

MAINE MARITIME ACADEMY

A College of Engineering, Management, Science, and Transportation

Arts and Sciences Adjunct Faculty – Multiple Positions

POSITION OVERVIEW

This document describes the duties and expectations of adjunct faculty members at the Academy. Adjunct faculty are non-permanent, temporary faculty who are hired on a semester by semester basis.

Course assignments (commensurate with the candidates' background and expertise) include composition, mathematics, computer science, foreign languages, psychology, geography, GIS, world politics, humanities, medical, history, drawing, and other courses within the Arts and Sciences department.

Part-time positions begin in late August 2018. Please see below for a description of the various courses and credit hours currently open. Please note which course(s) applying for when submitting application, CV and cover letter. Compensation: \$985/credit hour.

TEACHING

Teaching responsibilities include time spent in the classroom, laboratory, or training ship(s) and in immediate preparation for these; maintaining and improving competence in subjects being taught; preparing contemporary teaching materials; conferring with students on course materials; directing individual and group studies and practica; reviewing written examinations and papers; evaluating presentations; supervising independent study projects, supervising or teaching clinical cooperatives or industry programs, and assigning grades according to existing Academy policy.

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.

DUTIES

- Teach at undergraduate level in areas allocated by the Department Head and reviewed from time to time by the Department Head.
- Contribute to the development, planning and implementation of a high quality curriculum.
- Assist in the development of learning materials, by preparing syllabus and lesson plans and maintaining records to monitor student progress, achievement and attendance.
- Participate in the development, administration and marking of exams and other assessments.
- Provide advice and support to students.
- Inform students of their progress by promptly returning assignments, quizzes, papers and exams.
- Hours vary, but must hold 2-3 office hours weekly for an adjunct teaching 12 credit hours per week, or pro-rated portion thereof for fewer credit hours.
- Maintain an awareness and enforce fire and health and safety regulations applicable to the teaching location.

ESSENTIAL SKILLS

- Teaching and other forms of public presentation.
- Proven record of ability to supervise academic work by undergraduates or graduate students.
- Proven record of ability to manage time and work to strict deadlines.
- Ability to write clearly and tailor communication style to meet the needs of the recipient.
- Ability to work collaboratively.
- Commitment to high quality teaching and fostering a positive learning environment for students
- Commitment to MMA's policy of equal opportunity and the ability to work harmoniously with colleagues and students of all genders, cultures and backgrounds
- Excellent interpersonal, organizational and communication skills are essential
- Ability to maintain composure in stressful situations
- High degree of professionalism
- Demonstrated integrity and ability to maintain confidentiality

MINIMUM QUALIFICATIONS

- Bachelor's degree or higher from an accredited institution in a field related to position applying for, or demonstrated record of achievement and experience in relevant industry for technical support/lab positions.
- Membership in relevant professional organization(s).
- Prior successful teaching/training experience desired.
- Appropriate professional license(s).

SPECIAL CONDITIONS

- Background check is required
- Must present original copies of transcripts
- Tobacco-Free Campus

COURSES/POSITIONS AVAILABLE

3 Credit hours: HC111 - Composition

This course helps students develop a flexible writing process that can be adapted to a variety of situations. Critical thinking and argumentation are emphasized, and students practice basic research skills as they learn to write effectively in a professional voice. This course supports the marine license program requirements to meet the Standards for Training, Certification and Watchkeeping (STCW). The course may have embedded assessment requirements that must be completed in addition to the class requirements. Rec. 3, Cr. 3. Eight sections needed—Typical class size 20

3 Credit hours: HC112 Humanities I — An interdisciplinary examination of the cultural roots of modern global society from the first civilizations through the middle Renaissance. Prerequisite: HC111. Rec. 3, Cr. 3. Three sections needed – Typical class size 22

3 Credit hours: CS150 - Structured Problem Solving with Computer

A course in problem solving using computers and emphasizing a structured approach. Topics include: structured solution methods, programming fundamentals, spreadsheet modeling, and an introduction to presentation software. Rec. 3, Cr. 3.

Four sections needed – Typical class size 25

3 Credit hours: HC160 - Spanish Level I

Introductory level includes the basics of the language with equal emphasis on developing reading, listening, writing, and speaking skills. For students with no previous study of the language or fewer than 2 years in high school. Cr. 3.

Two sections needed – Typical class size 25

3 Credit hours: HC171 - German Level I

Introductory level includes the basics of the language with equal emphasis on developing reading, listening, writing, and speaking skills. For students with no previous study of the language or fewer than 2 years in high school. Cr. 3. One section needed – Typical class size 25

3 Credit hours: PY200 Introduction to Psychology — This course provides an introduction to psychology – theories, research and practice. Emphasis will be on human behaviors, the brain, perception, principles of learning and therapies. Rec. 3, Cr. 3. Two sections needed – Typical class size 25

3 Credit hours: GE200 - World Regional Geography I

This course surveys the physical, economic, and historical patterns of the U.S., Canada, Latin America, Europe, Russia, and states of the former Soviet Union. Each of these regions will be explored with respect to landforms, resources, and cultures, as well as evolving economic and political systems. Rec. 3, Cr. 3. One section needed – Typical class size 25

3 Credit hours: PO230 - Contemporary World Politics I

This course is an introductory survey of the field of international relations with an emphasis on the interaction of global political, social, and economic factors. Rec. 3, Cr. 3. Two sections needed – Typical class size 25

3 Credit hours: HC333 Basic Drawing — This course helps students understand the language of drawing, a means of communicating literal or imaginative pictorial ideas. Students will develop a vocabulary for drawing, and learn how to accurately represent on paper what one sees. This course will stress learning about the power of line, and perspective on a 2-dimensional surface so the work tells the viewer what the artist wants to say and that the drawing aspires to be art rather than a diagram. Rec. 3, Cr. 3. One section needed – Typical class size 15