



HOW TO

Acknowledge Your Faculty Contract

Part-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	Sign In
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☐ Remember me on this computer

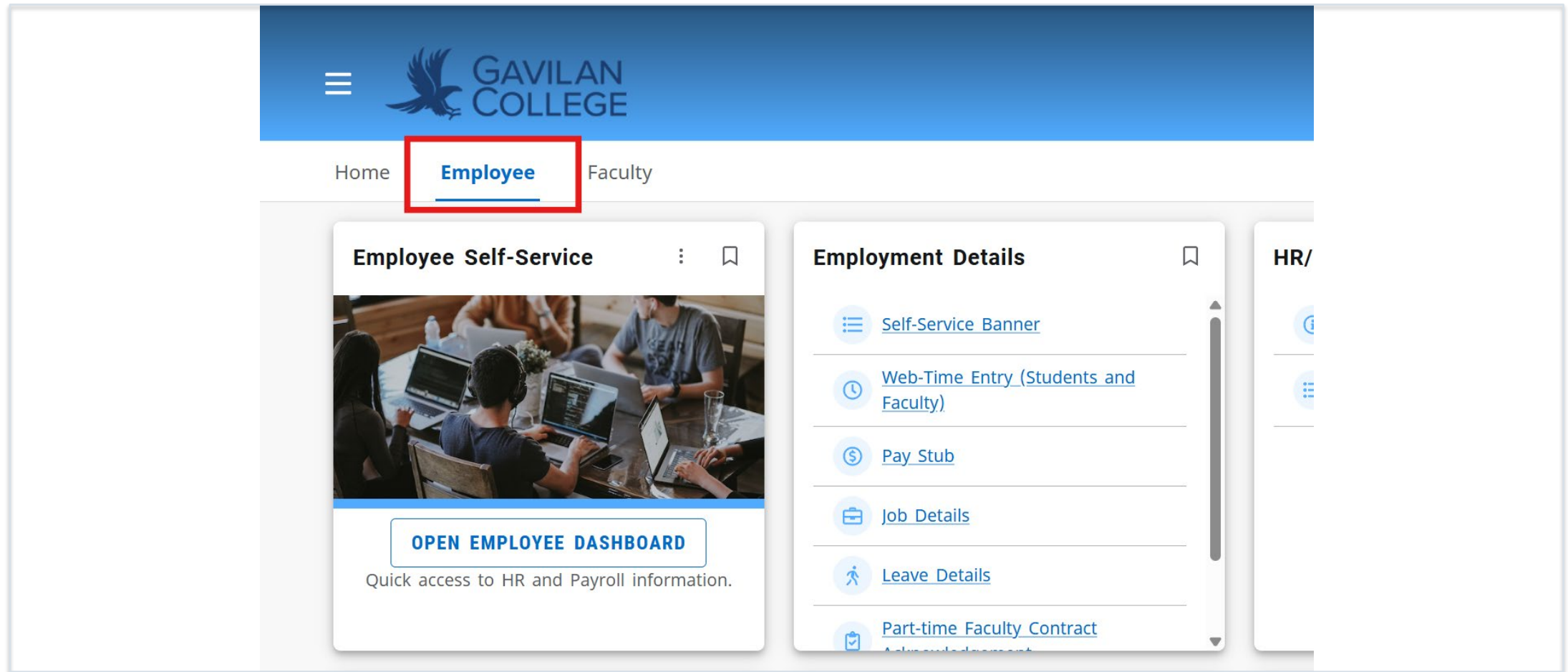
- **New Student/Instructor?** [Get your Gavilan ID and Password to access the myGav Portal and SSB](#)
- **Forgot Password?** [Reset your Password by answering your security question](#)

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...

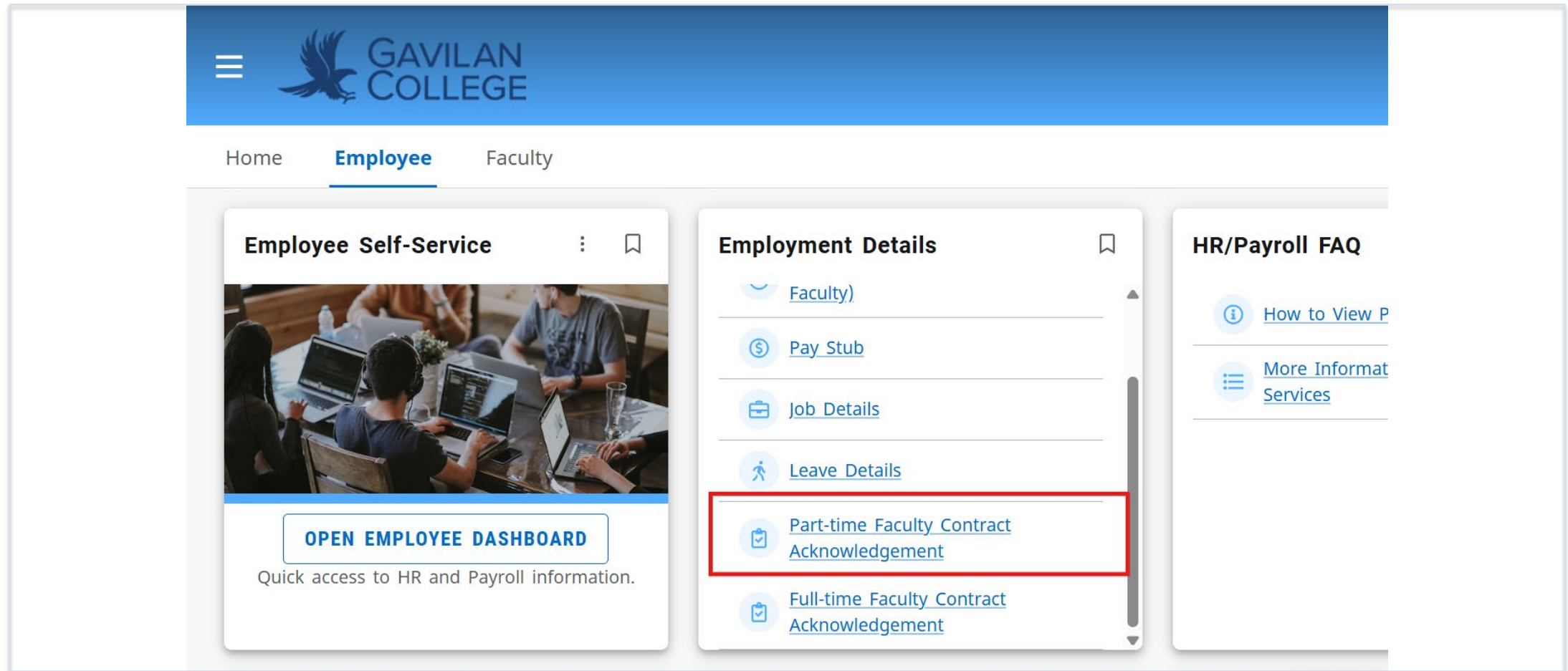
Open the Employee tab

From the myGav Portal, select the Employee tab.

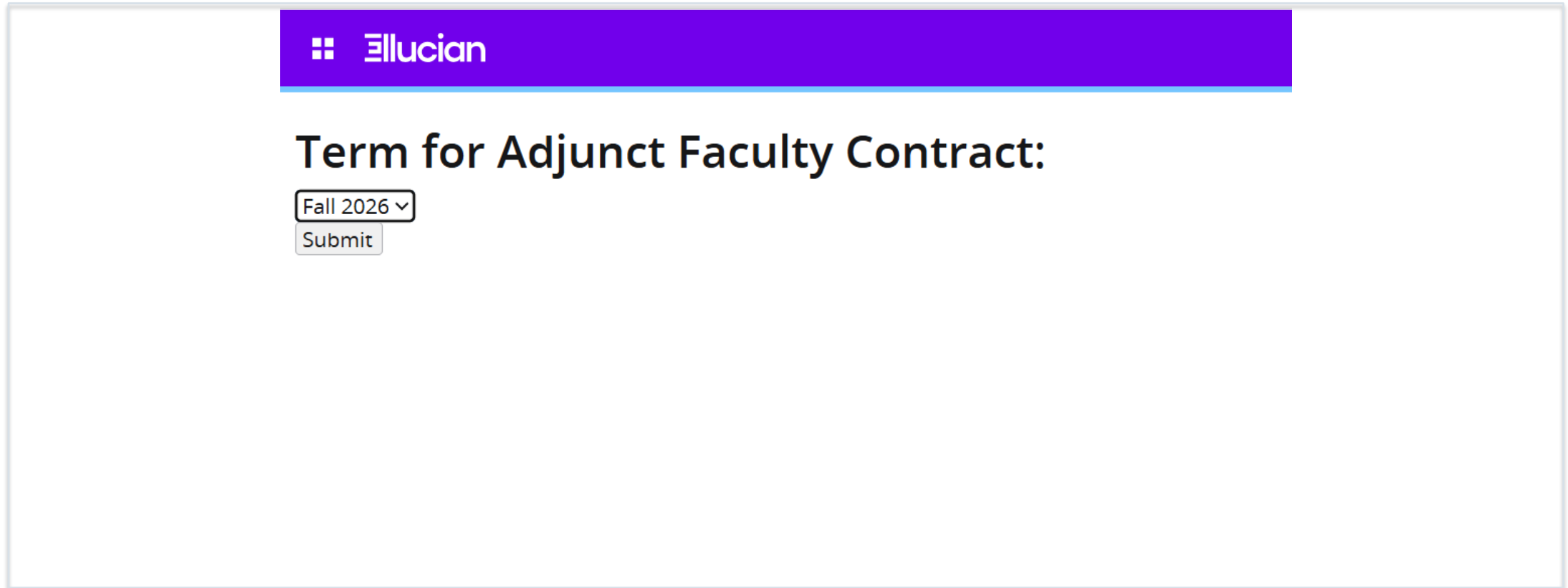


3 Open the contract acknowledgement page

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



Select the term you want to acknowledge, then click Submit.



The screenshot shows a web interface for selecting a contract term. At the top, there is a purple header bar with the Ellucian logo. Below the header, the text "Term for Adjunct Faculty Contract:" is displayed. Underneath this text, there is a dropdown menu showing "Fall 2026" with a downward arrow. Below the dropdown menu is a "Submit" button.

Before moving forward, review the contract and the resources provided at the bottom of the page.

1

GCFA Collective Bargaining Agreement

Review the Gavilan College Faculty Association contract.

2

Faculty Contract FAQ

Find answers to frequently asked contract questions.

3

Salary Placement, FTE & Flex Obligation

Review your salary placement, load, and flex obligation.

Use the Salary Placement, FTE and Flex Obligation link to review your load and flex obligation to move forward to acknowledge your contract.

GAVILAN JOINT COMMUNITY COLLEGE DISTRICT
OFFER OF PART TIME EMPLOYMENT OF ACADEMIC EMPLOYEE
FALL 2026 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 provision 87420, 87426, 87480, 87481, 87482 and/or 87482.5.

This contract covers the period of **August 24, 2026 - December 11, 2026**, until termination, as specified below. Employee is scheduled to teach course(s) as described in the Course Detail specified on the next screen. This contract is contingent upon official or previous employment. Credit courses are paid at the appropriate Track (I-V); Shop (I-IV) for lecture hours and Lab (I-IV) for lab, counseling and librarian hours if applicable. Non-Credit courses are paid at the appropriate Track (I for BA or MA or II for MA or PhD). The contract shall terminate at the earliest occurrence of any one of the following:

1. Notification by the District that employment under this contract is terminated, at the sole discretion of the Governing Board of the District, termination under this provision may be without cause at any time before employee serves 75% of the number during the regular academic year of employment under this contract.
2. Loss, surrender, or expiration of any credential or certification required for the position or failure to meet or maintain the minimum qualifications required by law to hold the part-time position under this contract.
3. June 30, the last day of the current fiscal year.
4. The last day of the semester for which you are hired to teach part-time, if the term of your employment is only for one semester.
5. Expiration of the categorical or contract project, if employment is under section 87470.
6. Failure for the assigned classes to meet minimum enrollment requirements determined by the District for the class or classes (students must be physically present and officially registered).
7. Should the District need to assign a full-time instructor to the class(es) in order to complete a teaching load, the portion of this Agreement which relates to the class(es) shall be terminated.
8. Determination by the District that unless Employee's hours are reduced or eliminated the Employee's load will exceed 67% of the hours constituting a full-time load for the FTA in which the Employee teaches.

Employee specifically acknowledges that this Agreement does not establish any right to contract or regular employment status. Employee further specifically acknowledges that District may terminate the part-time employment on any basis specified above as a statement of reasons, evidence of cause, or right to hearing. Employee represents that she possesses the minimum qualifications required to teach the course(s) assigned to him/her, as determined by the Board of Governors of the Community College system. Employee acknowledges that the calculation of Employee's full-time equivalent (FTE) percentage shall be based on an average of the work performed over the course of the year, based on what is considered a full-time load for a faculty member of the District. Course assignments may be unevenly distributed, with a greater workload in one semester than another.

Employee represents and promises, and District relies on such representation, that Employee shall keep track and account for his/her work hours which apply toward the calculation of a full-time load, and shall not allow his/her work hours to exceed 67% of a full-time load. The parties agree that the types of work and work hours described in the Article 28 of the agreement between the Gavilan Faculty Association and the District, are ancillary activities which do not count toward the calculation of such load, per Educ Your Course Detail provides the total flex time obligation hours in which to perform ancillary activities (flex time) for this semester.

Employee agrees to faithfully adhere to all laws of the State of California and the United States of America, the regulations of the Chancellor's Office or the Board of Governors of the California Community Colleges, the regulations, policies and directives of the District, and all lawful directives of employee's superiors.

Lucy Alvarez, Vice President, Human Resources

References:

- Gavilan College Faculty Association Collective Bargaining Agreement
- Faculty Contract FAQ web page
- Faculty Salary Placement, FTE and Flex Obligation

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

Select the desired term from the dropdown list to view the load for each course and your flex obligation.



Track Step Lab:
Level *
Select Term: * Term ▼

Faculty Assignments

Name	FTE	FLEX	CRSE	CRN
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◀ < Page 1 of 0 > > Per Page 10 ▼ Records Found: 0

Assignments:

- [Faculty Assignments](#)

Select the Faculty Assignments link to continue



Track Step Lab:
Level *
Select Term: * Term ▼

Faculty Assignments

Name	FTE	FLEX	CRSE	CRN
< < Page 1 of 0 > > Per Page 10 ▼ Records Found: 0				
Assignments: Faculty Assignments				

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

[Employee Dashboard](#) • [Faculty Load and Compensation](#) • [Compensation and Acknowledgement](#)

Compensation and Acknowledgement

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.

Name and ID:
[Redacted]

Term *

202670 - Fall 2026

Go

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, 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

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

Contract Note:

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