

MAINE MARITIME ACADEMY

A College of Engineering, Management, Science, and Transportation

Department of Arts and Sciences Adjunct Faculty Positions – Spring 2023

POSITION OVERVIEW

This document describes duties and expectations of adjunct faculty members at Maine Maritime Academy. Adjunct faculty are non-permanent, temporary faculty who are hired on a semester-by-semester basis.

The Arts and Sciences Department seeks to fill several one-semester adjunct instructor positions starting in January 2024. Instructor(s) to teach Composition, Humanities, Mathematics, and other courses.

An advanced degree in a relevant discipline is required. PhD is preferred, but a master's or equivalent experience will be considered.

TEACHING

Teaching responsibilities may include time in classrooms and laboratories, as well as in remote meetings with students. Adjunct Faculty should be prepared to prepare lecture, project or lab materials as needed; communicate with students; cooperate with colleagues; assess and grade student performance to appropriate collegiate standards.

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
- Hold two scheduled office hours per week and be willing to meet with students at other mutually agreeable times, if necessary.
- Maintain an awareness and enforce fire and health and safety regulations applicable to the teaching location.

ESSENTIAL SKILLS and QUALITIES

- Experience teaching or with other forms of public presentation
- Proven record of ability to supervise academic work by undergraduate students
- Proven record of ability to manage time and work to 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 to 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

- Ability to maintain composure in stressful situations
- High degree of professionalism
- Integrity and ability to maintain confidentiality

MINIMUM QUALIFICATIONS

- Advanced degree in a relevant discipline, PhD preferred, master's acceptable. Equivalent professional experience may be suitable for some positions if an applicant does not hold an advanced degree.
- Prior teaching experience is particularly desired; college-level teaching experience is desirable.

SPECIAL CONDITIONS

- Must present original copies of transcripts
- Pay is \$1000 per unit.

COURSES/POSITIONS AVAILABLE:

Basic Drawing (HC333)

Maine Maritime Academy Department of Arts and Sciences seeks an adjunct instructor to teach Basic Drawing. The schedule requires Friday mornings, one section. The position begins 15 January and ends 4 May. A master's degree desired. Experience teaching undergraduates like those at MMA is desirable. Three units per section.

Chemistry Laboratory (CH101, CH152)

Maine Maritime Academy Department of Arts and Sciences seeks an adjunct instructor to teach introductory chemistry laboratories. The schedule requires Tuesdays (CH101), three sections or Thursday nights (CH152), one section. The position begins 15 January and ends 4 May. A master's degree desired. Experience teaching undergraduates like those at MMA is desirable. One and a half units per section.

Chemistry Laboratory Preparation

Maine Maritime Academy Department of Arts and Sciences seeks laboratory help to prepare introductory chemistry laboratories. The schedule is flexible but requires undergraduate labs to be ready on Tuesday morning at 8am. The incumbent must be able to work independently and safely in the chemistry lab. Experience required. The position begins 15 January and ends 4 May. A master's degree desired. Three units.

Composition (HC111)

Maine Maritime Academy Department of Arts and Sciences seeks an adjunct instructor of first-year Composition (HC111) for the spring semester beginning in January 2024. The incumbent will teach up to two sections of Composition. The schedule is T-Th. The position begins 15 January and ends 4 May. A master's degree in English or related field or equivalent experience is required. Experience teaching undergraduates like those at MMA is desirable. Four units per section.

Digital Photography (HC339)

Maine Maritime Academy Department of Arts and Sciences seeks an adjunct instructor of Digital Photography (HC339) for the spring semester beginning in January 2024. The schedule is MWF. The position begins 15 January and ends 4 May. A master's degree is desired. Experience teaching undergraduates like those at MMA is desirable. Three units per section.

Spanish (HC160, HC161)

Maine Maritime Academy Department of Arts and Sciences seeks an adjunct instructor of Spanish I (HC160) and II (HC161) for the spring semester beginning in January 2024. The incumbent will teach one section of Spanish I and one section of Spanish II. The schedule is MW evenings. The position begins

15 January and ends 4 May. A master's degree or equivalent experience is desired. Experience teaching undergraduates like those at MMA is desirable. Three units per section.

Humanities (HC220, HC230)

Maine Maritime Academy Department of Arts and Sciences seeks adjunct instructors for Humanities I (HC220; 1 section) and Humanities II (HC230; 3 sections). The incumbents will teach up to two sections. The schedule is MWF or TTh. The position begins 15 January and ends 4 May. An advanced degree in English, literature, history, philosophy or related field or equivalent experience is required. Experience teaching undergraduates like those at MMA is desirable. Four units per section.

Management Communications (HC232)

Maine Maritime Academy Department of Arts and Sciences seeks adjunct instructors of Management Communications (HC232) for the spring semester beginning in January 2024. The incumbent will teach two sections. The schedule is MWF. The position begins 15 January and ends 4 May. A master's degree in English or related field or equivalent experience is required. Experience teaching undergraduates like those at MMA is desirable. Four units per section.

Elective (HC331)

Maine Maritime Academy Department of Arts and Sciences seeks adjunct instructor for upper division elective course: Writing Goes to the Movies (HC331) for the spring semester beginning in January 2024. The incumbent will teach one section on Wednesday evenings. The position begins 15 January and ends 4 May. A master's degree in English, literature, related field or equivalent experience is required. Experience teaching undergraduates like those at MMA is desirable. Four units per section.

Peer Tutoring Workshop (HC337)

The Arts and Sciences Department seeks an instructor to prepare students to work in the MMA Writing Center as peer consultants. The incumbent will instruct on topics including writing center theory and practice, disciplinary genres, and working with ESL and learning-disabled students. Writing process strategies are reviewed, as are such rhetorical elements as style, organization, grammar, punctuation, and usage. Schedule is TBD. One credit and one unit. One section anticipated.

Teaching Assistant for Medical Person In Charge (MD311)

A course including didactic and mostly practical skills. The teaching assistant will help the primary instructor with instruction and evaluation of students in all aspects of the course including IVs, medication administration, skeletal and spinal immobilization. Relevant professional experience is a must in addition to teaching experience. Three credits; 2 units. One section needed; Typical class size 20.

Mathematics (MS101, MS103, MS110)

Maine Maritime Academy Department of Arts and Sciences seeks adjunct instructors in mathematics. Two sections of Precalculus (MS101 and MS103) and 3 sections of Technical Calculus I (MS110) are anticipated in the spring semester beginning January 2024. The position begins 15 January and ends 4 May. A master's degree is desired. Experience teaching undergraduates like those at MMA is desirable. Four units per section.

Physical Education (PE102, PE108)

Maine Maritime Academy Department of Arts and Sciences seeks an adjunct instructor to teach Physical Fitness and Basic Water Skills. The incumbent will teach three sections total. The position begins 15

January and ends 4 May. A master's degree is desired. Experience teaching undergraduates like those at MMA is desirable. Half a unit per section.

Lifeguard Training (PE113)

Maine Maritime Academy Department of Arts and Sciences seeks an adjunct instructor to teach lifeguard candidates the skills and knowledge needed to prevent and respond to aquatic emergencies; offer instruction in accident prevention, water rescue skills, First Aid, and CPR. American Red Cross Lifeguard certification is available. The successful candidate must be qualified to oversee such certification. One unit, one section.

Physics Laboratory (PS102 Lab)

Maine Maritime Academy Department of Arts and Sciences seeks an adjunct instructor for Physics laboratory for the spring semester beginning in January 2024. The incumbent will teach one section. The schedule is to be determined. The position begins 15 January and ends 4 May. A master's degree in physics or related field or equivalent experience is required. Experience teaching undergraduates like those at MMA is desirable. One unit per section.

Introduction to Psychology (PY200)

Maine Maritime Academy Department of Arts and Sciences seeks an adjunct instructor to teach Introduction to Psychology. The incumbent will teach one section on T-Th mornings. The position begins 15 January 15 and ends 3 May. A master's degree in psychology or related field is required. Experience teaching undergraduates like those at MMA is desirable. Three units per section.

Business Communications Instructor

The Department of Arts and Sciences seeks an instructor for HC110, Business Communications at the Bath Iron Works education facility in Brunswick. In this course, students apply basic writing skills to produce various types of business communications with a focus on technical reports, proposals and procedures. Students will also present reports orally with visual aids. Students will produce resumes and letters of application. Advanced degree or relevant experience required. Three credits and three units of pay. Schedule is one day per week for three hours. Class begins January 22.