

Chapter: Human Resources

Modification No. 006Subject: **Allocation, Recruitment, Employment, and Advancement of Part-Time Faculty**

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- I. Montgomery College is committed to recruiting and hiring a diverse and inclusive workforce that is representative of the community that we serve. Our human resources are critical to our success and our ability to engage with students and the community. The College is dedicated to a recruitment and hiring process that reflects our mission and values.
 - II. The Board of Trustees, upon the recommendation of the President, approves funds for the employment of part-time faculty members during the fiscal year. This funding is requested through the planning and budget development processes. The staffing needs are identified based on processes that are aligned with the College's strategic and operational plans.
 - III. In accordance with applicable laws and the College's commitment to access, equity, and diversity, the College does not discriminate against any student, employee, or applicant for employment on the basis of age, color, citizenship status, covered veteran status, disability, gender, gender identity and expression, genetic information, national origin, marital status, race, religion, sexual orientation, or for any other reason protected by federal, state, and county laws and regulations. The College also prohibits retaliation against employees and students who, in good faith, bring complaints regarding perceived discrimination.
 - IV. To assure that all applicants for part-time faculty employment are treated equitably, candidates will be evaluated in accordance with the needs of the college and standards of teaching and non-teaching experience, academic preparation, and other relevant criteria established for the vacancy.
 - V. The president, or designee, has overall responsibility for the recruitment, selection and appointment of all employees, subject to available funding and confirmation by the Board of Trustees. Montgomery College is committed to providing equal employment opportunity for all employees and applicants. Equal opportunity extends to all aspects of the employment relationship, including but not limited to recruiting, hiring, placement, promotions, training, working conditions, transfer, leaves of absences, compensation, and benefits.
 - VI. The President is authorized to establish procedures to implement this policy.

Board Approval: September 21, 1987; June 17, 2002; June 29, 2005 (Administrative Correction Only); September 27, 2010; November 15, 2021.

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I. General

- A. Part-time faculty assignments are governed by the relevant collective bargaining agreements in effect at the time of hire and/or during employment. The type and quantity of assignments are limited by these agreements.
- B. Part-time faculty are essential to the operations of the college. However, student needs and programming needs vary from semester to semester and consequently staffing and programmatic needs will vary accordingly. The recruitment and hiring of a part-time faculty in one semester should not be construed as an indication of ongoing or future continued employment in any subsequent semester after the initial hire.
- C. The Senior Vice President for Academic Affairs (instructional part-time faculty) and the Senior Vice President for Student Affairs (counseling part-time faculty) must approve the appointment of any part-time faculty member, in any semester, who has not completed an appropriate master's degree.
- D. A part-time faculty member may be employed to deliver instruction or counseling through distance learning, remote classes, or in person on any campus or off-campus location during the day, evening, weekend, or combination thereof, depending on the needs of the College.

II. Recruitment

- A. The department chair, or designee, will work in collaboration with an HRSTM Recruiter to fill a part-time faculty vacancy. The HRSTM Recruiter acts as a resource by providing guidance and ensuring that the process is consistent with approved College policies and procedures. The recruiter is responsible for supporting the department chair, or designee, by facilitating the recruitment process through posting of job announcements, sourcing candidates, ensuring a broad and diverse pool of applicants, screening applications and forwarding qualified candidates to the hiring manager. The recruiter is the first point of contact for resolving any recruitment related issues
- B. The department chair, or designee, is responsible for completing and submitting the required documentation to HRSTM as outlined by the recruiter at the outset of the recruitment. The department chair, or designee, is also responsible for notifying the candidate of any training that will be required upon hire.

III. Initial Rank and Salary Placement

- A. The initial rank placement process is maintained by HRSTM and is updated from time to time based on operational need, best practice and budget among other factors. Information on the current process and the current rank placement paperwork can be found on the HRSTM website or by contacting a recruiter.

- B. 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
 - C. Initial rank will determine rate of pay per equivalent semester hour (ESH). Current ESH rates can be found in the collective bargaining agreement with SEIU, Local 500.
- IV. Rank and Salary Advancement
- A. Part-time faculty may seek rank advancement consistent with policy 32203. Rank advancement will impact compensation in accordance with the applicable part-time faculty salary schedule.
 - B. To the extent applicable the SEIU CBA provides additional information regarding rank advancement.

Administrative Approval: September 21, 1987; June 19, 2000; August 12, 2003; June 29, 2005; February 25, 2011; November 16, 2021.