

Semester
Fall 2022

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

Stay Engaged ...

Follow us ...



[@MC.PTFaculty](https://www.facebook.com/MC.PTFaculty)

Contact the Institute

PTFacultyInstitute@montgomerycollege.edu

For additional information visit the [INSTITUTE](#)



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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

We empower our students to change their lives, and we enrich the life of our community.

We are accountable for our results.

VISION

With a sense of urgency for the future, Montgomery College will be a national model of educational excellence, opportunity, and student success. Our organization will be characterized by agility and relevance as it meets the dynamic challenges facing our students and community.

OUR VALUES

EXCELLENCE * INTEGRITY * INNOVATION *

EQUITY * INCLUSION * STEWARDSHIP * 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

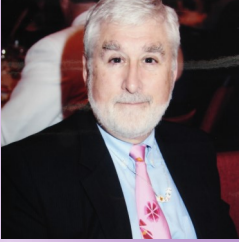
The senior part-time faculty associate provides direct support to PTFAs, as well as provide campus specific assistance and support to our on-campus centers.

Dr. Carlos M. Molina Rosales



carlos.molinarosales@montgomerycollege.edu

Part-time Faculty Associates (Department Specific Support)



Carl S. Pavetto

Business, Economics, Accounting, Computer Applications,
Hospitality Management, and Paralegal Studies
carl.pavetto@montgomerycollege.edu



Bridget De la Carrera

Chemical and Biological sciences
Bridget.delacarrera@montgomerycollege.edu



Shannell Thomas

Education and Social Sciences
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Toby Rabbin

ELAP, Linguistics and Communication Studies
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Patricia Robinson

English and Reading
Probin42@montgomerycollege.edu



Matt Theis

Health Sciences, Health, and Physical Education
Matthew.theis@montgomerycollege.edu

Part-time Faculty Associates (Department Specific Support)

Erika Bucciantini

Humanities

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Lori Perine

Mathematics, Statistics, and Data Science

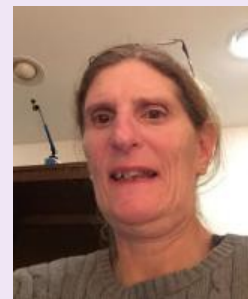
lori.perine@montgomerycollege.edu



Liz Feldman

Media Arts & Technologies

Elizabeth.feldman@montgomerycollege.edu



Teresa Peachey

Science, Engineering, and Technology

Teresa.peachey@montgomerycollege.edu



Naomi Daremblum

WDCE Representative

naomi.daremblum@montgomerycollege.edu



Shoenberg Fellowships



The Institute for Part-Time Faculty Engagement and Support is proud to offer the Shoenberg Fellowship to qualified part-time faculty who are interested in pursuing full-time faculty positions in higher education. Dr. Robert Shoenberg has served as a member of the Board of Trustees and Foundation board, helping to transform Montgomery College into an institution that continues to attract great faculty and talented students. Through Dr. Shoenberg's generous support, this fellowship is intended to support a fully paid, one-semester sabbatical for up to 3 part-time faculty members.

Requirements

- Prospective Fellows must apply through an online sabbatical proposal process
- Applicants must have a doctorate or other terminal degree in their field
- Applicants should have taught at Montgomery College for at least four semesters
- Part-time faculty would be eligible to receive the Shoenberg Fellowship award only one time during their employment at Montgomery College

Applicants will be asked to submit a plan to complete a research-based project within the term of the sabbatical. Fellows will be provided with mentoring and professional development support.

[Apply for the Shoenberg Fellowship](#)

**Due date is Friday,
November 18th, 2022**



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 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

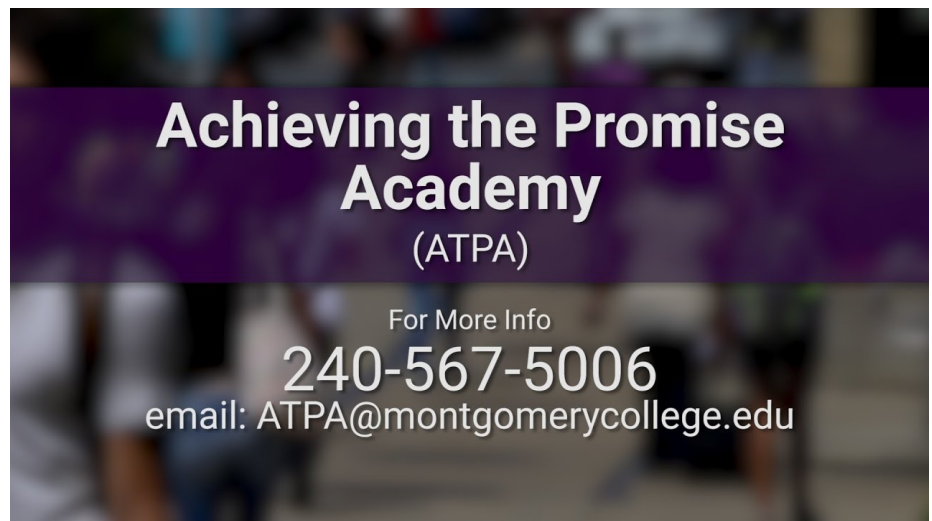
There is more information...

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](#)

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.



MC75
MONTGOMERY COLLEGE
CELEBRATING 75 YEARS
1946 ■ 2021

Montgomery College Learning Centers

ARE HERE TO HELP YOU BE SUCCESSFUL.

Students who use the learning centers do better than students who do not.



We support students college-wide with tutoring, workshops and review sessions. Each session lasts approximately 30 minutes to one hour depending on the learning center. For more information, please email or visit web links below.

VIRTUAL AND IN-PERSON TUTORING BY SUBJECT

VIRTUAL STEM LEARNING CENTERS

Tutoring, workshops and review sessions for science, technology, engineering and mathematics (STEM) and accounting students.

WRITING, READING, AND LANGUAGE CENTERS

Writing, reading, and language tutoring and workshops offered virtually and at all three campuses.

ACADEMIC SUCCESS CENTER

Humanities, social sciences, world languages, and economics tutoring offered at TP/SS campus.

The Writing, Reading, and Language Centers, Academic Success Center, Digital Learning Centers, and MC Library are proud to offer this collaborative series of workshops for the Spring 2022 semester. Students from all campuses are invited to participate in these workshops.

Many of these workshops will be live streamed via Zoom:
<https://montgomerycollege.zoom.us/my/mc.learning.center.workshops>

For more information, email:
learningcenters@montgomerycollege.edu

or visit:
<https://www.montgomerycollege.edu/academics/support/learning-centers/index.html>



For detailed information visit the [Learning Centers](#)



There is more information...

“The PTF institute was created to fully integrate our PTF in all of our student success efforts. While we have more work ahead of us, today, we have tremendous visibility and integration of PTF in all our student success efforts. I am so thankful for their hard work and dedication to our students.”

Dr. Sanjay Rai, Senior Vice President of Academic Affairs

Germantown Campus

Vice President and Provost

Ms. Margaret Latimer

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. Muhammad Kehnemouyi
 - * Science, Engineering, and Technology
- ⇒ Dr. James Sniezek
 - * Chemical and Biological Sciences

Deans

- ⇒ Dr. 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

Applied Technologies, Gudelsky
Institute for Technology Education,
and Workforce Development and
Continuing Education ([WD&CE](#)) Unit

Deans

- ⇒ Ed Roberts
 - * 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. Sharon Fechter
 - * Humanities and General
Studies

Academic Leadership

Academic Year Calendar 2022 - 2023

FALL SEMESTER 2022

Monday	August 22	Official beginning of Academic Year Faculty return for professional week
Monday	August 29	Fall semester classes begin
Monday	September 5	College closed for Labor Day holiday
Saturday-Sunday	September 10-11	Fall semester weekend classes begin
Tuesday	October 18	Advising day; No classes for students Non-instructional duty day for faculty
Wednesday	November 23	No classes for student Non-instructional duty day for faculty
Thursday-Sunday	November 24-27	College closed for Thanksgiving holiday
Monday-Sunday	December 12-18	Final exam week
Sunday	December 18	Official end of fall semester
Monday-Friday	December 19-23	Non-instructional duty days for faculty
Saturday-Monday	December 24 – January 2	Winter break; College closed

WINTER SESSION 2023

Monday	December 19	Winter session classes begin
Monday	January 16	College closed for Dr. Martin Luther King, Jr. holiday
Friday	January 20	Winter session classes end

SPRING SEMESTER 2023

Monday	December 19	Official beginning of spring semester
Monday	January 16	College closed for Dr. Martin Luther King, Jr. holiday
Tuesday	January 17	Faculty return for professional days
Monday	January 23	Spring semester classes begin
Saturday-Sunday	January 28-29	Spring semester weekend classes begin
Monday-Sunday	March 13-19	Spring recess for students and faculty
Friday	March 17	Spring break; College closed
Monday-Sunday	May 8-14	Final exam week
Monday-Friday	May 15-19	Non-instructional duty days for faculty
Friday	May 19	Commencement Official end of spring semester/Academic Year

SUMMER SESSION 2023

Monday	May 22	Official beginning of summer sessions
Monday	May 29	College closed for Memorial Day holiday
Tuesday	May 30	Summer session I classes begin
Monday	June 19	College closed for Juneteenth holiday
Tuesday	June 20	Midsummer session classes begin
Tuesday	July 4	College closed for Independence Day holiday
Monday	July 10	Summer session II classes begin
Friday	August 18	Official end of summer sessions

Monday, December 12, 2022 – Sunday, December 18, 2022

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 12, 2022 from 5-7pm.

	Monday, Wednesday, and Friday	Monday and Wednesday	Tuesday and Thursday	Monday Only	Tuesday Only	Wednesday Only	Thursday Only	Friday Only
6:00- 7:29am	Dec. 16 7-9am	Dec. 16 7-9am	Dec. 16 7-9am	Dec. 16 7-9am	Dec. 16 7-9am	Dec. 16 7-9am	Dec. 16 7-9am	Dec. 16 7-9am
7:30- 8:54am	Dec. 12 8-10am	Dec. 12 8-10am	Dec. 13 8-10am	Dec. 12 8-10am	Dec. 13 8-10am	Dec. 14 8-10am	Dec. 15 8-10am	Dec. 16 8-10am
8:55- 9:54am	Dec. 14 8-10am	Dec. 14 8-10am	Dec. 15 8-10am	Dec. 12 8-10am	Dec. 13 8-10am	Dec. 14 8-10am	Dec. 15 8-10am	Dec. 16 8-10am
9:55- 10:54am	Dec. 12 10:15am- 12:15pm	Dec. 12 10:15am- 12:15pm	Dec. 13 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	Dec. 16 10:15am- 12:15pm
10:55- 11:54am	Dec. 14 10:15am- 12:15pm	Dec. 14 10:15am- 12:15pm	Dec. 15 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	Dec. 16 10:15am- 12:15pm
11:55- 12:54pm	Dec. 12 12:30-2:30pm	Dec. 12 12:30-2:30pm	Dec. 13 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	Dec. 16 12:30-2:30pm
12:55- 1:54pm	Dec. 14 12:30-2:30pm	Dec. 14 12:30-2:30pm	Dec. 15 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	Dec. 16 12:30-2:30pm
1:55- 2:54pm	Dec. 12 2:45-4:45pm	Dec. 12 2:45-4:45pm	Dec. 13 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	Dec. 16 2:45-4:45pm
2:55- 4:29pm	Dec. 14 2:45-4:45pm	Dec. 14 2:45-4:45pm	Dec. 15 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	Dec. 16 2:45-4:45pm
4:30- 5:59pm	Dec. 12 5-7pm	Dec. 12 5-7pm	Dec. 13 5-7pm	Dec. 12 5-7pm	Dec. 13 5-7pm	Dec. 14 5-7pm	Dec. 15 5-7pm	Dec. 16 5-7pm
6:00- 7:19pm	Dec. 14 7:15-9:15pm	Dec. 14 7:15-9:15pm	Dec. 15 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	Dec. 16 7:15-9:15pm
7:20- 9:29pm	Dec. 12 7:15-9:15pm	Dec. 12 7:15-9:15pm	Dec. 13 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	Dec. 16 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 17-18, 2022 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 13, 2022, 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



Representative for the Takoma Park/Silver Spring Campus:

Elizabeth Sawyer, English Prof. and Tutor

Representative for the Rockville Campus:

Cynthia Edwards, English Prof.

Representative for the Germantown Campus:

Currently Vacant

Those Part-time Faculty covered under the Agreement between
Montgomery Community College
and
Service Employees International Union, Local 500, CtW
from July 2020 through June 30, 2023, may want to read the above cited [agreement](#)

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](#) .

UP COMING EVENTS

Hispanic Heritage Celebration!

We celebrate [Hispanic Heritage Month](#) (September 15 to October 15) to recognize the achievements and contributions of Hispanic American champions who have inspired others to achieve success.

You are cordially invited to [celebrate Hispanic heritage](#) through history, literature, music, and photography.

Events are planned throughout the College:

[Rockville campus](#)

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 Spring 2022
Semester!!**



Email us at 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**

