

MAINE MARITIME ACADEMY

A College of Engineering, Management, Science, and Transportation

Temporary Instructor for Arts and Sciences at BIW

POSITION OVERVIEW

This document describes the duties and expectations of temporary Instructors at the Academy. Temporary Instructors are non-permanent, temporary faculty.

Position begin in late August 2024 except where otherwise noted. Please see below for a description of the various courses and credit hours currently open. Please note which course(s) applying for when submitting the application, CV, and cover letter.

TEACHING

Teaching responsibilities include time spent in the classroom, laboratory, or training ship(s) 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, supervising or teaching clinical cooperatives or industry programs, and assigning grades according to existing Academy policy.

OTHER ASPECTS OF FACULTY PERFORMANCE

Collegiality, as well as professional and ethical conduct, enhances teaching, learning and the general atmosphere of 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.
- Hours vary but must hold 2-3 office hours weekly for an adjunct teaching 12 credit hours per week, or pro-rated portion thereof for fewer credit hours.
- Maintain an awareness and enforce fire and health and safety regulations applicable to the teaching location.

ESSENTIAL SKILLS

- Teaching and other forms of public presentation.
- Proven record of ability to supervise academic work by undergraduates or graduate 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.
- Commitment to high quality teaching and 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 are essential
- Ability to maintain composure in stressful situations
- High degree of professionalism
- Demonstrated integrity and ability to maintain confidentiality

MINIMUM QUALIFICATIONS

- Bachelor's degree or higher from an accredited institution in a field related to position applying for or demonstrated record of achievement and experience in relevant industry for technical support/lab positions.
- Membership in relevant professional organization(s).
- Prior successful teaching/training experience desired.
- Appropriate professional license(s).

SPECIAL CONDITIONS

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

COURSES/POSITIONS AVAILABLE.

Physics and Mathematics at Bath Iron Works

The Maine Maritime Academy Department of Arts and Sciences seeks a temporary full-time teacher of **Physics and Mathematics in the Associate degree program at Bath Iron Works** education facility in Brunswick. Courses involved are algebra-based physics 1 and 2 and related laboratories, and trigonometry and precalculus-level college mathematics. Students are full-time employees of BIW chosen for this program and granted time-off to participate. The position is temporary for one academic year, beginning in August of 2024. The position reports to the Department Chair of A&S in Castine. It may include some administrative duties representing MMA and the Arts and Sciences Department interests at the BIW facility. Expectations are that all teaching is to be done in-person, though the schedule of courses is to be determined and is not the typical academic schedule. The ability to teach both math and physics at the introductory college level is essential. An advanced degree in Physics or a closely related discipline is required, PhD preferred. The ability to meet the requirements for access to the facility is also required. BIW is a Department of Defense contractor. Applications will be accepted immediately and reviewed in turn. A decision is expected as soon as possible.