

Montgomery College

Part-time Faculty

Frequently Asked Questions

1. What should I do if I want to teach Part-Time?

Obtain a College catalog and schedule of classes for the current semester by visiting www.montgomerycollege.edu/curricula/ (for the Catalog) and www.montgomerycollege.edu/credit/ (for the schedule) or by going to the Montgomery College Admissions & Records Office on each campus. Review the description of courses to determine areas for which you may be qualified and are interested in teaching.

2. How do I apply?

We are accepting only on-line applications; paper applications are no longer accepted. If you previously completed a paper application, you must reapply on-line. To apply on-line, visit <https://jobs.montgomerycollege.edu/> click on “**Create Your Application**” link at the bottom right hand side of the **Employment Opportunities** main page. Please read the directions carefully and complete the application. Be sure to save your application and then click on the link “**Return to Career Opportunities**” to search jobs and to apply online.

Our online application is more efficient when using Internet Explorer 5.0 or Netscape version 4.75 or higher.

Please note: Our online application system is **NOT** compatible with **MAC**.

3. How do I find out whether and what I will be teaching?

Department Chairs, Program Coordinators or Deans determine which applicants to call when decisions are made about which class sections have sufficient enrollment. You will be contacted by the department to schedule an interview should a section be available that fits your qualifications. **NOTE:** TIMING is important, since the full extent of part-time faculty needs are not known until the week before classes start. Class schedules are available in libraries, Admissions and Records, and the College Web site. You will only be contacted in the event that enrollment needs exceed current faculty staffing.

4. How many courses may I teach as a Part-Time Faculty member?

Normally, part-time faculty members are hired for no more than 10 equivalent semester hours (ESH) per semester.

More information on Part-time faculty hiring:

- Part-time faculty are hired for a period not to exceed one semester.

- Employment of a part-time faculty member each semester is dependent upon the needs of the College and available funds.
- Appointment as a part-time faculty member in a particular semester does not constitute a guarantee of future employment nor establish a hiring preference for future part-time or full-time employment.
- Part-time faculty are not eligible to participate in College benefit programs, except that sick leave may be granted on the basis of one absence per semester (absence on any one calendar day on which the instructor is required to teach) on a non-cumulative basis.

5. When do I need references, transcripts, TB test, etc?

Proof of freedom from active tuberculosis – TB skin test or chest X-ray – is required before your first class.

- Call 240 777-1800 to reach the Montgomery County Health Department, to arrange a skin test. The cost is \$20 and you must be a Montgomery County resident to go to this testing location. The Montgomery County Health Departments Services Building is located at 2000 Dennis Avenue, Silver Spring, MD. Two visits (Tuesdays and Thursday, 8-12 am or 1-4 pm) are required for a skin test to be taken and read.
- **Official transcripts and three references letters** are due within the first 6 weeks of your employment.

6. What if I am not called to teach this semester?

Your application will remain in our data base for consideration for our future part-time faculty needs. You may also wish to periodically check the “Employment Opportunities” site for any new vacancies. For employment opportunities, please visit:
<https://jobs.montgomerycollege.edu>

7. What is the rate of pay for part-time faculty?

The pay rates for part-time faculty are:

- **Lecturer** - \$810 per ESH
- **Adjunct I** - \$850 per ESH
- **Adjunct II** - \$880 per ESH.