

# MAINE MARITIME ACADEMY

A College of Engineering, Management, Science, and Transportation

## Visiting Professor - Engineering Faculty: 6-month temporary adjunct appointment

### POSITION OVERVIEW

This document describes duties that the Academy expects of adjunct faculty members. This is a six-month temporary (January 2025 through June 2025) full-time position as a Visiting Professor of Engineering. The Visiting Professor will have a full-time teaching load for the Spring 2025 semester. In addition, he/she will provide assistance in the planning and development of the college's Nuclear Engineering Technology (NET) Program during the months of May and June 2025. Adjunct faculty are non-permanent, temporary faculty who are hired on a non-permanent basis. This full-time position is eligible for enrollment in MMA's health insurance plan.

### 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 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 and graduate 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
- Office Hours required per week: Varies by assignment, typically 2-3 for a full-time temporary adjunct teaching 11 credits or more.
- Maintain an awareness and enforce fire and health and safety regulations applicable to the teaching location.
- Assist in the development of MMA's NET Program during May & June 2025.

### 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.
- 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 or the highest degree appropriate in a relevant field of specialization.
- Candidates must have 3 years minimum industrial experience in their appropriate industry.
- Prior successful teaching/training experience desired.
- Membership in relevant professional organization(s).
- Applicable professional license(s).
- Normally will have produced creative work, professional writing or research in refereed and other professional journals, and be a recognized authority in the field of specialization.
- Must meet Academy criteria for appointment to the rank of Assistant/Associate/Full Professor.

#### **SPECIAL CONDITIONS**

- Background check is required
- Tobacco-free campus.
- Must present original copies of transcripts.