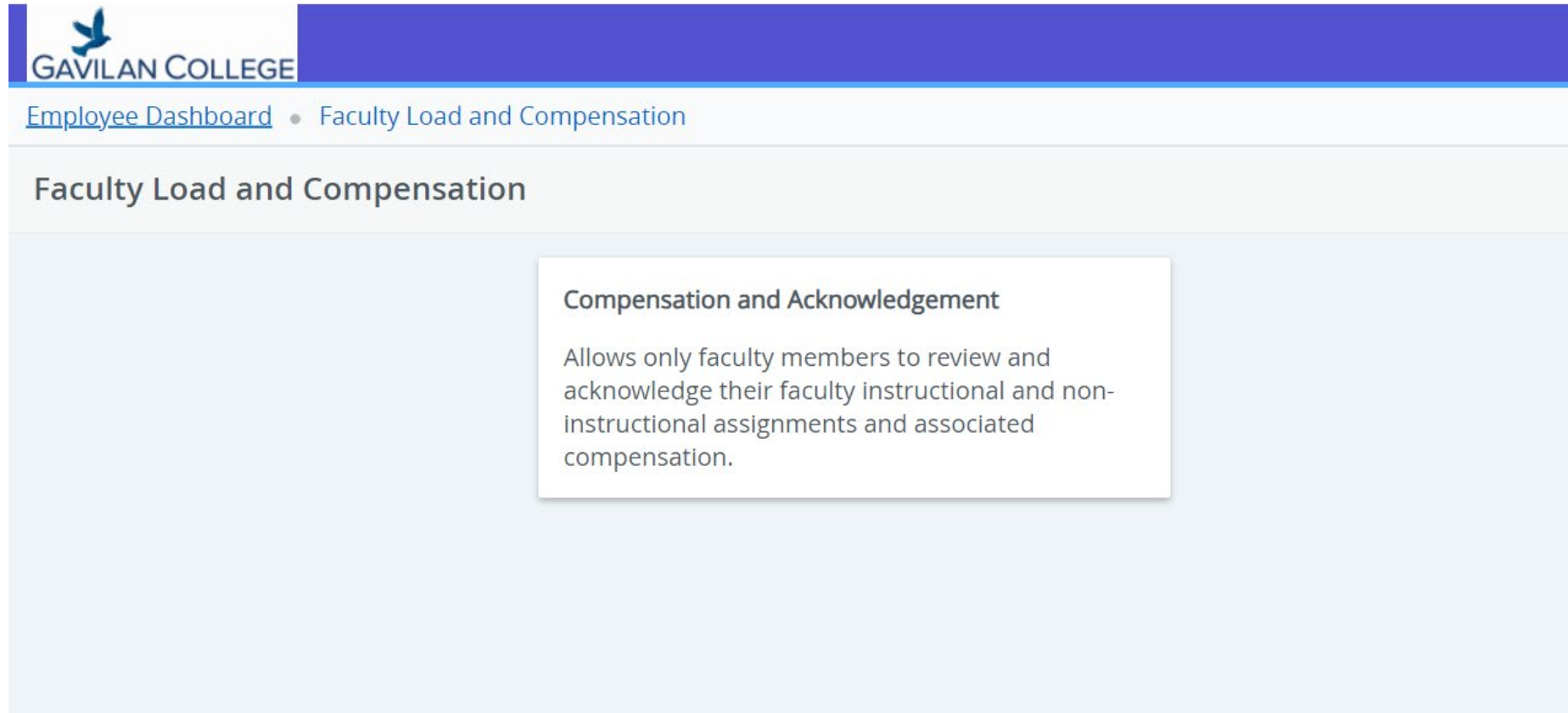
Faculty Assignments

Name	FTE	CRSE	CRN	CAT	POSN	SUFF
< < Page 1 of 0 > > Per Page 10 Records Found: 0						

Assignments:

- Faculty Assignments

Select the Compensation and Acknowledgement



Select the desired term from the dropdown list, then click Go.

The screenshot displays a web interface for 'Compensation and Acknowledgement'. At the top, there is a breadcrumb trail: [Employee Dashboard](#) • [Faculty Load and Compensation](#) • [Compensation and Acknowledgement](#). Below this, the section title 'Compensation and Acknowledgement' is shown. A help message states: 'Select desired Term and the Go button. To acknowledge your review of this information, select the checkbox next to Faculty Acknowledgement and then select the Acknowledge Selected Positions window. If available, select the Course link to view the Course Calculation Page. Select the link on the Work Load number to view the workload calculation. Insert and view previous comments.'

The form contains a 'Name and ID:' field with a redacted name and ID. Below this is the 'Term *' dropdown menu, which is highlighted with a red box. The dropdown shows '202670 - Fall 2026' with a downward arrow. To the right of the dropdown is a blue 'Go' button, also highlighted with a red box.

Review and acknowledge each assignment

Complete these final checks for every course assigned to you:



Review

Confirm the course details and compensation are correct.



Report

If there is a problem, notify your Supervisor/Dean as soon as possible.



Acknowledge

Select the checkbox for each assignment, then click Acknowledge Selected Positions.



Confirm

An acknowledgement date will appear for each assignment you acknowledge successfully.

Important: Only teaching load is displayed. Stipends, Release time/Alternative Faculty Assignments, and other additional work outside the contract are submitted separately by the department to HR.

PLC088-11 PT Faculty Art Lec

Organization: 100110, Art History Contract Type: PT - Part Time

Contract Note:

Faculty Acknowledgment: ☒ Acknowledgment Date: 05/03/2024

Instructional Summary

CRN-Session	Subject and Course	Section	College	Department	Work Load	Credit Hours	Contact Hours	Head Count	Responsibility Percent	Compensation
41912-02	HUM-25-Humanities	302	G		2.100	0.000	3.000	5	0	0.00
Calculated Compensation:										0.00
Job Assignment Compensation:										0.00

Enter Comment

Remaining Characters : 4000

Acknowledge Selected Positions Save Comment