

**To:** VPPs/Deans/Chairs and Part-Time Faculty GT, Part-Time Faculty RV and Part-Time Faculty TP/SS

**From:** Sherwin Collette, Senior Vice President for Administrative and Fiscal Services  
Krista Leitch Walker, Vice President/Chief Human Resources Office

**Subject:** **Correction: FY2023 Required Training for Employees**

**Date:** October 13, 2022

Important Notice

It has come to our attention that in the memo dated September 20, 2022 regarding [required training for FY23](#), the part-time credit faculty were not assigned the correct [Ethics Self-reflection Questionnaire](#) requirement. The original memo stated that the class was recommended when the class is required for part-time credit faculty.

**In short, part-time credit faculty are required to complete the [Ethics Self-reflection Questionnaire](#) for employees, Data Security@MC – Annual Review FY23, and Preventing Sexual Harassment and Workplace Discrimination and Retaliation.** The majority of the classes will be available in [Workday Learning](#) for registration (in-person classes) or completion online (for e-learning classes). The Ethics Questionnaire is accessible at the links above or from the [HRSTM Required Training webpage](#).

If you have questions or need assistance, please contact a Human Resources Internal Consultant, [Leslie Jones](#) at 240-567-9169 or [Lisa Evans](#) at 240-567-9065 or [Banessa Silva](#) at 240-567-2377, or the [HRSTM Help Desk](#) at 240-567-5353.

More information can be found on the [HRSTM Required Training](#) webpage. Thank you in advance for your attention and understanding.