



Dear _____ :

It is with pleasure that I welcome you to Montgomery College as a member of the full-time faculty for one semester.

Your appointment to the faculty of Montgomery College will be at a salary of \$ **pro-rated for the _____ semester.** The enclosed documents - "Initial Faculty Rank Recommendation Form" and "Faculty Credential Summary for Initial Salary Placement" – provide the specifics of your assignment. The Office of Human Resources will forward the "Acknowledgement of Initial Salary Placement Form" and other required documents.

As set forth in the College Policies and Procedures, your employment is contingent upon:

- Successful completion of criminal background check.
- Verification of degree/education.

If you have questions relating to your appointment, please contact me at _____ .
I look forward to working with you and extend to you my best wishes for success at Montgomery College.

Sincerely,

Enclosures

For disability related accommodations please contact the ADA Coordinator for Faculty and Staff at 240-567-5370 or Rowena.dsouza@montgomerycollege.edu.