

MAINE MARITIME ACADEMY

A College of Engineering, Management, Science, and Transportation

DEAN OF FACULTY

POSITION OVERVIEW

The Dean of Faculty is responsible for overseeing initiatives that support and enhance the undergraduate experience. The Dean of Faculty works closely with the Department Chairs and the Registrar in all areas related to the undergraduate educational program. The Dean of Faculty is expected to maintain strong relationship with Department Chairs on issues relevant to undergraduate education, faculty evaluation and student evaluation.

LEADERSHIP FOR ACADEMY WIDE UNDERGRADUATE INITIATIVES

- Provides support for licensure programs and faculty evaluations at BIW, Landing School and Bucksport.
- Promotes the importance of First Year Experience including freshman study away and abroad seminars.
- Chairs Academic Board and oversees PFD sanctions.
- Chair; Department Chair meeting
- Reviews and supports MMA general education requirements and promote undergraduate student learning outcomes.
- Reviews and supports MMA program review requirements to ensure alignment of resources to achieve program outcomes including; program continuous improvement, student achievement, career placement, and enrollment..

LEADERSHIP FOR PROGRAM AND ACTIVITIES SERVING UNDERGRADUATE STUDENTS

- Works closely with the Office of Admissions in program planning for Academic Orientation programs.
- Works closely with the Office of Student Affairs and Services and Residence Education and Hospitality Services to facilitate the planning of programs designed to enhance student success.

POLICY DEVELOPMENT AND IMPLEMENTATION

- Audits student completion of university general education requirements.
- Works in collaboration with the Regimental Program, Office of Admissions and the Office of Student Affairs and Services on policies and strategies related to student recruitment, retention, and progression toward their degree.

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 contribute to the development, planning and implementation of a high-quality curriculum.
- To conduct classroom observations and review of faculty in developing 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 provide advice and support to students.
- Inform students of their progress by promptly returning assignments, quizzes, papers and exams
- Hold appropriate office hours weekly.
- To participate in the administration of Office of the Provost 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.
- 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

- Full Professor with degrees in Transportation, Engineering, Sciences, or related fields.

PREFERED QUALIFICATIONS

- A strong track record of successful teaching, particularly working with under-prepared students. Experience teaching via online modalities.
- Minimum of Master Degree in relevant field of study.
- Familiar with USCG licensing requirements and STCW requirements.
- Familiar with ABET review and certification.
- Experience as Department Chair
- Familiar with training cruise, cadet shipping, cooperative field experience in relation to academic programs.

SPECIAL CONDITIONS

- Background check is required
- Random Drug Testing for USCG licensed personnel
- Tobacco-free campus