

Montgomery College

Full Time Faculty

Frequently Asked Questions

1. **What should I do if I want to teach FULL-TIME at Montgomery College?**

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. For most disciplines, a **master's degree plus some teaching experience are required**. Complete an **on-line Application** at <https://jobs.montgomerycollege.edu/>

2. **How do I apply ?**

Montgomery College is now 100% online, 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 system is **NOT** MAC compatible

3. **How are applications evaluated?**

Faculty recruitment is conducted by committee members comprised of faculty and staff. The applications are reviewed and interviews are conducted by the committee members. Criteria for hiring may include academic achievements that meet the minimum position requirements (as advertised), teaching interest and ability, commitment to the community college philosophy, performance, and related work experience. Information provided on the application is used to determine initial salary placement upon hiring. **A complete and detailed application and/or resume are essential for evaluation of initial salary placement.**

4. **Who will contact me?**

Should you be selected for an interview, you will be contacted by the Chair of the Search Committee within the academic department(s).

5. **What is the starting salary range?**

The faculty initial salary placement range is **\$46,521 to \$67,971**.

6. **What is considered full-time teaching?**

In addition to posting and maintaining three (3) office hours per week for student consultation on days approved by Management, and otherwise being available for student consultation, and perform such other professional duties as management may require, members of the teaching faculty, other than counselors, librarians, and learning resource faculty, shall be assigned a workload consisting of a standard minimum of thirty (30) equivalent student hours (ESH) per academic year. (Article 5, Section 5.1 – AAUP contract)

7. **What is the length of the academic year?**

Approximately, but not limited to, 195 days based on the academic year calendar published each year.

8. **What are the possibilities for teaching during the summer months?**

Opportunities do exist to teach summer school, dependant upon courses and offerings.

9. **How is salary determined?**

A point system is used, based on the information provided on your faculty application.

10. **How is rank determined?**

Rank is not connected to salary. A separate point system is used in a faculty review for rank assignment.

11. **Does the Master's degree need to be in the discipline in which I am teaching?**

In some disciplines, yes, in other disciplines experience plus a Master's degree in a related field are acceptable.

12. **May I be considered if I do not have a Master's degree?**

For most disciplines, a Master's degree in that discipline, or a closely related discipline is required. In rare cases, demonstrated evidence of equivalent competency for achievements in performance and/or instruction will be considered. Applicants hired without a Master's degree may be required to earn a Master's degree as a condition of continued employment.

13. **Is a State teaching certificate required?** No.

14. **What is the process for State certification?**

Please refer to Montgomery County Public Schools for information regarding State certification.

15. **Who represents faculty?**

The College Academic Assembly and the Montgomery College Chapter of the American Association of University Professors (AAUP).

16. **When do I need references, transcripts, TB tests, etc.?**

Official transcripts and three reference letters are due within 60 days of your employment. They should be mailed directly to the Vice President and Provost for the Campus in which you will be teaching.

TB skin test or chest X-ray - Proof of freedom from active tuberculosis - is required **before** you teach your first class. Contact: **The Montgomery County Health Department at** (240) 777-1800, to arrange a **skin test** which is only given on **Tuesdays**, 8:00 a.m. – 12 noon and 1:00 p.m. – 4:00 p.m., two visits are required for a skin test to be taken and read.

Chest X-rays are given **Monday – Friday** 8:00 a.m. – noon and 1:00 p.m. – 4:00 p.m.

The **cost** for either test is **\$20.00** and you must provide proof of residency in Montgomery County in order to use this testing location.

The Montgomery County Health Department Services Building

2000 Dennis Avenue, Suite 150

Silver Spring, MD.

240-777-1800

17. **Does the College pay for the TB tests?** No.

18. **Is the College accredited by Middle States?** Yes

19. **Are there Professional Development opportunities at Montgomery College?**

Professional development and training plays a central role in Montgomery College's efforts in cultivating and maintaining our highly qualified faculty. As a result, opportunities for faculty members to enhance their knowledge and skills are bountiful. In addition to providing numerous internal seminars, institutes, and training programs, the College also supports individual development through our Educational Assistance Program (EAP), Faculty Sabbatical Leave Program, Administrative Associate Assignment, participation in various external fellowship programs, as well as many other training and development opportunities.

20. **How will my work be evaluated?**

Your work is evaluated through student, peer and administrative input.

21. **Do I receive a contract? If so, what type?**

The Collective Bargaining Agreement is your contract. No other contract is issued unless you have a non-bargaining assignment. A **Notice of Initial Appointment** is issued by the appropriate Dean's office upon hire.

22. **How can I get a review of course descriptions?**

Visit our Web site at www.montgomerycollege.edu/curricula (for the catalog), and www.montgomerycollege.edu/credit (for the schedule), or call The Admissions & Records Office to request a College Catalog and a current Schedule of Classes.
Germantown 240-567-7817; Rockville 240-567-5036;
Takoma Park/Silver Spring 240-567-1501

23. **May I teach across disciplines?** Yes, if selected, the Instructional Dean has the authority to approve teaching across disciplines.

24. **What specific courses will I be teaching?**

The specific courses are determined based on the needs of the department. The responsibilities for this position should be discussed during the interview process.

25. **What if I am not called for an interview?**

Your application will remain in our data base. We suggest that you check the “**Employment Opportunities**” site periodically for future vacancies. You may also wish to apply to our **Part-time Faculty** opportunities for consideration for our future part-time faculty needs.

27. **How will I be paid?**

Faculty members will be paid bi-weekly, either by check or direct deposit, beginning within three weeks of employment.