



PART-TIME FACULTY ASSIGNMENT

Name:	
M Number:	
Campus/Department:	
Rank:	
Courses and CRNs:	
Number of ESH	
Rate of ESH	
Total Salary:	
Period of Appointment:	

This letter confirms your agreement to instruct the courses listed above. Thank you for your service to Montgomery College and our students. This letter addresses important details concerning your employment as a part-time faculty member with the College. Please read and then sign this letter and return it to your department's Administrative Aide as soon as possible. By signing, you agree to the terms described in this letter and to abide by the College's policies and procedures. Failure to submit this signed letter will result in a disruption in pay. You must also have a valid federal Employment Eligibility Verification form (I-9) on file as a condition of employment with Montgomery College. Further, the following documents must be on file with your department within six weeks:

- A. Application of Employment
- B. Official transcripts of all credits claimed for the highest two degrees earned
- C. Three letters of reference
- D. Signed copy of this agreement

Please visit the Human Resources Office to complete the I-9 and new hire forms. If you have submitted this information to teach in a prior semester, you need only submit a signed copy of this agreement.

A condition of employment at Montgomery College is the completion of required training for part-time faculty members during a designated time period. Information regarding the most current training requirements may be found via the [Required Training](#) link on the [Human Resources website](#)

In addition, you are required to read and familiarize yourself with the [Student Code of Conduct, Policy and Procedure 42001](#).

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.

Montgomery College reserves the right to cancel all or part of this assignment at any time and for any reason in accordance with the requirements of the collective bargaining agreement, if applicable.

Effective January 1, 2008, all part-time faculty are eligible to participate in the College's 403(b) plans. These Supplemental Retirement Annuity (SRA) plans allow employees to save money for retirement on a pre-tax basis. If interested, please contact Human Resources for more information at 240-567-5353.

Accepted: _____
Signature
Date
Department Chair Signature
Date