

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. For most disciplines, a **master's degree plus some teaching experience are required.**

2. How do I apply?

We are only accepting 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/>. We are only accepting 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 jobs 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** MAC compatible

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, interests and schedule. NOTE: Part-time faculty usually teach sections listed as “TBA” in the schedule of classes. TIMING is important, since the full extent of part-time faculty needs are not known until the week before classes start. 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?

Ten credit hours in one semester AND no more than 20 credit hours in two semesters.

Please note: Part-time Faculty assignments are contracted for one semester only.

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

Official transcripts and three reference letters 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

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 “Search Jobs” site for new opportunities and apply directly to a specific posting.

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

The pay rates for part-time faculty are:

Lecturer - \$810 per ESH (Equivalent Semester Hour)

Adjunct - \$850 per ESH

Adjunct II - \$880 per ESH.

New part-time faculty start employment at Montgomery College as a Lecturer.