PART–TIME FACULTY COMMUNICATION

Communication with part-time faculty is a critical priority for the District—and the Faculty Association—but no easy task, to say the least. The following is an explanation of the various methods used to keep part-time faculty informed of matters important to them and their professional lives. In order to stay informed and keep connected, part-time faculty are advised to follow the best practices italicized below.

FHDA E-MAIL ADDRESS

For a variety of reasons, many part-time faculty elect to use an email address other than their FHDA address. However, in order to efficiently and expediently communicate with over 500 full-time and 1200 part-time faculty, the District will use District email addresses only—no personal email addresses—for official notifications.

All faculty are assigned an FHDA email account upon employment within the District. If you are currently not accessing your FHDA email and do not know what the process is for getting set up, you can get support by contacting the ETS Call Center at:

(408) 864-8324
techhelp@deanza.edu

If you prefer to continue using an alternate address, ETS can also help you to set up your FHDA address so that your email can be forward to the address of your choosing. Also, if you access the portal (see the next section), you can easily get your District email that way.

THE PORTAL

The portal is the most useful and important tool for faculty. All part-time faculty must create a personal portal account, which allows secure access to valuable resources. In addition to viewing and accepting course contracts for subsequent quarters, some of the information that can be accessed through the portal includes:

- Campus Announcements
- News and Events
- District E-mail
- Pay Stub and MER Reports
- Class Rosters

The portal is an ongoing effort by ETS that is continuously being added to and updated. Some of the newest features allow instructors to drop students and submit grades.

If you need help with accessing the portal, contact the ETS Call Center

CAMPUS MAIL BOXES

All part-time faculty members have a personal mailbox in their campus mailroom. While a few Division offices have mailboxes for part-time faculty, many do not, and faculty should therefore check their campus mailbox in the Administration Building on a regular basis. There you will find District notices related to the classes you are teaching as well as the FA Newsletter, part-time faculty information sheets, and important benefits and negotiation updates.

Foothill-De Anza Faculty Association
Part-Time Faculty Contact
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