

## Part-Time Faculty Request for Initial Rank Placement

This form is required to be used for the initial salary placement of part-time faculty or returning part-time faculty (separated for 18 months or more) as Lecturer, Adjunct I or Adjunct II. Place a  $\checkmark'$  in the box that describes the new part-time faculty's degree and/or experience. Please refer to <u>Policy & Procedure 32103CP</u> for additional information.

Section I – To be completed & Verified by Hiring Department Forward to the Office of Human Resources (HRSTM), attention: Records	
Faculty Name:	M#:
Discipline:	Start Date:
Campus:	FOAP:
Initial Placement at Lecturer	
Hold a Master's Degree, <u>OR</u>	
Professional experience equivalent to a Master's Degree per <u>32205-CP</u>	
Initial Placement at Adjunct I	
Hold a terminal degree (refer to SEIU and MC CBA), <b>OR</b>	
Hold a Master's Degree and have taught a minimum of 36 semester hours at the collegiate level, in the same or closely related field, <b>OR</b>	
Professional Experience (if applicable) of 10 years and college teaching experience of 36 semester hours or more	
Initial Placement at Adjunct II	
Hold a doctorate or terminal degree and have taught a minimum of 54 semester hours at the collegiate level, in the same or closely related field, <b>OR</b>	
Professional experience (if applicable) of 15 years and college teaching experience of 54 semester hours or more <b>OR</b>	
Be a retired full-time faculty member of Montgomery College	
Recommended Rank: Lecturer Adjur	nct I Adjunct II
Section II - Signatures	
Faculty Signature (print & sign name)	

Completed & Verified by (print & sign name)

Department Chair (print & sign name)

Dean (print & sign name)

SVP/VP/Provost (print & sign name)

Print Form