

# MAINE MARITIME ACADEMY

A College of Engineering, Management, Science, and Transportation

## **Assistant Professor of Marine Transportation**

### **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 chair/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, all faculty members are expected to participate in this activity.

### **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 practical; reviewing written examinations and papers; evaluating presentations; supervising independent study projects, and supervising or teaching clinical cooperatives or industry programs.

### **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 evidence their documented and continued professional development. Scholarship enables individuals to remain current in the theory, practice, knowledge, skills and/or pedagogy of their disciplines. For some, scholarship and continued professional development may mean hands-on development and training in industry. 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.

## **DUTIES**

- To teach at undergraduate and/or graduate level in areas allocated by the Department Chair or Dean.
- To contribute to the development, planning and implementation of a high quality curriculum.
- To assist in the development of learning materials, preparing lesson plans and maintaining records to monitor student progress, achievement and attendance.
- To participate in departmental and faculty seminars aimed at sharing research outcomes and building interdisciplinary collaboration within and outside the department.
- To participate in MMA's annual training cruises as may be required by the Collective Bargaining Agreement.
- To participate in the development, administration and marking of exams and other assessments of students, including STCW competencies.
- To provide advice and support to students.
- To inform students of their progress by promptly returning assignments, quizzes, papers and exams.
- To hold at least 2 hours of office hours per week.
- To participate in the administration of the department's programs and other activities in support of the Marine Transportation Department as requested.
- To contribute to departmental, faculty, or Academy-wide working groups or committees as requested.
- To maintain one's own continuing professional development.
- To maintain an awareness and observation of fire and health and safety regulations.

All academic staff are expected to demonstrate their ongoing commitment to academic excellence; that is, to the conduct of possible research, publication, teaching and other forms of knowledge transfer, at the highest levels of achievement.

## **ESSENTIAL SKILLS**

- Teaching and other forms of public presentation.
- Proven record of ability to supervise academic work by undergraduate students.
- Proven record of ability to manage time and work to strict deadlines.
- Ability to speak and write clearly and tailor communication style to meet the needs of the recipient.
- Ability to work collaboratively.
- Ability to share in organization and management of various Academy programs.
- Commitment to high quality teaching and fostering a positive learning environment for students.
- 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.
- 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.
- Demonstrated ability to adapt to changing priorities and conditions.

## **MINIMUM QUALIFICATIONS**

- Bachelor's degree from an accredited institution (Master's preferred) in a maritime-related specialization
- Teaching experience.
- 5 years sailing as a licensed officer.
- Held leadership positions while employed either at sea or ashore.
- Minimum 200 Ton Limited Masters license with appropriate and current STCW certifications and medical clearance.
- Must meet Academy criteria for appointment to the rank of Assistant/Associate Professor.

## **SPECIAL CONDITIONS**

- A background check is required.
- Must present original copies of transcripts.
- Must present original copies of licenses and certificates.
- Must present documentation to legally be employed in the United States of America.
- Current Drug-Free screening certificate.
- Tobacco-free campus

## **PHYSICAL REQUIREMENTS**

- The physical requirements as outlined in the NVIC 04-08, as updated periodically by the U.S. Coast Guard, are herein incorporated.
- Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized.
- Requires lifting, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, and pulling are required frequently.