

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.

For part-time faculty, this transition to electronic communication will eventually include email transmission of assignment offer letters and “Intent to Participate” office hours forms.

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.

For the last three years, as part of its outreach efforts, FA has attempted to compile

accurate, up-to-date lists of email addresses of part-time faculty, using both District and personal email addresses. But the task has proven insurmountable, given the difficulty of obtaining the personal email addresses of a constantly changing part-time workforce. Thus, *FA urges all part-time faculty to activate their assigned FHDA email account.*

THE PORTAL

The portal is becoming one of the most useful and necessary tools for faculty. *FA recommends that part-time faculty create a personal portal account*, which allows secure access to valuable resources. 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. In the future, new features will allow instructors to drop students and submit grades via the portal. *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.

