

MAINE MARITIME ACADEMY

A College of Engineering, Management, Science, and Transportation

Assistant Professor of Marine Transportation

POSITION OVERVIEW

This document describes duties that the Academy expects of faculty members. Expectations may evolve over time. Evaluation and review are based on the performance of these duties.

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

TEACHING

Teaching responsibilities include time spent in the classroom, labs, or training ship(s). Faculty are expected to do the following: maintain and improve competence in subjects being taught; prepare contemporary teaching materials; confer with students on course materials; direct individual and group studies and practical demonstrations; grade written examinations and papers; evaluate presentations; supervise independent study projects, and supervise clinical cooperatives or industry programs.

SERVICE

Academy service includes, but is not limited to, service on the Faculty Senate, Academy, and Departmental committees. Service also encompasses special projects that benefit the academy and students. 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 engage in scholarship as appropriate to their discipline. 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. For others it may mean traditional research. The scholarly expectations of Faculty should be consistent with the mission and purposes of Maine Maritime Academy.

PROFESSIONAL DEVELOPMENT

Professional Development includes, but is not limited to, maintaining and elevating certifications and other professional credentials. It can also include expanding professional expertise into new and relevant areas.

ADVISING

Student advising includes time spent meeting with students regarding academic, curricular and career matters.

OTHER ASPECTS OF FACULTY PERFORMANCE

Collegiality, as well as professional and ethical conduct enhances teaching, learning and the general reputation of all individuals 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 your department.
- Provide advice and support to 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 an awareness and observation of fire and health and safety regulations.
- Participate as an instructional faculty member onboard Academy training vessels as required.

All academic 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 the recipient
- Ability to work collaboratively
- Ability to share in organization and management of various Academy programs.
- Ability to foster a positive learning environment.
- 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.
- Ability to learn and teach courses within the Department even if with limited background in that field.

REQUIRED QUALIFICATIONS

- Bachelor's degree from an accredited institution in a relevant field.
- Unlimited Tonnage Oceans License.
- Experience with small vessel operations (outboard craft, launches, fast rescue boat, etc.)
- Lifeboatman certificate and other appropriate STCW credentials.

PREFERRED QUALIFICATIONS

- Unlimited Master with command experience on commercial vessels.
- Master's degree, or other advanced degree, in a relevant field.
- Experience teaching nautical skills in a higher-education setting.
- Familiarity with electronic and digital advancements in maritime operations.
- Experience with curriculum development.
- Experience in command.
- Experience instructing lifeboatman skills.

PHYSICAL and ENVIRONMENTAL FACTORS

- Typical classroom and office environment are in multi-story buildings with elevator access.
- Work in the labs and training cruises may require climbing on ladders and gangways, lifting and carrying materials, occasional work in uncomfortable heat, cold, damp or dry atmospheric conditions.

- Those required to participate on the training cruise 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