

# MAINE MARITIME ACADEMY

A College of Engineering, Management, Science, and Transportation

## **BA561 Special Topics in Global Logistics Adjunct Faculty Position INTERNAL POSTING ONLY**

### **POSITION OVERVIEW**

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

This current opening is expected to teach #3 credit hours in the **May/June 2018 Term**

BA561 Special Topics in Global Logistics & Maritime Management

This course is designed to introduce the students to a world-class port or series of ports through study and evaluation culminating in a week at a port and its related facilities and operations. May be team taught. Graduate Credit Hours-3

### **TEACHING**

Teaching responsibilities include time spent in the classroom, fieldtrips, arranging tours; meeting with clients, 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; reviewing written examinations and papers; evaluating presentations; 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 graduate level in areas allocated by the Dean of the Loeb-Sullivan School.
- 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, papers, presentations, and other assessments.
- Provide advice and support to students.
- Inform students of their progress by promptly returning assignments, quizzes, papers and exams
- Maintain 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 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**

- An MBA or MS from an accredited institution in logistics, supply chain management, production, or similar related field(s) and a minimum of 7 years of industry related experience are required. A doctorate and a minimum of 5 years teaching in higher education are preferred.
- Membership in relevant professional organization(s).
- Normally will have produced creative work, professional writing or research in refereed and other professional journals, and be a recognized authority in the field of specialization.

**SPECIAL CONDITIONS**

- Background check is required
- Must present original copies of transcripts