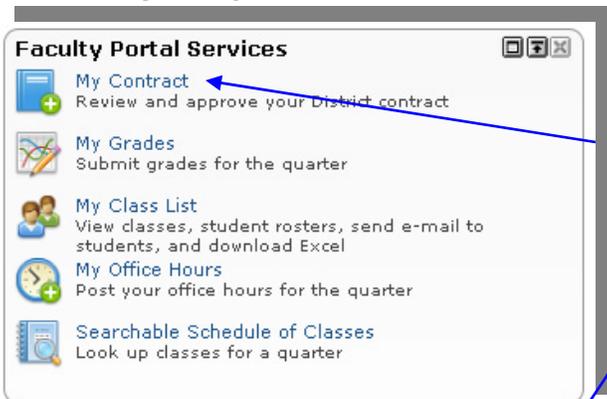


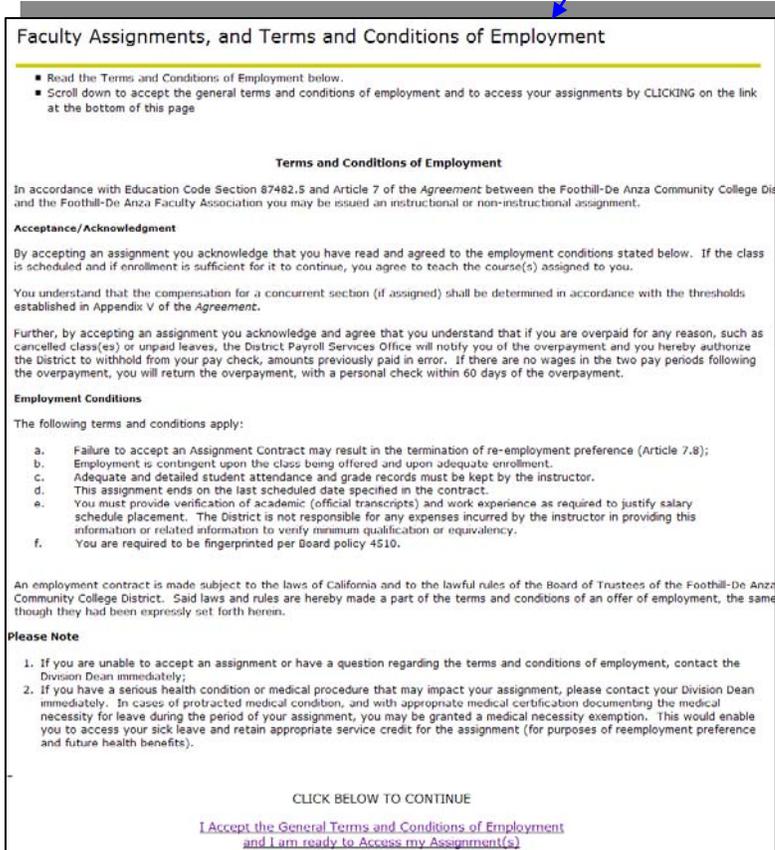
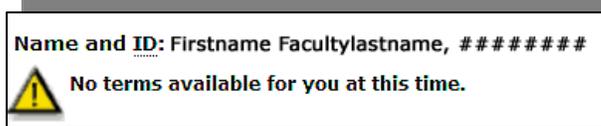
Accept Contract - Banner Guide for Faculty

Display Contract

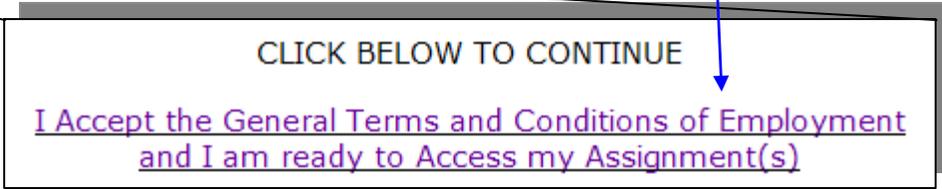


From Faculty Tab:

1. Click on My Contract which is listed under Faculty Portal Services
2. Your Compensation and Acknowledgement page will display.
3. If no contract is available you will receive this message:



4. If you receive the message above and you believe it is an error, please contact the Dean of your Division.
5. If the Terms and Conditions of Employment display, scroll to bottom of page and click to accept and continue.



Personal Information Faculty Services **Employee**

Search Go SITE MAP HELP EXIT

Faculty Assignments, and Terms and Conditions of Employment

To navigate this page, and to see your assignment(s) for each Instructional Term and College:

- Find the desired College and Instructional Term by scrolling through those listed.
- SELECT the desired College and Instructional Term by CLICKING once on the desired College and Instructional Term
- CLICK once on the GO button. This will bring your assignment(s) information into this page. SCROLL DOWN to view all assignment information
- If you have assignment(s) at both De Anza and Foothill, repeat A., B., and C. above for each College and Instructional Term.

Name and ID: #####Faculty Name

Select Instructional Term and College: * Go

- Verify that your name and ID display.
- Select College and Instructional term by clicking on Go button.
- Note that the first six digits, 201112, represent academic year, quarter and college.
 - **2011**12: The 2010-2011 academic-year is referred to as the last year, 2011.
 - 2011**1**2: The fifth digit represent the quarter, 1 for Summer, 2 for Fall, 3 for Winter and 4 for Spring.
 - 20111**2**: The last digit refers to the college, 1 for Foothill and 2 for De Anza.

The list of Assignments displays:

Faculty Assignments, and Terms and Conditions of Employment

- Scroll down to review the information for each of your assignments.
- If you have more than one assignment for each College and Instructional Term, Repeat the ACCEPT steps for each assignment you are accepting.

To ACCEPT an assignment, you must :

- CLICK the "I Accept this Assignment" box for each assignment at each College for each Instructional Term, and
- SUBMIT your accepted assignments by clicking the "Confirm and Submit All Accepted Assignments" button.

Name and ID: Facultylastname, Firstname, #####
 Select Instructional Term and College:

[Paid Office Hours Form \(Downloadable PDF\)](#)

201112-00 Faculty Summer I Accept this Assignment and agree to the Terms and Conditions of Employment Acceptance Date:
Failure to ACCEPT an assignment will be deemed to have DECLINED an assignment.

Assignment	Call#	Subject and Course	Section	Start/End Dates	Begin/End Times	Days/Room	Max Class Size	Step/Column	Load Factor	Pay Rate	Compensation	Date Issued
	00123-01	C D-D010H-Child Develpmnt, Educ-DA	01	Jun 28, 2010-Aug 07, 2010	10:00 am - 12:25	TWR DA-G10	30	X###X#	0.089	##.### ##	#####	May 17, 2010

201112-01 Faculty Summer I Accept this Assignment and agree to the Terms and Conditions of Employment Acceptance Date:
Failure to ACCEPT an assignment will be deemed to have DECLINED an assignment.

Assignment	Call#	Subject and Course	Section	Start/End Dates	Begin/End Times	Days/Room	Max Class Size	Step/Column	Load Factor	Pay Rate	Compensation	Date Issued
	00125-01	C D-D012.-Child Develpmnt, Educ-DA	61	Jun 28, 2010-Aug 07, 2010	6:00 pm - 9:45	TR DA-CD1-10	40	X###X#	0.089	##.### ##	#####	May 17, 2010

**YOU MUST CLICK THE BUTTON BELOW TO
 CONFIRM AND SUBMIT ALL ACCEPTED ASSIGNMENT(S)
 FAILURE TO SUBMIT MEANS YOU DECLINED THE ASSIGNMENTS**

1. Check the "I Accept" box above each assignment.
2. Click the Confirm button at bottom of page:
3. Once the Confirm & Submit button was clicked, assignments will display with the checks in the check boxes. They will be grayed out so you know that your assignment was accepted.

Faculty Assignments, and Terms and Conditions of Employment

- Scroll down to review the information for each of your assignments.
- If you have more than one assignment for each College and Instructional Term, Repeat the ACCEPT steps for each assignment you are accepting.

To ACCEPT an assignment, you **must** :

- CLICK the "I Accept this Assignment" box for each assignment at each College for each Instructional Term, and
- SUBMIT your accepted assignments by clicking the "Confirm and Submit All Accepted Assignments" button.

Accepted Contract:

1. Grayed Checkbox

2. Acceptance Date

3. No Confirm Button

Name and ID: Facultylastname, Firstname, #####
 Select Instructional Term and College: 201112 - 2010 Summer De Anza

[Paid Office Hours Form \(Downloadable PDF\)](#)

201112-00 Faculty Summer I Accept this Assignment and agree to the Terms and Conditions of Employment Acceptance Date: June 1, 2010
Failure to ACCEPT an assignment will be deemed to have DECLINED an assignment;

Assignment												
Call#	Subject and Course	Section	Start/End Dates	Begin/End Times	Days	Room	Max Class Size	Step/Column	Load Factor	Pay Rate	Compensation	Date Issued
00123-01	C D-D010H-Child Developmnt, Educ-DA	01	Jun 28, 2010-Aug 07, 2010	10:00 am - 12:25	TWR	DA-G10	30	X##X##	0.089	##,###.##	#####.##	May 17, 2010

201112-01 Faculty Summer I Accept this Assignment and agree to the Terms and Conditions of Employment Acceptance Date: June 1, 2010
Failure to ACCEPT an assignment will be deemed to have DECLINED an assignment;

Assignment												
Call#	Subject and Course	Section	Start/End Dates	Begin/End Times	Days	Room	Max Class Size	Step/Column	Load Factor	Pay Rate	Compensation	Date Issued
00125-01	C D-D012.-Child Developmnt, Educ-DA	61	Jun 28, 2010-Aug 07, 2010	6:00 pm - 9:45	TR	DA-CD1-10	40	X##X##	0.089	##,###.##	#####.##	May 17, 2010

Links on Faculty Assignments Page:

- Click [Paid Office Hours Form \(Downloadable PDF\)](#) to display, print and save Paid Office Hours Form. (Note, there are no paid office hours Summer Quarter.) [Submit completed form to Division Dean in order to get paid.](#) There is also a link to the Paid Office Hours Form on the Faculty tab.
- Click document icon to display class details pop-up window.

Course Information Window

Subject and Course

 C D-D010H-Child Developmnt, Educ-DA

 This information is associated with the course and describes the Part of Term, College for this section.

Course Calculation

CRN-Session: 00123-01
 Part of Term: A - First 6 Week Session
 Campus: DA - De Anza, Main Campus
 College: DA - De Anza College

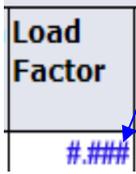
Name and ID: Firstname Facultylastname, #####
Term: 201112 - 2010 Summer De Anza
Contract Type: SU - Summer Session Salary Schedule
CRN-Session: 00123-01
Subject-Course: C D D010H - CHLD DEV: MID CHLDH/ADOL
Part of Term: A - First 6 Week Session
Campus: DA - De Anza, Main Campus
College: DA - De Anza College
Position-Suffix: 201112-00, Faculty Summer

[Exit Window](#)

- Click Course title to view Course Calculation window. Click browser arrow back to return to list of Assignments.

Schedule Type	Faculty Level	Rate	Load Factor	Compensation
02 - Lecture and/or Discussion	C04S06	##,###.##	#####	#####
Total:			#####	#####

- Clicking on the Load Factor from either the Course Calculation or Assignment Page to display the Components pop-up window.



Components for the Calculation of Workload

i This window displays how Workload was extracted from the Student System. Workload is retrieved from the information on the Faculty Assignment for the term.

Workload or Override Workload	=	0.089
Percent of Responsibility	=	100
Enrollment Increment Work Load	=	0.000
Calculated Workload	=	0.089

[Exit Window](#)

- There is also a link Back to Terms and Conditions:

Terms and Conditions of Employment

To Print Contract

1. Display the page you wish to print.
2. Use browser print button.