
Chapter: Human Resources

Modification No. 002

Subject: **Inclusive Excellence Faculty Internship Program**

- I. As part of the College's commitment to maintaining highly effective and qualified faculty to meet the mission of Montgomery College, a teaching internship program for graduate students is established at Montgomery College. The purposes of the program are: (1) to provide an additional mechanism for recruiting faculty members, and (2) to provide an opportunity for graduate students to participate in a one- year program of professional development at the College. The professional development of interns will occur throughout the academic year and is intended to support the acquisition of pedagogic skills while concurrently fostering the professional expectations of community college faculty.
- II. Each year the College will identify those disciplines in which more than 35 percent of the credit hours are taught by part-time faculty members. Eligible candidates for the program are students who have completed a master's degree and are enrolled in a graduate or doctoral program in the discipline(s). Normally, candidates for the program will be nearing completion of their graduate or doctoral degree.
- III. The President is authorized to establish procedures to provide for the recruitment, employment, and supervision of the interns.

Board Approval: September 21, 1987; December 12, 2022

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- I. Recruitment: The position is open to all. Candidates for the internship program will be recruited from regional colleges and universities using the College's regular recruitment process.
- II. Interviewing and Selection: Applications for the program will be reviewed and processed in the same manner as applications for full-time faculty position vacancies.
- III. In consultation with discipline faculty, the supervising dean to which the intern is assigned will designate a faculty mentor who will serve as a role model and expert teacher.
- IV. In addition to teaching two courses (up to eight ESH) per academic year, the intern will undertake additional professional assignments, such as: directed readings on community college education; equity and inclusion in higher education; service on a faculty or campus committee or task force; visit the classes of full-time faculty; or other appropriate professional assignments.
- V. Each intern will be under the broad supervision of the dean in the area in which the intern will be teaching. At the beginning of the intern's appointment, the dean, in consultation with the faculty mentor and the intern, will develop a plan of activities for the intern, to include measurable objectives for the year. Evaluations of the intern at the end of the first semester and during the second semester will be based on how well the intern has met the objectives set forth in the plan. The evaluation process will include student and peer evaluation, as well as administrative evaluation.
- VI. Salaries for internships will be established on an annual basis as part of the budget process.
- VII. Interns are not eligible for College benefit programs.

Administrative Approval: September 21, 1987; December 12, 2022