

MAINE MARITIME ACADEMY

A College of Engineering, Management, Science, and Transportation

Assistant Professor of Humanities and Social Sciences

POSITION OVERVIEW

This document describes duties that the Academy expects of faculty members. These may change with each academic year, through discussions between you and your department head/dean/vice president. You will be reviewed and evaluated on the basis of how well you perform these duties.

The responsibilities for this position will include some or all of the following: teaching, student advising, scholarship, service, and administrative responsibilities. Teaching is the fundamental responsibility of each faculty member.

The Department of Arts and Sciences seeks applicants for a permanent, full-time position in Maine Maritime Academy's humanities and social sciences program to begin August 2018. Applicants must have college teaching experience and a Ph.D. in one of the following disciplines: Cultural / Political Geography, Cultural Anthropology, or Comparative / International Politics. They should have a generalist's commitment to crossing disciplinary boundaries and national borders.

TEACHING

The successful candidate will teach courses in her or his core discipline, a first-year composition / writing seminar, and an interdisciplinary humanities survey focused on the cultural roots of the contemporary world. Ability to teach courses in Geographic Information Systems a plus. While all candidates must have an active interest in the teaching of writing, we especially seek those with experience teaching first-year writing seminars or other writing-intensive courses. Course load is three-three. The successful applicant will also advise undergraduates and engage in scholarship and service to the department and college.

Teaching responsibilities include time spent in the classroom and immediate preparation for classes, maintaining and improving competence in subjects taught, preparing teaching materials, conferring with students about course materials, directing individual and group studies and practica, reviewing written examinations and papers, evaluating presentations, and supervising independent study projects.

ADVISING

Student advising includes time spent meeting with students regarding academic, curricular, and career matters.

SERVICE

Academy service includes, but is not limited to, service on the Faculty Senate, Academy and departmental committees. Professional service implies the use of academic and professional expertise to serve your profession, the community, the state, the nation, or the world.

SCHOLARSHIP

Professors must provide evidence of their continued professional development. Scholarship enables individuals to remain current in the theory, practice, knowledge, skills, and/or pedagogy of their disciplines. The scholarly expectations of faculty should be consistent with the mission and purposes of Maine Maritime Academy.

OTHER ASPECTS OF FACULTY PERFORMANCE

Collegiality, as well as professional and ethical conduct, enhances teaching, learning and the general reputation of all persons in the academy. Therefore, all faculty members are expected to serve in a collegial fashion and in accordance with professional and ethical principles when dealing with other faculty members, students, administrators, and members of the public.

OTHER DUTIES

- Teach undergraduate courses assigned by the department chair.
- Develop learning materials, prepare assessments, and maintain records to monitor student progress, achievement, and attendance.
- Provide advice and support to students.
- Inform students of their progress by promptly returning assignments, quizzes, papers, and exams.
- Hold regular office hours.
- Participate in the administration of the department's programs and other activities as requested.
- Contribute to the development and implementation of a high quality curriculum.
- Maintain an awareness and observation of fire and health and safety regulations.

ESSENTIAL SKILLS AND COMMITMENTS

- Commitment to high-quality teaching and fostering a positive learning environment for students.
- Excellent interpersonal, organizational, and communication skills.
- Ability to supervise academic work by undergraduate students.
- Ability to manage time and work to strict deadlines.
- Ability to work collaboratively.
- Commitment to continuous professional development.
- Commitment to MMA's policy of equal opportunity and the ability to work harmoniously with colleagues and students of all genders, cultures, and backgrounds.
- Demonstrated integrity and ability to maintain confidentiality.
- Ability to adapt to changing priorities and conditions.

MINIMUM QUALIFICATIONS

- Doctoral degree from an accredited institution in Anthropology, Geography, Political Science, or related field by August 2018.
- College teaching experience.

DESIRABLE QUALIFICATIONS

- Candidates with experience teaching first-year writing seminars or other writing-intensive courses.
- Candidates who can teach courses in Geographic Information Systems.

SPECIAL CONDITIONS

- Background check is required.
- Must present original copies of transcripts.
- Smoke- and tobacco-free campus.