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Chapter: Personnel Modification No. 004

Subject: **Allocation, Recruitment, Employment, and Salary Placement and Advancement of Part-Time Faculty**

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- I. The Board of Trustees approves the salary schedule for part-time faculty members and, as part of the annual budget process, approves funds for the employment of part-time faculty members during the fiscal year.
- II. The President or designee is authorized to employ all part-time faculty.
- III. To assure that all applicants for part-time faculty employment are treated equitably, candidates will be evaluated in accordance with standards of teaching and non-teaching experience, academic preparation, and other relevant criteria established for faculty vacancy.
- IV. The President is authorized to establish procedures to implement this policy.

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Board Approval: September 21, 1987; June 17, 2002; June 29, 2005 (Administrative Correction Only); September 27, 2010.

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I. General

- A. The President is responsible to the Board for the entire process of part-time faculty recruitment, employment, and evaluation, but has delegated to the Senior Vice President for Academic and Student Services the responsibility and authority for coordinating implementation of the Board policies and collegewide procedures regarding part-time faculty and has delegated to the campus Vice President and Provosts the authority to hire and evaluate part-time faculty, subject to the policies and procedures of the College. The President has expressly retained responsibility for recommending funds for part-time instruction to the Board of Trustees.
- B. As a general guideline, the College will seek to achieve and maintain a 2:1 ratio in the assignment of instructional teaching load between full-time and part-time faculty on a collegewide basis. This ratio may vary in any given academic year due to enrollment factors, budgetary constraints, or other considerations.
- C. Part-time faculty members are not hired for more than 11.5 equivalent semester hours per semester or 23 equivalent semester hours per academic year or 10 equivalent semester hours during summer sessions. The exception to these equivalent semester hours limitations is a part-time faculty member employed full-time (15 ESH minimum) for a semester or one year as a replacement for a full-time faculty member in accordance with applicable agreements.
- D. The hiring of part-time faculty members shall be consistent with the academic plans and affirmative action plans for each academic unit.
- E. The Vice President and Provost or designee must approve the appointment of any part-time faculty member, in any semester, who has not completed an appropriate master's degree or who is recommended for employment above the Base Pay Rate of the part-time salary scale. Recommendations should be submitted and approved prior to the faculty member meeting the first assigned class, if possible.
- F. A part-time faculty member may be employed during the day, evening, weekend, or combination thereof, depending on the needs of the College.
- G. The Chief Human Resources Officer is responsible for issuing, each semester, an identification card to all part-time faculty.

II. Allocation

The funds necessary to hire part-time faculty are included in the annual budget developed by each campus Vice President and Provost and forwarded to the Senior Vice President for Academic and Student Services for approval. Funds for part-time instruction (and other part-time services) are included in the budget recommended by the President to the Board of Trustees. Within the funds authorized in the Board-approved

operating budget, the Vice President and Provosts hire the number of part-time faculty required on their respective campuses. Vice President and Provosts will not expend more funds for part-time faculty services than the allocation authorized in the approved budget without the express prior approval by the President of an appropriate movement of funds.

**III. Recruitment**

- A. Advertisement for part-time faculty employment is coordinated by the Chief Human Resources Officer or designee. This responsibility includes placement of notices for all specific part-time faculty employment opportunities and for general part-time applicant pool enlargement, as well as responsibility for processing unsolicited inquiries for part-time employment.
- B. The Office of Human Resources will acknowledge and maintain the applications received for part-time faculty employment and will make applications available to campus deans or designees.
- C. The Chief Human Resources Officer or designee, Vice President and Provosts, deans, and discipline faculty share in the responsibility for recruiting qualified part-time faculty and for making positive efforts to develop a representative applicant pool of qualified part-time faculty.
- D. Part-time faculty recruitment to enhance the pool for specific discipline areas is initiated by request to the Office of Human Resources with an attached draft advertisement which should include duties, requirements, and preferences. All applications returned in response to such recruitment efforts are processed by the Office of Human Resources. All original faculty applications for part-time positions are maintained in the Office of Human Resources' talent management system.
- E. Depending on the availability of recruitment funds, a Vice President and Provost or designee may request general recruitment to increase the pool of applicants for potential part-time faculty employment. All applications returned in response to such advertisements will be processed by the Office of Human Resources for collegewide utilization.
- F. The Office of Human Resources will acknowledge all unsolicited inquiries for part-time employment with information regarding application submission. All applications will be acknowledged and processed for collegewide utilization.

**IV. Employment**

- A. Candidates for part-time faculty employment are interviewed periodically throughout the year by appropriate faculty and administrators. In evaluating candidates for employment, it must be recognized by everyone involved in the process that part-time faculty are subject to College policies and procedures regarding "Minimum Educational Requirements for Faculty." (32205CP).
- B. When part-time faculty are recommended for employment, the campus dean is authorized to sign the necessary personnel action form, the initial salary placement form, and the employment letter setting forth the assignment. No

contractual agreement exists between the part-time employee and the College beyond the employment letter for a particular semester or summer session.

- C. Campus deans are responsible for assuring that appointees complete or supply a number of items to be placed in the employee's personnel file, as follows:
1. Transcripts. Candidates must ensure the College receives official transcripts of all credits claimed for the highest two degrees earned plus related subsequent academic work.
  2. Employee's Withholding Exemption Certificate (W-4). Specific instructions are given on this form for claiming withholding exemptions.
  3. Employee's Maryland Withholding Exemption Certificate/Certificate of Non-Resident in the State of Maryland.
  4. Appropriate employment verification forms required under Federal law.
  5. Three letters of reference indicating professional competence, to be requested by department chairpersons, coordinators, instructional deans, or appropriate supervisors, based upon references cited in the application. Telephone references may be substituted for letters of reference under the following conditions:
    - a. The conversations are fully documented by memorandum,
    - b. The telephone conversation is with a department chairperson, or equivalent supervisor of the faculty member being considered (not another faculty member of the department), and
    - c. A synopsis of the conversation is included in the memorandum, as well as the date and name of the person with whom the conversation was held.
  6. A copy of the employment letter which is forwarded by the campus dean to the prospective appointee and which is subsequently returned, fully executed, to the dean.
- D. In special cases in which a part-time faculty member is hired at the beginning of a given semester, and when there is insufficient time to obtain transcripts, or references prior to the time classes convene, and where no other qualified part-time instructor is available for the assignment, the part-time instructor will be given six weeks in which to provide the documents specified above. If, for any reason, these documents are not produced and no verifiable indication of attempts to comply with this requirement is on file, the part-time instructor shall not be rehired. Prior to employing an instructor under these conditions, however, the department chairperson, coordinator, dean, or other supervisor will verify by telephone, or by such other means as may be practicable, the teaching qualifications of the applicant.
- V. Salary Placement, Evaluation, and Salary Advancement

A. Initial Salary Placement

The part-time faculty salary schedules are adopted each year by the Board of Trustees. Initial salary placement for new part-time faculty is based on the following criteria:

1. Teaching experience
2. Non-teaching discipline related experience
3. Academic preparation, including professional licensure/certification in related academic discipline, and special qualifications.
4. A retired full-time faculty member of Montgomery College

The initial salary placement and rank for part-time faculty shall be made according to the Base Pay Rate for that of Lecturer, unless a recommendation is made for advanced placement for meeting the criteria defined for that of Adjunct I or Adjunct II. The recommendation for initial placement as Adjunct I or II shall be made by the appropriate faculty and administrators and approved by the Vice President and Provost.

To qualify for initial placement at Adjunct I, one of the following criteria must be met:

- hold a doctorate and have taught a minimum of 18 semester hours at the collegiate level, in the same or closely related field, OR
- hold a master's degree and have taught a minimum of 36 semester hours at the collegiate level, in the same or closely related field, OR
- professional experience (if applicable) of 10 years and college teaching experience of 36 semester hours or more.

To qualify for initial placement at Adjunct II, one of the following criteria must be met:

- hold a doctorate and have taught a minimum of 54 semester hours at the collegiate level, in the same or closely related field, OR
- professional experience (if applicable) of 15 years and college teaching experience of 54 semester hours or more, OR
- be a retired full-time faculty member of Montgomery College.

VI. Part-Time Faculty Pay Structure

A. Three-Tier, Part-Time Faculty Pay Structure

Lecturer	Base Pay Rate
Adjunct I	Base Pay Rate plus a stipend approved by the Board, achieved after teaching a minimum of six semesters (may be non-consecutive) and 18 credits as a part-time faculty member at the Lecturer rank and having participated in certain professional development activities; OR

Upon initial placement if a recommendation is made for advanced placement for meeting the criteria defined for that of Adjunct I.

Adjunct II Base Pay Rate plus a stipend approved by the Board, achieved after teaching a minimum of six semesters (may be non-consecutive) and 18 credits as a part-time faculty member at the Adjunct I rank and having participated in additional professional development activities; OR

Upon initial placement if a recommendation is made for advanced placement for meeting the criteria defined for that of Adjunct II.

B. Basis of Salary Payment

Payment to part-time faculty members is based on work performed, as measured by "equivalent semester hours" (ESH). The ESH workload credit for a particular teaching assignment is the same as the ESH credit for such assignment made to a full-time faculty member.

C. Advancement in Salary

1. After an individual has been hired as a part-time faculty member and placed on the part-time salary schedule, advancement in salary is based wholly on successful teaching, participation in professional development activities, and other equivalent semester hour experience at Montgomery College. Experience and degrees earned after initial employment at Montgomery College, such as acquisition of advanced degrees or teaching experience at other institutions, do not form a basis for advancement in salary.
2. Advancement in salary is determined by Board policy concerning the part-time faculty pay structure and is dependent upon a satisfactory performance evaluation by appropriate faculty and/or administrators.
3. Advancement is initiated by a request from the part-time faculty member to the appropriate campus dean. The dean shall review the request and forward with a recommendation to the Vice President and Provost. The Vice President and Provost shall determine whether the part-time faculty member will be advanced in accordance with the procedure listed above, and notify the Office of Human Resources when such advancement is granted. In no event will a Lecturer be advanced to Adjunct II.

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Administrative Approval: September 21, 1987; June 19, 2000; August 12, 2003; June 29, 2005; February 25, 2011.