HOW   TO   READ   YOUR   CONTRACT

You   can   access   your   contract   via   your   district   portal

- 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: **1**

Select Instructional Term and College: **201442 - 2014 Spring De Anza** 2

201442-00 Part-Time Faculty Instruct

Assignment													
CRN-Session	Subject and Course	Section	Start/End Dates	Begin/End Times	Days	Room	Max Class Size	Step/Column	Load Factor	Pay Rate	Compensation	Date Issued
3	4 5	6	7	8	9	10	11	12	13	14	15	16

17 ✓ **I ACCEPT THIS ASSIGNMENT**   ACCEPTANCE DATE: 03/11/2014 18

Failure to ACCEPT an assignment will be deemed to have DECLINED an assignment;

1. Your   name   and   Campus   Wide   Identification   Number   (CWI)

2. Term   and   College   for   which   the   assignment   is   being   offered

3. Course   Reference   Number   (CRN)–number   assigned   to   the   course   for   registration   purposes

4. Click   on   the   icon   for   information   associated   with   the   course

5. Course   name   and   identification   number

6. Courses   with   multiple   sections   are   assigned   a   section   number

7. Beginning   and   Ending   dates   of   the   quarter   (these   dates   also   establish   part---time   faculty   contingency   status)

8. Times   the   class   begins   and   ends

9. Day/s   of   the   week   the   class   meets

10. Indicates   where   the   class   meets   (campus,   building   and   room   number)

11. Maximum number of students allowed to register for the class

12. Your step and column on the Part‑‑‑Time Faculty salary schedule (Appendix C of *The Agreement*)

13. Load Factor–percentage of a full‑‑‑time load that the course represents. Part‑‑‑time faculty can teach up to a .67 annual load

14. Represents Schedule C Step and Column pay rate

15. Gross compensation for the course based on Step and Column placement

16. Date on which the contract was electronically issued

17. In order to be paid for the class, you must check this box and submit online

18. Date on which you electronically submitted acceptance of the assignment