

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.

Part-time positions begin in January 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 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

- 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

COURSES/POSITIONS AVAILABLE

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.

Three sections needed – Typical class size 25

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: 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.

One section needed – Typical class size 25

3 Credit hours: HC232 - Management Communication

Students apply basic writing skills to produce various types of business communication, such as short and long reports, letters of inquiry, transmittals, proposal preparation, and organization of information for oral presentation using modern technological communication systems. Prerequisite: HC111. Rec. 3, Cr. 3.

Four sections needed – Typical class size 22

3 Credit hours: HC 331 Special Topics in Humanities

An upper-level course allowing students to pursue various topics in the humanities. Topics might include: thematic or imagistic studies, or work of special genres, or individual authors, philosophers, composers and/or artists. Proposals may be student or instructor initiated. Prerequisites: HC112 and HC211 and approval of department chair and instructor. Rec. 3, Cr. 3.

One section needed – Typical class size 22

3 Credit hours: HC 331: Special Topics in Humanities (Spanish Level II)

Intermediate level course. Includes a systematic but gradual review of the essentials of grammar and strengthens reading, writing, and especially speaking skills. Prerequisite: HC 160 or permission of instructor. Rec. 3, Cr. 3.

One section needed – Typical class size 25

3 Credit hours: HC339 Digital Photography

This course is an introduction to the art and science of digital photography. Primary emphasis is placed on learning photographic fundamentals and aesthetic principles, including the use of space, exposure, light and color. Rec. 3, Cr. 3.

One section needed – Typical class size 18

2 Credit hours: MD311 - Medical Person In Charge

A course including didactic and mostly practical skills. Included will be IVs, medication administration, skeletal and spinal immobilization. Prerequisite: MD310. Rec. 3, Cr. 3.

3 Credit hours: PO330 : Contemporary World Politics II — This upper level course allows students to pursue more in-depth study of particular areas of foreign relations. Topics might include modern development of Latin America, the Middle East, South Asia, the Pacific Rim or Western Europe. Prerequisite: PO230 or permission of the instructor. Rec. 3, 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.

One section needed – Typical class size 25

3 Credit hours: PY210 : Human Relations and Group Dynamics — This course is designed to help students understand, critique, analyze and integrate the major theories, research and application of dyadic and small group processes. It will emphasize group effectiveness for completion of tasks and communication. Diversity, including gender, ethnicity and culture, will be examined. Status and power will be examined from both worker and supervisor perspectives. Students will participate in structured group activities in an environment that facilitates candid and authentic communication. Prerequisite: PY200. Rec. 3, Cr. 3.

One section needed – One lecturer – Typical class size 25