

MAINE MARITIME ACADEMY

A College of Engineering, Management, Science, and Transportation

Graduate Adjunct Faculty Position Introduction to Research & Research Sources 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 1 graduate credit hour on-campus in the August 2018 term.

OR503 Introduction to Research & Research Sources

This course will establish the basic vocabulary of business research and basic research concepts; introduce the electronic and print resources that will be used at MMA.

TEACHING

Teaching responsibilities include time spent in the classroom, 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; 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 and reviewed from time to time by the same Dean.
- 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
- 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 undergraduates or masters 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

- Masters degree from an accredited institution in library services or library related program.
- 3 or more years of demonstrated record of achievement in teaching, academic research, and research related assistance in a university library. Experience in supervising library operations is also 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. Must meet Academy criteria for appointment to the rank of Assistant/Associate/Full Professor.

SPECIAL CONDITIONS

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