



Date

Name  
Address  
Address

Dear: Name

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 **\$Salary pro-rated for the semester 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 your completing and submitting the following forms:

- Successful completion of criminal background check;
- Verification of degree/education;
- Completion of reference checks or receipt of letters of professional recommendation

These documents should be forwarded to Human Resources:

Montgomery College  
Human Resources and Strategic Talent Management  
Attn: Talent Management  
9221 Corporate Blvd  
Rockville, MD 20850

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

Sincerely,

Dean Name  
Title  
Department

Enclosures