

# MAINE MARITIME ACADEMY

A College of Engineering, Management, Science, and Transportation

## Assistant/Associate Professor of Economics and Management

### 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 head/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.

Primary focus on teaching undergraduate and graduate level courses (on campus and online) related to International Business. Special emphasis on Micro-Economics, Macro-Economics, International Business, Management, Operations, Accounting and Finance

### TEACHING

Teaching responsibilities include time spent in the classroom, laboratory, 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

Professors must provide evidence of 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, staff and members of the public.

### DUTIES

- To teach at undergraduate and/or graduate level as directed by the Department Head 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 the development, administration and marking of exams and other assessments of students within and without your department.
- To provide advice and support to students.
- Inform students of their progress by promptly returning assignments, quizzes, papers and exams
- Hold 2 to 3 office hours per week.
- To participate in the administration of the department's programs and other activities 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.
- Ability to supervise academic work by undergraduates and 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.
- 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**

- A minimum of five years professional industry experience in the following areas is required: Management responsibility with decision making authority in business operations or management functions
- MBA or MS from an accredited institution in a business related field, with preference given to management and economic concentrations
- A doctorate and teaching experience in higher education are preferred
- Successful experience developing or delivering online courses is a plus
- Must meet Academy criteria for appointment to the rank of Assistant/Associate Professor.

### **SPECIAL CONDITIONS**

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