MONTGOMERY COLLEGE

To:	Administrative Aides, Faculty Coordinators, Department Chairs, and Deans
From:	Krista Leitch Walker, Vice President of Human Resources and Strategic Talent Management
	Lauren Landau, Manager of Talent Acquisition and Employment
Subject:	**Hiring of New Part-time Faculty for Fall 2020**
Date:	July 20, 2020

Due to the College's current remote work status and the steady enrollment projections, the Office of Human Resources and Strategic Talent Management (HRSTM) is taking this opportunity to provide some guidance for the hiring of new part-time faculty for the fall semester.

Recruitment and Hiring

- Prior to recruiting and/or hiring <u>new</u> part-time faculty, please discuss staffing plans with your administrator (dean). (New part-time faculty is defined as individuals who have never taught for the College or have not taught for the College in the last 18-months and have been terminated in the system.)

- New hires must create a profile in Workday (WD). To post a position or to confirm a candidate profile, please reach out to Roz Sanders Roz.Sanders@montgomerycollege.edu

- To provide opportunities to current part-time faculty who may be qualified and eligible to teach additional courses, part-time openings will be posted internally first before posting externally.

- All new hire part-time faculty are required to have the experience and skills needed to teach in an online and/or structured remote environment. The following is required for new hire part-time faculty:

  - *Proficiency with and ability to use a Learning Management System (LMS) and other web-based instructional technology to facilitate learning in a web-enhanced environment.*

- *Demonstrated experience teaching using a variety of delivery methods, online resources, and technology applications across the curriculum.*

- *Faculty members are expected to have access to a personal computer with virus protection that can connect to the internet outside of the work location (i.e., office, classroom, college campus). Montgomery College (MC) provides an MC e-mail account and access to the learning platform, password-protected faculty sections of the website, college listservs, and other faculty communications tools*

Employment Forms and Documents

- To safeguard privacy, the Office of Information Technology has recommended that new hire forms and documents be submitted through Dropbox. HRSTM will provide candidates with the new hire documents and a secure, personal link to upload completed forms. HRSTM will not process incomplete new hire forms or forms submitted outside of Dropbox.

- Once class/program registration and enrollment requirements have been met and there is confirmation that the class/program will take place, please notify Roz Sanders of the name, email address, and start date of the employee. Please do not submit this information more than 21 business days before the class/program start date.

- The Department of Homeland Security (DHS) requires physical verification of documents required for the Form I-9. Due to our remote operations and limited access to college buildings, new hires will be required to have this form notarized prior to submission. HRSTM will provide candidates with additional information and guidance.

We appreciate your cooperation and patience as we work to implement new practices during this time. Please contact Roz Sanders roz.sanders@montgomerycollege.edu or Lauren Landau lauren.landau@montgomerycollege.edu with any questions.