

MAINE MARITIME ACADEMY

A College of Engineering, Management, Science, and Transportation

ENGINEERING INSTRUCTOR

POSITION OVERVIEW

This document describes duties that the Academy expects of faculty members designated as an Instructor. These may change with each academic year, through discussions between you and your department head/dean/vice president. You will be reviewed and evaluated based on how well you perform these duties.

The responsibilities for this position will include some or all the following: lab instruction, maintenance and improvement of labs, 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. The incumbent will teach those subjects as assigned by their department head.

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, 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

Faculty 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

- Responsible for the preparation, safety and maintenance of laboratories.
- Requisition of needed supplies.
- Teach at the undergraduate level in areas as assigned by the Department Head or Dean.
- Contribute to the development, planning and implementation of a high-quality curriculum.
- Assist in the development of learning materials, preparing lesson plans, and maintaining records to monitor student progress, achievement, and attendance.
- Participate in departmental and faculty seminars aimed at sharing research outcomes and building interdisciplinary collaboration within and outside the department.
- Provide advice and support to students.
- Participate in development, administration and marking of exams and other assessments of students.
- Inform students of their progress by promptly returning assignments, quizzes, papers, and exams.

- Hold office hours weekly.
- Participate in the administration of the department's programs and other activities as requested.
- Contribute to departmental, faculty, or Academy-wide working groups or committees as requested.
- Maintain one's own continuing professional development.
- Maintain an awareness and observation of fire and health and safety regulations.
- May be required to participate as an instructional faculty member onboard the Training Ship State of Maine during cruise.
- Expected to advise students and assist in department academic and administrative functions including serving on departmental and campus-wide committees.

All academic faculty 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
- Ability to supervise academic work by undergraduate students
- 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
- 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 written and oral communication skills.
- 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

- A bachelor's degree is required.

PREFERRED QUALIFICATIONS

- Engineering experience.
- Maritime experience.
- College lab instructional experience.
- Previous experience in field/industry.
- Previous teaching experience in a higher-education setting.

PHYSICAL/ENVIRONMENTAL FACTORS

- Typical classroom and office environment are in multi-story buildings with elevator access.
- Work in the labs may require: Climbing up and down ladders and gangways, lifting and carrying materials, occasional work in excess heat, cold, dampness or dry atmospheric conditions, exposure to chemicals or other potentially hazardous materials.
- Those required to participate on the training cruise must be capable of the following:
 - Living/working in cramped spaces on rolling vessel and maintaining balance on a moving deck
 - Rapidly donning an exposure suit and other lifesaving gear
 - Opening and closing watertight doors
 - Occasionally lift and move up to 50 pounds
 - Climbing steep stairs or vertical ladders without assistance

SPECIAL CONDITIONS

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

- Tobacco-free campus
- Position is not eligible for promotion to Assistant Professor