

Semester  
Fall 2023

## *Institute for Part-time Faculty Engagement & Support*

# Resource Guide

### Colleagues, welcome back!

We hope that you are feeling rejuvenated, inspired, and hopeful about this semester. Thank you for everything that you do to support all of our students!

We appreciate you –

*Erik Swanson,  
Director  
Institute for Part-time Faculty  
Engagement & Support*



### Stay Engaged ...

*Follow us ...*



[@MC.PTFaculty](#)

### Contact the Institute

[PTFacultyInstitute@montgomerycollege.edu](mailto:PTFacultyInstitute@montgomerycollege.edu)

### Inside this Resource Guide

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### Our Resource Guide Aims

- To inform PTF of MC policies and procedures
- To highlight important information related to their job
- To communicate our sincere goal to assist and support Part-time Faculty



## **OUR MISSION**

Montgomery College is where student discover their passions and unlock their potential to transform lives, enrich the community, and change the world.

## **VISION**

Montgomery College will serve as the community's institution of choice to transform the lives of students and Montgomery County.

## **OUR VALUES**

EQUITY AND INCLUSION \* EXCELLENCE \* INTEGRITY \* RESPECT \*  
INNOVATION \* ADAPTABILITY \* SUSTAINABILITY

### ***About the Institute***

The Institute is designed to better incorporate the contributions made by part-time faculty into the essence of Montgomery College's operation as a dynamic institution of higher education. In collaboration with departments, senior part-time faculty associates (SPTFA) and part-time faculty associates (PTFA) can assist you in becoming acclimated to the many educational and institutional resources offered by the college. PTFA's can also assist you virtually during select office hours.

In addition, central services such as Human Resources, E-Learning, Innovation, and Teaching Excellence (ELITE), and academic and counseling offices have been increasing their efforts to provide services to part-time faculty across the college.

### **How PTFA's Can Support YOU!**

(1) Keep abreast of information concerning adjuncts at the college in order to share with you (2) Answer questions and direct you to appropriate resource(s) (3) Provide opportunities to meet with you via designated office hours (4) Provide general support for structured remote training help (5) Work with deans and chairs of the department to provide you with accurate and timely information (6) Serve as liaisons between the Institute and respective academic departments

### **Senior Part-time Faculty Associate**

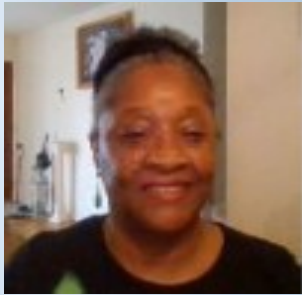
The senior part-time faculty associate provides direct support to PTFAs, as well as provide campus specific assistance and support to our on-campus centers.

**Carlos M. Molina Rosales, Ph.D.**



[carlos.molinarosales@montgomerycollege.edu](mailto:carlos.molinarosales@montgomerycollege.edu)

## Part-time Faculty Associates



**Patricia Robinson**

English and Reading

[Probin42@montgomerycollege.edu](mailto:Probin42@montgomerycollege.edu)



**Matt Theis**

Health Sciences, Health, and Physical  
Education

[Matthew.theis@montgomerycollege.edu](mailto:Matthew.theis@montgomerycollege.edu)



## Part-time Faculty Associates

**Erika Bucciantini**

Humanities

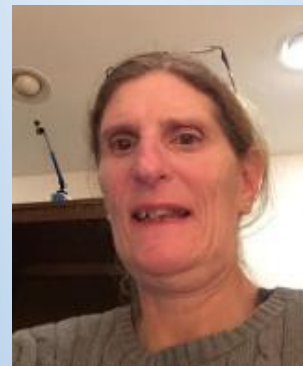
[Erika.bucciantini@montgomerycollege.edu](mailto:Erika.bucciantini@montgomerycollege.edu)



**Liz Feldman**

Media Arts & Technologies

[Elizabeth.feldman@montgomerycollege.edu](mailto:Elizabeth.feldman@montgomerycollege.edu)





## Part-time Faculty Resource Centers

### **GERMANTOWN CAMPUS ([MAP](#))**

High Technology & Science Center  
Room 235  
20200 Observation Drive, Germantown, MD 20876

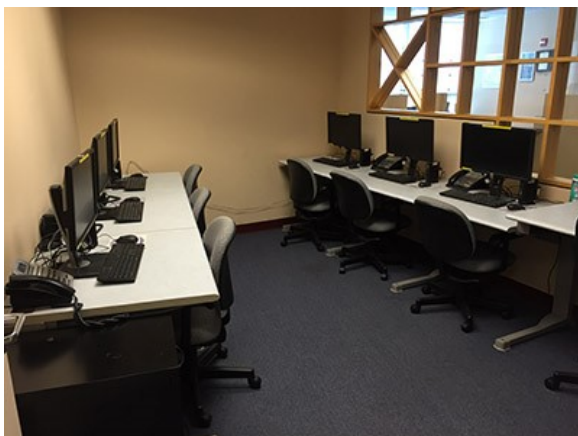


### **ROCKVILLE CAMPUS ([MAP](#))**

Humanities Building  
Room 008  
51 Mannakee Street  
Rockville, MD 20850  
240-567-5242

### **TAKOMA PARK/SILVER SPRING CAMPUS ([MAP](#))**

Resource Center  
P4 room 305 (Relocated due to construction)  
7600 Takoma Avenue, Takoma Park, MD 20912  
240-567-1300



### **WD&CE**

Gaithersburg Business Training Center  
12 South Summit Avenue  
Gaithersburg, MD 20877  
240-567-1863 | [Email](#)



- ⇒ Are you curious about how you will be evaluated when it is time?
- ⇒ Perhaps, it is time to move up from lecturer to adjunct, or adjunct I to adjunct II, or look for an additional 1% in pay rate if you are an adjunct II.
- ⇒ Questions about direct pay or pay schedules?

[Click Human Resources](#)

## Operating Ethically and In Compliance



Do you know how to report a sexual assault or a child abuse? Well, all instructional faculty are considered “Mandated Reporters” under Montgomery College policy 31001 and 75005

## How to respond to sexual misconduct?

All instructional faculty are considered “Mandated Reporters” under Montgomery College Policy 31001 – Sexual Misconduct. This means, faculty have the responsibility to notify the Title IX Coordinator, when they are made aware of a student or employee experiencing sexual misconduct (e.g. Sexual assault, sexual harassment, dating and domestic violence, and stalking). Mandated Reporters do not have the Authority to implement corrective action or resolve a report of sexual misconduct.

Reports of sexual misconduct must be made to Kristen J. Roe, Title Director of ADA Compliance and Title IX Coordinator, 900 Hungerford Dr. Rockville, MD 20850, Mannakee Building, suite 315G, [kristen.roe@montgomerycollege.edu](mailto:kristen.roe@montgomerycollege.edu), 240-567-5412, [TitleIX@montgomeryCollege.edu](mailto:TitleIX@montgomeryCollege.edu) or through the [Title IX incident report form](#).

## How to report suspected child abuse?

All employees are considered “Mandated Reporters” of suspected child maltreatment under Maryland law and College Policy 75005- Protection of Minors. This includes child abuse, child sexual abuse and neglect. Employees have the responsibility to make a report to Montgomery County Child Welfare Services Program at 240-777-4417 (or in an emergency, dial 911). The suspicion of child maltreatment triggers the obligation to call; there is no obligation to be certain abuse has occurred. After reporting to local authorities, employees must also notify the College’s Youth Protection Coordinator, Kristen Roe at [kristen.roe@montgomerycollege.edu](mailto:kristen.roe@montgomerycollege.edu) or 240.567.4279. Employees may also consult with Kristen if they are unsure of their obligation to report.

## Roadmap for Employees to Address Concerns

Do you have a concern you feel the need to address?

The College has developed this [special roadmap](#) to help employees understand where to go for assistance with the resolution of different concerns.

## Disability Support Services (DSS)

DSS celebrates and empowers diversity by providing accommodations and services for students with documented disabilities. Instructors have a legal responsibility to implement accommodations provided by DSS.

Be sure to click on [REVIEW TIPS](#) for making your remote teaching experience compliant and successful for all students. For more information, you can also visit [DSS](#)





# Achieving the Promise Academy Reporting Student Behavior

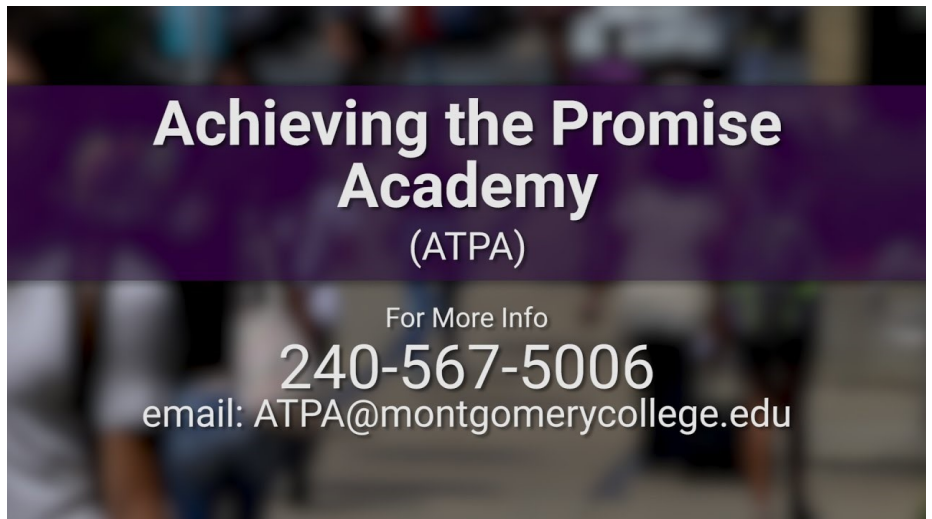
There is more information...

## Achieving The Promise Academy (ATPA)

Provides students with one-on-one coaching and embedded classroom coaching. Through this service, students are able to receive support with exam prep, tutoring, financial aid and registration support, as well as development of academic and life skills.

One of the best things, besides student success rates, is that students are all served by **Part-time Faculty!**

To learn how you can get involved, visit [Achieving the Promise Academy](#)

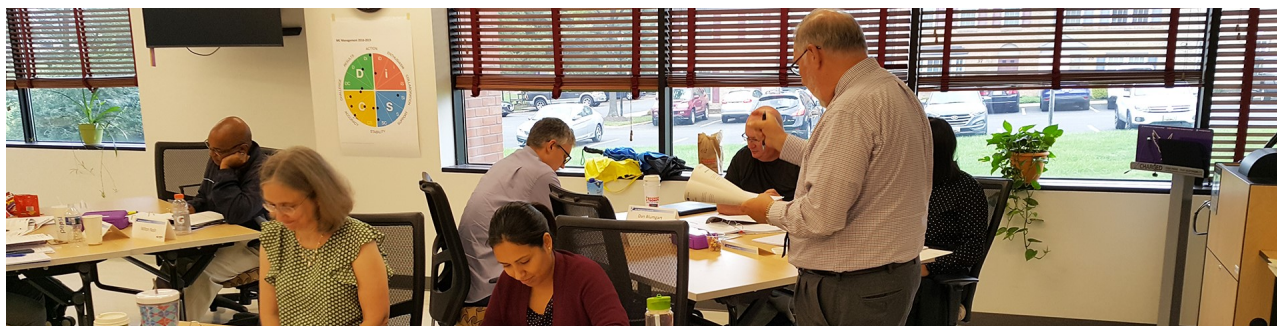


## Reporting Student Behavior

Do you know how to report student behaviors of concern (e.g., depression, mood swings, etc.), student disruptions or obstruction of the education process, or incidents regarding academic dishonesty?



If run into any of these concerns, be sure to submit a [REPORT](#). It can be completed anonymously as well.



## E-Learning, Innovation, and Teaching Excellence ([ELITE](#))

As instructors, arguably, we should always be in a posture to learn and grow. If you want to enhance your skills and teaching techniques, MC offers:

- ⇒ Professional Development [sessions](#)
- ⇒ Workshops and classes (see [calendar](#))
- ⇒ Online teaching [training](#)
- ⇒ [Academy for Teaching Transformation](#)

### [Dr. Michael Mills](#)

Vice President

[E-Learning, Innovation, and Teaching Excellence \(ELITE\)](#)

[Email](#) | 240-567-6000

[Dr. Shinta Hernandez](#), Dean of Virtual Campus

## 24/7 Online Support with MC Library

Connect with MC Library remotely for research help through text, 24/7 chat, or an online appointment. Take advantage of millions of free e-resources, like articles, eBooks, and streaming videos. Learn about all the ways the library can support you and your students during remote operations by reviewing quick [TIPS](#) or clicking [LIBRARY](#) to visit the website.



# Learning centers Reopening Information

Fall 2023: To continue to provide safe and accessible support, the Learning Centers will offer both virtual and in-person tutoring and support services. Check each center's website for hours and availability.

[Email the Learning Centers](#) for assistance.

Montgomery College's Resource Center at the Takoma Park/Silver Spring campus is undergoing a major renovation. During this time, the Takoma Park/Silver Spring Writing, Reading, and Language Center (WRLC) will relocate to the Academic Success Center (ASC), located at Commons 110. Tutoring services for the ASC and the WRLC, computer lab access, and food pantry access can all be found at this location. We look forward to working with you!


## News:

[Accudemian](#) new window is the new scheduling system for MC learning centers. Starting May 31, you can use [Accudemian](#) new window to make tutoring appointments, meet with a tutor online, and receive written feedback.

We are looking forward to your feedback regarding this new system, so if you run into any issues or simply want to share your opinion, please [contact us](#).



For detailed information visit:

- [Learning Centers](#)
- by [subject](#) and [campus](#)
- [Virtual Tutoring & Workshops](#)
- [Digital Learning Centers](#)
- [Collegewide World Language Tutoring and Review Schedules](#) (PDF, )



There is more information...



**Dr. Sharon Fechter,**  
*Interim Senior Vice President of Academic Affairs*

## Germantown Campus

Interim Vice President and Provost

**Dr. Muhammad Kehnemouyi**

Science, Technology, Engineering, and  
Math ([STEM](#)) Unit

## Rockville Campus

Interim Vice President and Provost

**Dr. Eric Benjamin**

Arts, Business, Education, English,  
and Social Sciences ([ABEES](#)) Unit

## Deans

- ⇒ Dr. Milton Nash
  - \* Mathematics, Statistics, and Data Science
- ⇒ Dr. Nawal Benmouna
  - \* Science, Engineering, and Technology
- ⇒ Dr. James Sniezek
  - \* Chemical and Biological Sciences

## Deans

- ⇒ Mr. Alton Henley
  - \* Business, Economics, Accounting, Computer Applications, Hospitality Management, and Paralegal Studies
- ⇒ Dr. Sonia Pruneda-Hernández
  - \* Education, and Social Studies
- ⇒ Dr. Elizabeth Benton
  - \* English and Reading
- ⇒ Dr. Frank Trezza
  - \* Visual, Performing, and Media Arts





## Workforce Development and Continuing Education Campus

Interim Vice president and Provost  
**Mr. Steve Green**  
Applied Technologies, Gudelsky  
Institute for Technology Education,  
and Workforce Development and  
Continuing Education ([WD&CE](#)) Unit

### Deans

- ⇒ Dr. Chantal Vilmar
  - \* Applied Technologies and Gudelsky Institute
- ⇒ Dr. Donna Kinerney
  - \* Adult ESOL and Basic Skills for College and Career
- ⇒ Mr. Steve Greenfield
  - \* Business, and Information technology and Safety
- ⇒ Dorothy Umans
  - \* Community Education and Extended Learning

## Takoma Park / Silver Spring Campus

Vice President and Provost  
**Dr. Brad Stewart**  
Communications, Health Sciences,  
Health and Physical Education, and  
Humanities ([CHSHPEH](#)) Unit

### Deans

- ⇒ Dr. Fiona Glade
  - \* ELAP, Linguistics and Communication Studies
- ⇒ Dr. Monique Davis
  - \* Health Sciences, Health, and Physical Education
- ⇒ Dr. Sarah Campbell
  - \* Humanities and General Studies

# Academic Leadership



## Academic Year Calendar 2023 – 2024

### FALL SEMESTER 2023

Monday	August 21	Official beginning of Academic Year Faculty return for professional week
Monday	August 28	Fall semester classes begin
Monday	September 4	College closed for Labor Day holiday
Saturday-Sunday	September 9-10	Fall semester weekend classes begin
Tuesday	October 17	Advising Day; No classes for students Non-instructional duty day for faculty
Wednesday	November 22	No classes for students Non-instructional duty day for faculty
Thursday-Sunday	November 23-26	College closed for Thanksgiving holiday
Monday-Sunday	December 11-17	Final exam week
Sunday	December 17	Official end of fall semester
Monday-Friday	December 18-22	Non-instructional duty days for faculty
Saturday-Monday	December 23-Jan 1	Winter break: College closed

### WINTER SESSION 2024

Monday	December 18	Winter session classes begin
Monday	January 15	College closed for Dr. Martin Luther King, Jr. holiday
Friday	January 19	Winter session classes end

### SPRING SEMESTER 2024

Monday	December 18	Official beginning of spring semester
Monday	January 15	College closed for Dr. Martin Luther King, Jr. holiday
Tuesday	January 16	Faculty return for professional days
Monday	January 22	Spring semester classes begin
Saturday-Sunday	January 27-28	Spring semester weekend classes begin
Monday-Sunday	March 11-17	Spring recess for students and faculty
Friday	March 15	Spring break; College closed
Monday-Sunday	May 6-12	Final exam week
Monday-Friday	May 13-17	Non-instructional duty days for faculty
Friday	May 17	Commencement Official end of spring semester/Academic Year

### SUMMER SESSION 2024

Monday	May 20	Official beginning of summer sessions
Monday	May 27	College closed for Memorial Day holiday
Tuesday	May 28	Summer session I classes begin
Wednesday	June 19	College closed for Juneteenth holiday
Monday	June 24	Midsummer session classes
Thursday	July 4	College closed for Independence Day holiday
Monday	July 8	Summer session II classes begin
Friday	August 16	Official end of summer sessions

## Monday, December 11, 2023 – Sunday, December 17, 2023

### How to Find When Your Final Exam Will Be Held

1. At the top of the chart below, find the day(s) that your class is held. (When Your Class Is Held)
2. At the left of the chart, find the start time of your class. (When Your Class Starts)
3. Your exam day and time is at the intersection of the day(s) of your class and the start time of your class.
4. Check the Exceptions section below the chart to see if any of the exceptions apply to you.

\*All sections that include both Tuesday and Thursday should follow the Tuesday and Thursday exam schedule (MTWRF, MTRF).

For Example: If your class meets only on Monday's beginning at 4:30pm, then your final exam will be held on December 11, 2023 from 5-7pm.

	Monday, Wednesday, and Friday	Monday and Wednesday	Tuesday and Thursday	Monday Only	Tuesday Only	Wednesday Only	Thursday Only	Friday Only
<b>6:00- 7:29am</b>	Dec. 15 7-9am	Dec. 15 7-9am	Dec. 15 7-9am	Dec. 15 7-9am	Dec. 15 7-9am	Dec. 15 7-9am	Dec. 15 7-9am	Dec. 15 7-9am
<b>7:30- 8:54am</b>	Dec. 11 8-10am	Dec. 11 8-10am	Dec. 12 8-10am	Dec. 11 8-10am	Dec. 12 8-10am	Dec. 13 8-10am	Dec. 14 8-10am	Dec. 15 8-10am
<b>8:55- 9:54am</b>	Dec. 13 8-10am	Dec. 13 8-10am	Dec. 14 8-10am	Dec. 11 8-10am	Dec. 12 8-10am	Dec. 13 8-10am	Dec. 14 8-10am	Dec. 15 8-10am
<b>9:55- 10:54am</b>	Dec. 11 10:15am- 12:15pm	Dec. 11 10:15am- 12:15pm	Dec. 12 10:15am- 12:15pm	Dec. 11 10:15am- 12:15pm	Dec. 12 10:15am- 12:15pm	Dec. 13 10:15am- 12:15pm	Dec. 14 10:15am- 12:15pm	Dec. 15 10:15am- 12:15pm
<b>10:55- 11:54am</b>	Dec. 13 10:15am- 12:15pm	Dec. 13 10:15am- 12:15pm	Dec. 14 10:15am- 12:15pm	Dec. 11 10:15am- 12:15pm	Dec. 12 10:15am- 12:15pm	Dec. 13 10:15am- 12:15pm	Dec. 14 10:15am- 12:15pm	Dec. 15 10:15am- 12:15pm
<b>11:55- 12:54pm</b>	Dec. 11 12:30-2:30pm	Dec. 11 12:30-2:30pm	Dec. 12 12:30-2:30pm	Dec. 11 12:30-2:30pm	Dec. 12 12:30-2:30pm	Dec. 13 12:30-2:30pm	Dec. 14 12:30-2:30pm	Dec. 15 12:30-2:30pm
<b>12:55- 1:54pm</b>	Dec. 13 12:30-2:30pm	Dec. 13 12:30-2:30pm	Dec. 14 12:30-2:30pm	Dec. 11 12:30-2:30pm	Dec. 12 12:30-2:30pm	Dec. 13 12:30-2:30pm	Dec. 14 12:30-2:30pm	Dec. 15 12:30-2:30pm
<b>1:55- 2:54pm</b>	Dec. 11 2:45-4:45pm	Dec. 11 2:45-4:45pm	Dec. 12 2:45-4:45pm	Dec. 11 2:45-4:45pm	Dec. 12 2:45-4:45pm	Dec. 13 2:45-4:45pm	Dec. 14 2:45-4:45pm	Dec. 15 2:45-4:45pm
<b>2:55- 4:29pm</b>	Dec. 13 2:45-4:45pm	Dec. 13 2:45-4:45pm	Dec. 14 2:45-4:45pm	Dec. 11 2:45-4:45pm	Dec. 12 2:45-4:45pm	Dec. 13 2:45-4:45pm	Dec. 14 2:45-4:45pm	Dec. 15 2:45-4:45pm
<b>4:30- 5:59pm</b>	Dec. 11 5-7pm	Dec. 11 5-7pm	Dec. 12 5-7pm	Dec. 11 5-7pm	Dec. 12 5-7pm	Dec. 13 5-7pm	Dec. 14 5-7pm	Dec. 15 5-7pm
<b>6:00- 7:19pm</b>	Dec. 13 7:15-9:15pm	Dec. 13 7:15-9:15pm	Dec. 14 7:15-9:15pm	Dec. 11 7:15-9:15pm	Dec. 12 7:15-9:15pm	Dec. 13 7:15-9:15pm	Dec. 14 7:15-9:15pm	Dec. 15 7:15-9:15pm
<b>7:20- 9:29pm</b>	Dec. 11 7:15-9:15pm	Dec. 11 7:15-9:15pm	Dec. 12 7:15-9:15pm	Dec. 11 7:15-9:15pm	Dec. 12 7:15-9:15pm	Dec. 13 7:15-9:15pm	Dec. 14 7:15-9:15pm	Dec. 15 7:15-9:15pm

#### Exceptions:

1. If your class is a Part of Term 3 class and ends during final exam week, your exam will be the last day of class. The class will meet regularly during final exam week.
2. If your class includes both a lecture and a lab, follow the schedule for the lecture time period.
2. Saturday and Sunday classes will meet at their regular start time on December 16-17, 2023 for a two-hour exam period.
3. Exams for Rockville Campus day sections of CHEM 131 will be given as follows: CHEM 131- Tuesday, December 12, 2023, 2:45-4:45pm.

## Montgomery College Part-Time Faculty Union (SEIU Local 500)

### Our Mission

- ⇒ To represent and promote the interests of part-time faculty members at Montgomery College generally;
- ⇒ To improve working conditions and job security for part-time faculty at MC, and
- ⇒ To promote equitable and respectful treatment of part-time faculty as a critical element in student success at MC

### Our Structure

The MC Executive Committee works under the direction of SEIU Local 500 and includes:

- ⇒ the Director and Co-Director, elected by the general membership
- ⇒ the Chairs of Core Committees:
  - \* a. Membership & Outreach,
  - \* b. Urgent Issues
- ⇒ Members assigned to the Labor Management Collaboration Committee
- ⇒ Campus Representatives, the main point of contact for the union on each campus.

**Director: Victoria Baldassano**  
English Prof. and Tutor for DSS



**Co-Director: Mitch Tropin**  
Prof. Communication and Journalism



**Executive Committee Member:**  
**Prof. Jenny Clarinda Hodges**, Communication Studies

**Executive Committee Member:**  
**Dr. Dianne Cherry**, Mass Communication Research

**Executive Committee Member:**  
**Dr. Ann Johnson**, Sociology, Anthropology, and Criminal Justice

Those Part-time Faculty covered under the Agreement between  
Montgomery Community College  
and  
Service Employees International Union, Local 500, CtW  
from July 2023 through June 30, 2026, may want to read the above cited [agreement](#)

## The Office of Equity and Inclusion

The Office of Equity and Inclusion at Montgomery College upholds a culture that values civil discourse, a safe environment for sharing, and one that observes, measures, and rewards success so that we can create an extraordinary educational institution.

We will promote and create a working and learning environment rooted in the basic tenets of fairness, diversity, and inclusiveness.

Read our [Roadmap to Success](#) , and the new [Roadmap Addendum](#) .

### News and Information

- [Montgomery College Minority Faculty Institute](#)
- [Let's Talk! Dialogue Sessions and Toolbox](#)
- **Antiracism Badge - Fall 2023 (register on Workday)**
  - \* Session 1: Wednesday October 4, 1-4 pm
  - \* Session 2: Wednesday October 25, 1-4 pm
  - \* Session 3: Wednesday November 29, 1-4 pm
  - \* Session 4: Wednesday December 13, 1-4 pm
- [Implementing Search Advocates](#)
- [Inequity During Coronavirus](#)
- [Tips for Supporting MC Students](#)



### Contact Equity and Inclusion Staff

- [Sharon Wilder, J.D.](#), Chief, Equity, and Inclusion Officer
- [Antonio Montaño](#), Equity and Inclusion Program Manager
- [María V. Cevallos Rodríguez](#), Executive Associate

Partnerships: Please contact us at [equityandinclusion@montgomerycollege.edu](mailto:equityandinclusion@montgomerycollege.edu) if you have an Equity and Inclusion idea for a pop up event or for a topic in our Let's Talk series.

We Want To Hear From You!!

**Wishing you a great semester!**  
Remember, the institute is  
here as a resource and  
support.

**If you have any professional  
development ideas or suggest-  
ed engagement ideas, please  
let us know!**

**Welcome to the Fall 2023  
Semester!!!**



Email us at [PTFacultyInstitute@montgomerycollege.edu](mailto:PTFacultyInstitute@montgomerycollege.edu)

**Please, connect with us**

**Website:**

**<https://info.montgomerycollege.edu/resources/part-time-faculty/index.html>**

**Facebook:**

**Facebook @MC.PTFaculty**

**<https://www.facebook.com/MC.PTFaculty>**

**Institute for Part-Time Faculty  
Engagement & Support**

