

MAINE MARITIME ACADEMY

A College of Engineering, Management, Science, and Transportation

Assistant Professor of Marine Transportation

POSITION OVERVIEW

This document describes duties and expectations of faculty members at Maine Maritime Academy. These may evolve over time. Faculty are reviewed and evaluated based on performance of these duties.

The responsibilities for this position will include some or all the following: teaching, service, scholarship, professional development, student advising, and administrative responsibilities. Teaching is the fundamental responsibility of each faculty member.

SALARY RANGE

\$64,660 - \$68,600

TEACHING

Teaching responsibilities include time spent in the classroom, in labs, or aboard training vessels, and the preparation related to course delivery. This includes maintaining and improving expertise in subjects being taught; preparing contemporary teaching materials; directing individual and group studies; developing and evaluating relevant student assessments, including STCW competencies, and record-keeping.

SERVICE

Academy service includes, but is not limited to, serving on the Faculty Senate, Academy, and Departmental committees. Service implies the use of academic and professional expertise to serve your profession, the community, the state, the nation, or the world.

SCHOLARSHIP and PROFESSIONAL DEVELOPMENT

Faculty at the Assistant Professor level are expected to demonstrate potential for Scholarship. In general, all Faculty are expected to commit to scholarly activity and professional development, which may vary with the individual's discipline and professional background. Scholarship and Professional Development enable faculty to remain current in the theory, practice, knowledge, skills and/or pedagogy of their disciplines. For some, Scholarship and Professional Development may mean publication, course development, coursework related to the maintenance and advancement of professional licenses, or ongoing involvement in industry. The scholarly and professional development expectations of Faculty should be consistent with the mission and purposes of Maine Maritime Academy.

STUDENT ADVISING

Student advising applies first and foremost to academic advising so that student stay on track with their academic plans. This usually involves meeting with students prior to Fall and Spring registration, and regular communication during the academic year. Advising can extend to other areas such as career matters.

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 the undergraduate level in areas allocated 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 building interdisciplinary collaboration within and outside the department.
- Provide support to students through academic, professional and other forms of advising.
- Participate in development, administration and grading of exams and other assessments of students.
- Inform students of their progress by promptly returning assignments, quizzes, papers, and exams.
- Hold at least 4 office hours per week.
- 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 and advance one's own continuing professional development.
- Maintain an awareness and observation of fire and health and safety regulations.
- Participate in academy training cruises aboard Training Ship *State of Maine* or the Schooner *Bowdoin* as required.

All faculty are expected to demonstrate their ongoing commitment to academic excellence at the highest level.

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 students
- 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.
- Demonstrate integrity and ability to maintain confidentiality.
- Demonstrate ability to adapt to changing priorities and conditions.
- Ability to teach a variety of Marine Transportation related courses.
- Willingness to learn how to use online teaching platforms at MMA and adapt to potential disruptions to a traditional semester.

REQUIRED QUALIFICATIONS

- Bachelor's degree from an accredited institution in a relevant field.
- Extensive commercial maritime experience at the management level.
- A valid USCG license with applicable STCW endorsements. Acceptable licenses include:
 - USCG Master 500 or 1600 Ton Near Coastal or Oceans; or
 - Chief Mate or Master Unlimited Oceans

PREFERRED QUALIFICATIONS

- Master's degree, or other advanced degree, in a relevant field.
- Experience teaching maritime subjects in a higher-education setting.
- Familiarity with electronic and digital advancements in maritime operations.
- Experience with curriculum development.
- Towing experience and Towing Officer Assessment Record (TOAR) for applicants with a 500 or 1600 Ton Master license)

- Experience with small vessel operations (outboard craft, launches, fast rescue boat, etc.).
- Recent experience working and understanding of US and international maritime regulations.
- Unlimited Master with command experience on commercial vessels.

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 heat, cold, dampness or dry atmospheric conditions.
- Those who participate in training cruises must be capable of the following:
 - Living and working in cramped spaces on a rolling vessel and maintaining balance on a moving deck
 - Rapidly donning an exposure suit and other lifesaving gear
 - Opening and closing watertight doors
 - Occasionally lifting and moving 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
- A pre-employment drug test, and participation in the random drug testing program, is required