

## 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 `✓' in the box that describes the new part-time faculty's degree and/or experience. Please refer to [Policy & Procedure 32103CP](#) for additional information.*

### Section I – To be completed & Verified by Hiring Department

*Forward to the Office of Human Resources (HRSTM), attention: Records*

<b>Faculty Name:</b>	<b>M#:</b>
<b>Discipline:</b>	<b>Start Date:</b>
<b>Campus:</b>	<b>FOAP:</b>

#### Initial Placement at Lecturer

- Hold a Master's Degree, **OR**
- Professional experience equivalent to a Master's Degree per [32205-CP](#)

#### Initial Placement at Adjunct I

- Hold a doctorate and have taught a minimum of 18 semester hours at the collegiate level, in the same or closely related field **OR**
- 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, **OR**
- 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, **OR**
- Professional experience (if applicable) of 15 years and college teaching experience of 54 semester hours or more **OR**
- Be a retired full-time faculty member of Montgomery College

Recommended Rank:            Lecturer                                  Adjunct I                                  Adjunct II

### Section II - Signatures

Faculty Signature (print & sign name)	Date
Completed & Verified by (print & sign name)	Date
Department Chair (print & sign name)	Date
Dean (print & sign name)	Date
SVP/VP/Provost (print & sign name)	Date

Print Form