

Semester
Spring 2024

Institute for Part-time Faculty Engagement & Support

Resource Guide

Colleagues, welcome back!

We hope that you are feeling rejuvenated, inspired, and hopeful about this semester. Thank you for everything that you do to support all of our students! We appreciate you –

Professor Erik Swanson
Director



Stay Engaged ...

Follow us ...



[@MC.PTFaculty](#)

Contact the Institute

PTFacultyInstitute@montgomerycollege.edu

For additional information visit the [INSTITUTE](#)



Inside this Resource Guide

About the Institute	3
The Shoenberg Fellowship.....	7
Human Resources.....	8
ATPA.....	10
Professional Development.....	11
Learning Centers.....	12
OMBUDS.....	13
Academic Affairs.....	14
SEIU-500.....	18
OEI.....	19

Our Resource Guide Aims

- To inform PTF of MC policies and procedures
- To highlight important information related to their job
- To communicate our sincere goal to assist and support Part-time Faculty



OUR MISSION

Montgomery College is where students discover their passions and unlock their potential to transform lives, enrich the community, and change the world.

VISION

Montgomery College will serve as the community's institution of choice to transform the lives of students and Montgomery County.

OUR VALUES

At our core, we believe in welcoming all students and all employees into a community that emphasizes belonging.

We believe in giving every individual what they need to succeed (**Equity and Inclusion**). We believe in conducting our teaching and service duties with distinction (**Excellence**) in an ethical and trustworthy manner (**Integrity**). We are dedicated to being a transformational institution seeking social justice and are continuously updating and improving all our learning environments, the curriculum, and student services (**Innovation**) to meet the changing needs of our community (**Adaptability**). We make decisions about our operations in a way that respects and sustains the environment (**Sustainability**). We conduct ourselves with civility, courtesy, and professionalism in all our interactions (**Respect**).

About the Institute

The Institute is designed to better incorporate the contributions made by part-time faculty into the essence of Montgomery College's operation as a dynamic institution of higher education. In collaboration with departments, senior part-time faculty associates (SPTFA) and part-time faculty associates (PTFA) can assist you in becoming acclimated to the many educational and institutional resources offered by the college. PTFA's can also assist you virtually during select office hours.

In addition, central services such as Human Resources, E-Learning, Innovation, and Teaching Excellence (ELITE), and academic and counseling offices have been increasing their efforts to provide services to part-time faculty across the college.

How PTFA's Can Support YOU!

(1) Keep abreast of information concerning adjuncts at the college in order to share with you (2) Answer questions and direct you to appropriate resource(s) (3) Provide opportunities to meet with you via designated office hours (4) Provide general support for structured remote training help (5) Work with deans and chairs of the department to provide you with accurate and timely information (6) Serve as liaisons between the Institute and respective academic departments

Senior Part-time Faculty Associate

The senior part-time faculty associate provides direct support to PTFAs, provides campus specific assistance and support to our on-campus centers, and addresses inquiries through the Institute's email.

Professor [Carlos M. Molina Rosales](#), Ph.D.

Part-time Faculty Associates (Department Specific Support)

- Professor [Fernaundra Ferguson](#)
 - * Business, Economics, Accounting, Management, Computer Applications and Paralegal Studies (G & T)
 - * Business, Economics, Accounting, Computer Applications and Hospitality Management (R)
- Professor [Patricia Robinson](#)
 - * English and Reading (G)
 - * English and Reading (R)
 - * English and Reading (T)
- Professor [Matt Theis](#)
 - * Health Sciences (T)
 - * Nursing (T)
 - * Health Enhancement, Exercise Science, and Physical Education (Collegewide)
- Professor [Aajah Harris](#)
 - * Anthropology, Criminal Justice, & Sociology (R & T)
 - * Education and Psychology (R & T)
 - * Education and Social Sciences (G)
 - * School of Education (Collegewide)
- Professor [Jeff Mercurio](#)
 - * Chemical and Biological Sciences (G)
 - * Biology (R)
 - * Chemistry[®]
 - * Chemical and Biological Sciences (T)

Part-time Faculty Associates (Department Specific Support)

- Professor [Carlos Molina](#)
 - * Humanities (G)
 - * History and Political Science (R)
 - * World Languages and Philosophy (R)
 - * Humanities (T)
 - * General Studies Program (Collegewide)
- Professor [Teresa Peachey](#)
 - * Physical Sciences, Engineering, Computer Science, Cybersecurity and Networking (G & T)
 - * Engineering, Physical, and Computer Sciences (R)
- Professor [Elizabeth Feldman](#)
 - * Art (G & R)
 - * Media Arts & Technologies (R)
 - * Performing Arts (R)
 - * Visual and Performing Arts (T)
 - * Mathematics, Statistics, and Data Science (G)
 - * Mathematics, Statistics, and Data Science ®
 - * Mathematics, Statistics, and Data Science (T)
- Professor [Eli Moore](#)
 - * ELAP, Linguistics and Communication Studies (G)
 - * ELAP, Linguistics and Communication Studies (R)
 - * ELAP, Linguistics and Communication Studies (T)

Part-time Faculty Resource Centers

GERMANTOWN CAMPUS

([MAP](#))

High Technology & Science
Center Room 235 20200 Ob-
servation Drive, Germantown,
MD 20876



ROCKVILLE CAMPUS ([MAP](#))

Humanities Building Room 008
51 Mannakee Street
Rockville, MD 20850
240-567-5242

TAKOMA PARK/SILVER SPRING CAMPUS ([MAP](#))

Resource Center P4 room 305
(Relocated due to construction)
7600 Takoma Avenue,
Takoma Park, MD 20912
240-567-1300



Shoenberg Fellowships



The Institute for Part-Time Faculty Engagement and Support is proud to offer the Shoenberg Fellowship to qualified part-time faculty who are interested in pursuing full-time faculty positions in higher education. Dr. Robert Shoenberg has served as a member of the Board of Trustees and Foundation board, helping to transform Montgomery College into an institution that continues to attract great faculty and talented students. Through Dr. Shoenberg’s generous support, this fellowship is intended to support a fully paid, one-semester sabbatical for up to 3 part-time faculty members.

Requirements

- Prospective Fellows must apply through an online sabbatical proposal process
- Applicants must have a doctorate or other terminal degree in their field
- Applicants should have taught at Montgomery College for at least four semesters
- Part-time faculty would be eligible to receive the Shoenberg Fellowship award only one time during their employment at Montgomery College

Applicants will be asked to submit a plan to complete a research-based project within the term of the sabbatical. Fellows will be provided with mentoring and professional development support.

[Apply for the Shoenberg Fellowship](#)

**Due date is Friday,
October 18th, 2024**



How to report suspected child abuse?

All employees are considered “Mandated Reporters” of suspected child maltreatment under Maryland law and College Policy 75005- Protection of Minors. This includes child abuse, child sexual abuse and neglect. Employees have the responsibility to make a report to Montgomery County Child Welfare Services Program at 240-777-4417 (or in an emergency, dial 911). The suspicion of child maltreatment triggers the obligation to call; there is no obligation to be certain abuse has occurred. After reporting to local authorities, employees must also notify the College’s Youth Protection Coordinator, Kristen Roe at kristen.roe@montgomerycollege.edu or 240.567.4279. Employees may also consult with Kristen if they are unsure of their obligation to report.

Roadmap for Employees to Address Concerns

Do you have a concern you feel the need to address?

The College has developed this [special roadmap](#) to help employees understand where to go for assistance with the resolution of different concerns. Also, you may contact [Ethics Point Reporting Line](#).

Disability Support Services (DSS)

DSS celebrates and empowers diversity by providing accommodations and services for students with documented disabilities. Instructors have a legal responsibility to implement accommodations provided by DSS.

Be sure to click on [REVIEW TIPS](#) for making your remote teaching experience compliant and successful for all students. Faculty must provide service upon receipt of an accommodation letter or other notice from Disability Support Services (DSS) indicating that a student with a disability is authorized to specific academic adjustments or auxiliary aids, or services.

Providing the accommodation is not optional or up to the discretion of the faculty member. If there are questions or concerns about student accommodations, faculty must consult with the student’s DSS counselor. Students with disabilities cannot be put in the middle to negotiate their accommodations. Additionally, students with disabilities, including those who are entitled to classroom or examination accommodations, will not be discriminated against or denied the benefits in scheduling or taking exams. The administration of these exams should follow the procedures dictated on the student’s accommodation letter. Failure to provide necessary academic adjustments to a student with a disability may be discriminatory based on disability and may violate the ADA and Section 504. In instances where it is determined that a student did not receive his or her approved academic adjustments, faculty/instructional staff and disability services personnel will work together with the student to identify an appropriate remedy. The College’s [Electronic Information Technology Accessibility Policy and Procedure – 66004](#) clarifies that all instructional materials and online courses must be fully accessible to individuals with disabilities at the same time they are available to any other student enrolled in that program. Faculty who create or maintain electronic information (e.g. instructional material, websites, online courses, PDF forms, videos, etc.) are responsible for the accessibility of their material. The [Universal Design Center](#) provides resources and guidance on creating accessible materials.

For more information or assistance, contact accessibility@montgomerycollege.edu for all students.

Achieving the Promise Academy Reporting Student Behavior

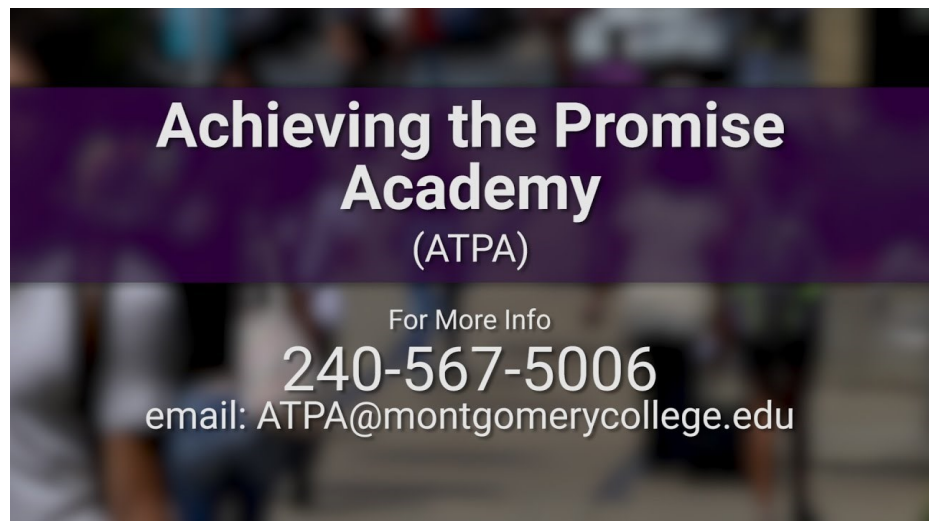
There is more information...

Achieving The Promise Academy (ATPA)

Provides students with one-on-one coaching and embedded classroom coaching. Through this service, students are able to receive support with exam prep, tutoring, financial aid and registration support, as well as development of academic and life skills.

One of the best things, besides student success rates, is that students are all served by **Part-time Faculty!**

To learn how you can get involved, visit [Achieving the Promise Academy](#)



Reporting Student Behavior

Do you know how to report student behaviors of concern (e.g., depression, mood swings, etc.), student disruptions or obstruction of the education process, or incidents regarding academic dishonesty?



If run into any of these concerns, be sure to submit a [REPORT](#). It can be completed anonymously as well.



E-Learning, Innovation, and Teaching Excellence ([ELITE](#))

As instructors, arguably, we should always be in a posture to learn and grow. If you want to enhance your skills and teaching techniques, MC offers:

- ⇒ Professional Development [sessions](#)
- ⇒ Workshops and classes (see [calendar](#))
- ⇒ Online teaching [training](#)
- ⇒ [Academy for Teaching Transformation](#)

Dr. [Michael Mills](#) Vice President E-Learning, Innovation, and Teaching Excellence (ELITE) | 240-567-6000

Dr. [Shinta Hernandez](#), Dean of Virtual Campus

24/7 Online Support with MC Library



Connect with MC Library remotely for research help through text, 24/7 chat, or an online appointment. Take advantage of millions of free e-resources, like articles, eBooks, and streaming videos. Learn about all the ways the library can support you and your students during remote operations by reviewing quick TIPS or clicking [LIBRARY](#) to visit the website.

Learning centers Reopening Information

MC Learning Centers

Spring 2024: To continue to provide safe and accessible support, the Learning Centers will offer both virtual and in-person tutoring and support services. Check each center's website for hours and availability. Email the Learning Centers for assistance.

Montgomery College's Resource Center at the Takoma Park/Silver Spring campus is undergoing a major renovation. During this time, the Takoma Park/Silver Spring Writing, Reading, and Language Center (WRLC) will relocate to the Academic Success Center (ASC), located at Commons 110. Tutoring services for the ASC and the WRLC, computer lab access, and food pantry access can all be found at this location. We look forward to working with you!

News:

Accudemia new window is the new scheduling system for MC learning centers. You can use Accudemia new window to make tutoring appointments, meet with a tutor online, and receive written feedback.

We are looking forward to your feedback regarding this new system, so if you run into any issues or simply want to share your opinion, please contact us.

For detailed information visit:

- [Learning Centers](#)
- by [subject](#) and [campus](#)
- [Virtual Tutoring & Workshops](#)
- [Digital Learning Centers](#)
- [Collegewide World Language Tutoring and Review Schedules](#)





Office of the Ombuds

The Office of the Ombuds provides a safe and confidential place where all Montgomery College employees – staff, faculty, administrators, temporary employees, and student employees – can voluntarily seek free guidance or assistance in resolving workplace disputes or concerns.

The Office of the Ombuds is an *independent, neutral and impartial, confidential, and informal resource* that employees may access without fear of retaliation or loss of privacy.

The Office of the Ombuds assists employees by providing information and collaboratively developing strategies and options that address concerns or challenges in productive and positive ways.

If you think the Office of the Ombuds can help you...

To schedule an appointment, please contact MC Ombuds.

Mr. [Billy Struemke](#), J.D, LL.M.

The Office of the OMBUDS ombuds@montgomerycollege.edu

[Cell: 240-595-0924](tel:240-595-0924)

Address:

MK 315G (call at the door), 900 Hungerford Dr., Rockville, MD 20850

There is more information...



Dr. Deidre Price
Senior Vice President of Academic Affairs
College Provost

Germantown Campus

Interim Vice President and Provost

Dr. Muhammad Kehnemouyi

Science, Technology, Engineering, and Math ([STEM](#)) Unit

Rockville Campus

Interim Vice President and Provost

Dr. Eric Benjamin

Arts, Business, Education, English, and Social Sciences ([ABEES](#)) Unit

Deans

- ⇒ Dr. Milton Nash
 - * Mathematics, Statistics, and Data Science
- ⇒ Dr. Nawal Benmouna
 - * Science, Engineering, and Technology
- ⇒ Dr. James Sniezek
 - * Chemical and Biological Sciences

Deans

- ⇒ Mr. Alton Henley
 - * Business, Economics, Accounting, Computer Applications, Hospitality Management, and Paralegal Studies
- ⇒ Ms. Ginger Robison
 - * Education, and Social Studies
- ⇒ Dr. Elizabeth Benton
 - * English and Reading
- ⇒ Dr. Frank Trezza
 - * Visual, Performing, and Media Arts



Workforce Development and Continuing Education Campus

Interim Vice President and Provost
Mr. Steve Greenfield
Applied Technologies, Gudelsky
Institute for Technology Education,
and Workforce Development and
Continuing Education ([WD&CE](#)) Unit

Deans

- ⇒ Dr. Chantal Vilmar
 - * Applied Technologies and Gudelsky Institute
- ⇒ Dr. Donna Kinerney
 - * Adult ESOL and Basic Skills for College and Career
- ⇒ Ms. Transcie Almonte-Sabio
 - * Business, and Information technology and Safety
- ⇒ Dorothy Umans
 - * Community Education and Extended

Takoma Park / Silver Spring Campus

Vice President and Provost
Dr. Brad Stewart
Communications, Health Sciences,
Health and Physical Education, and
Humanities ([CHSHPEH](#)) Unit

Deans

- ⇒ Dr. Fiona Glade
 - * ELAP, Linguistics and Communication Studies
- ⇒ Dr. Monique Davis
 - * Health Sciences, Health, and Physical Education
- ⇒ Dr. Sarah Campbell
 - * Humanities and General Studies



Academic Leadership

Academic Year Calendar 2024 – 2025

FALL SEMESTER 2024

Monday	August 26	Official beginning of Academic Year Faculty return for professional week
Monday	September 2	College closed for Labor Day holiday
Tuesday	September 3	Fall semester classes begin
Saturday-Sunday	September 7-8	Fall semester weekend classes begin
Tuesday	October 22	Advising Day; No classes for students Non-instructional duty day for faculty
Wednesday	November 27	No classes for students Non-instructional duty day for faculty
Thursday-Sunday	Nov 28-Dec 1	College closed for Thanksgiving holiday
Monday-Sunday	December 16-22	Final exam week
Sunday	December 22	Official end of fall semester
Monday-Friday	December 23-Jan 3	Winter break: College closed

WINTER SESSION 2024

Monday	December 23	Winter session classes begin
Monday	January 20	College closed for Dr. Martin Luther King, Jr. holiday
Friday	January 24	Winter session classes end

SPRING SEMESTER 2025

Monday	December 23	Official beginning of spring semester
Monday	January 20	College closed for Dr. Martin Luther King, Jr. holiday
Tuesday	January 21	Faculty return for professional days
Monday	January 27	Spring semester classes begin
Saturday-Sunday	February 1-2	Spring semester weekend classes begin
Monday-Sunday	March 17-23	Spring recess for students and faculty
Friday	March 21	Spring break; College closed
Monday-Sunday	May 12-18	Final exam week
Monday-Friday	May 19-23	Non-instructional duty days for faculty
Friday	May 23	Commencement

SUMMER SESSION 2025

Monday	May 26	College closed for Memorial Day holiday
Tuesday	May 27	Official beginning of summer sessions
Tuesday	May 27	Summer session I classes begin
Thursday	June 19	College closed for Juneteenth holiday
Monday	June 16	Midsummer session classes
Friday	July 4	College closed for Independence Day holiday
Monday	July 7	Summer session II classes begin
Friday	August 15	Official end of summer sessions

Monday, May 6, 2024 – Sunday, May 12, 2024

How to Find When Your Final Exam Will Be Held

1. At the top of the chart below, find the day(s) that your class is held. (When Your Class Is Held)
2. At the left of the chart, find the start time of your class. (When Your Class Starts)
3. Your exam day and time is at the intersection of the day(s) of your class and the start time of your class.
4. Check the Exceptions section below the chart to see if any of the exceptions apply to you.

*All sections that include both Tuesday and Thursday should follow the Tuesday and Thursday exam schedule (MTWRF, MTRF).

For Example: If your class meets only on Monday's beginning at 4:30pm, then your final exam will be held on May 6, 2024 from 5-7pm.

	Monday, Wednesday, and Friday	Monday and Wednesday	Tuesday and Thursday	Monday Only	Tuesday Only	Wednesday Only	Thursday Only	Friday Only
6:00-7:29am	May 10 7-9am	May 10 7-9am	May 10 7-9am	May 10 7-9am	May 10 7-9am	May 10 7-9am	May 10 7-9am	May 10 7-9am
7:30-8:54am	May 6 8-10am	May 6 8-10am	May 7 8-10am	May 6 8-10am	May 7 8-10am	May 8 8-10am	May 9 8-10am	May 10 8-10am
8:55-9:54am	May 8 8-10am	May 8 8-10am	May 9 8-10am	May 6 8-10am	May 7 8-10am	May 8 8-10am	May 9 8-10am	May 10 8-10am
9:55-10:54am	May 6 10:15am- 12:15pm	May 6 10:15am- 12:15pm	May 7 10:15am- 12:15pm	May 6 10:15am- 12:15pm	May 7 10:15am- 12:15pm	May 8 10:15am- 12:15pm	May 9 10:15am- 12:15pm	May 10 10:15am- 12:15pm
10:55-11:54am	May 8 10:15am- 12:15pm	May 8 10:15am- 12:15pm	May 9 10:15am- 12:15pm	May 6 10:15am- 12:15pm	May 7 10:15am- 12:15pm	May 8 10:15am- 12:15pm	May 9 10:15am- 12:15pm	May 10 10:15am- 12:15pm
11:55-12:54pm	May 6 12:30-2:30pm	May 6 12:30-2:30pm	May 7 12:30-2:30pm	May 6 12:30-2:30pm	May 7 12:30-2:30pm	May 8 12:30-2:30pm	May 9 12:30-2:30pm	May 10 12:30-2:30pm
12:55-1:54pm	May 8 12:30-2:30pm	May 8 12:30-2:30pm	May 9 12:30-2:30pm	May 6 12:30-2:30pm	May 7 12:30-2:30pm	May 8 12:30-2:30pm	May 9 12:30-2:30pm	May 10 12:30-2:30pm
1:55-2:54pm	May 6 2:45-4:45pm	May 6 2:45-4:45pm	May 7 2:45-4:45pm	May 6 2:45-4:45pm	May 7 2:45-4:45pm	May 8 2:45-4:45pm	May 9 2:45-4:45pm	May 10 2:45-4:45pm
2:55-4:29pm	May 8 2:45-4:45pm	May 8 2:45-4:45pm	May 9 2:45-4:45pm	May 6 2:45-4:45pm	May 7 2:45-4:45pm	May 8 2:45-4:45pm	May 9 2:45-4:45pm	May 10 2:45-4:45pm
4:30-5:59pm	May 6 5-7pm	May 6 5-7pm	May 7 5-7pm	May 6 5-7pm	May 7 5-7pm	May 8 5-7pm	May 9 5-7pm	May 10 5-7pm
6:00-7:19pm	May 8 7:15-9:15pm	May 8 7:15-9:15pm	May 9 7:15-9:15pm	May 6 7:15-9:15pm	May 7 7:15-9:15pm	May 8 7:15-9:15pm	May 9 7:15-9:15pm	May 10 7:15-9:15pm
7:20-9:29pm	May 6 7:15-9:15pm	May 6 7:15-9:15pm	May 7 7:15-9:15pm	May 6 7:15-9:15pm	May 7 7:15-9:15pm	May 8 7:15-9:15pm	May 9 7:15-9:15pm	May 10 7:15-9:15pm

Exceptions:

1. If your class is a Part of Term 3 class and ends during final exam week, your exam will be the last day of class. The class will meet regularly during final exam week.
2. If your class includes both a lecture and a lab, follow the schedule for the lecture time period.
3. Saturday and Sunday classes will meet at their regular start time on May 11-12, 2024 for a two-hour exam period.
4. Exams for Rockville Campus day sections of CHEM 131 will be given as follows: CHEM 131- Tuesday, May 7, 2024, 2:45-4:45pm.
5. Exams for Takoma Park Campus all day sections of CHEM 131 will be given as follows: CHEM 131- Tuesday, May 7, 2024, 2:45-4:45pm.
6. Exams for Takoma Park Campus all evening and Saturday sections of CHEM 131 will be given as follows: CHEM 131- Tuesday, May 7, 2024, 6:00-8:00pm.

Montgomery College Part-Time Faculty Union (SEIU Local 500)

Our Mission

- ⇒ To represent and promote the interests of part-time faculty members at Montgomery College generally;
- ⇒ To improve working conditions and job security for part-time faculty at MC, and
- ⇒ To promote equitable and respectful treatment of part-time faculty as a critical element in student success at MC

Our Structure

The MC Executive Committee works under the direction of SEIU Local 500 and includes:

- ⇒ the Director and Co-Director, elected by the general membership
- ⇒ the Chairs of Core Committees:
 - * a. Membership & Outreach,
 - * b. Urgent Issues
- ⇒ Members assigned to the Labor Management Collaboration Committee
- ⇒ Campus Representatives, the main point of contact for the union on each campus.

Director: Victoria Baldassano

English Prof. and Tutor for DSS



Co-Director: Mitch Tropin

Prof. Communication and Journalism



Those Part-time Faculty covered under the Agreement between
Montgomery Community College
and
Service Employees International Union, Local 500, CtW
from July 2023 through June 30, 2026, may want to read the above cited [agreement](#)

The Office of Equity and Inclusion at Montgomery College upholds a culture that values civil discourse, a safe environment for sharing, and one that observes, measures, and rewards success so that we can create an extraordinary educational institution. Montgomery College's Board of Trustees adopted an Antiracism Goal, which will "Promote social justice, radical inclusion, and racial equity within the College and the broader community and continue the Board focus on the journey to being an antiracist institution."

We will promote and create a working and learning environment rooted in the basic tenets of fairness, diversity, and inclusiveness.

Read our [Roadmap to Success](#) , and the new [Roadmap Addendum](#).

Social Justice Inclusive Leadership Institute for Students

The SJILI was created to help students become social justice leaders in their communities. It is also very personal. SJILI staff will create safe spaces that will facilitate sharing but we must also be prepared to deal with possible traumatic experiences that may resurface as a result of a trigger from our discussions. Mindfulness and meditation activities will be used to help students regroup after each session. Each week students will have a few goals and learning objectives to focus on and will meet weekly by Zoom. There will be some weeks that an additional session will be devoted to one-on-one/ small group meetings. Teams will be used to keep students updated on important dates

[Kimberly Jones](#)

Interim Chief Equity and Inclusion Officer

240-567-3080

Central Services, CT S420

We Want To Hear From You!!

**Wishing you a great semester!
Remember, the institute is
here as a resource and
support.**

**If you have any professional
development ideas or suggest-
ed engagement ideas, please
let us know!**

**Welcome to the Spring 2024
Semester!!**



Email us at PTFacultyInstitute@montgomerycollege.edu

Please, connect with us

Website:

<https://info.montgomerycollege.edu/resources/part-time-faculty/index.html>

Facebook:

Facebook @MC.PTFaculty

<https://www.facebook.com/MC.PTFaculty>

**Institute for Part-Time Faculty
Engagement & Support**

