MAINE MARITIME ACADEMY

A College of Engineering, Management, Science, and Transportation

Adjunct Engineering Instructors – Spring 2025 semester

POSITION OVERVIEW

This document describes duties that the Academy expects of adjunct faculty members. Adjunct faculty are non-permanent, temporary faculty who are hired on a semester by semester basis.

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 an adjunct teaching 12 credits or more.
- 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 masters 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 or the highest degree appropriate in a relevant field of specialization.*
- Candidates must have a 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.
- * Preferred but not required for: Lab Assistant Instructor, EG242, ET101 positions.

SPECIAL CONDITIONS

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

COURSES/POSITIONS AVAILABLE

BIW ET235 : Material Properties & Testing — This course is part of the BIW Apprenticeship Program — A foundation course designed to acquaint the student with the properties and testing procedures of today's common industrial materials used in ship building. Materials science, application considerations, and analysis of properties of metals, polymers, wood, concrete, material coatings, ceramics and composites will be covered through classroom and laboratory activity. Students will study the destructive and non-destructive testing procedures performed to identify and determine mechanical, physical and other properties for specific industrial and ship building applications. Rec. 3, Lab 0, Cr. 3.

In addition to teaching the course, the Instructor will maintain at least two "after-hours" 90-minute recitation/help-session periods each week, with at least one held on-site.

One three-hour lecture period per week - One instructor per section - Projected Class Size 9
Instructor needed for one section that meets on Mondays
Compensation starts at $4,000/section (4 units per section)

BIW EG106 : Confined Space Entry — This course is part of the BIW Apprenticeship Program — This course will provide instruction in the various methods, processes, and concepts required to recognize, evaluate, and control confined space hazards. Students will understand the duties associated with the testing of confined spaces. Students will also recognize key uses and limitations of testing instrumentation. Cr. 1.

Course will be delivered asynchronously - One instructor per section – Projected Class Size 23
Instructor needed for two sections
Compensation starts at $1,000/section (1 unit per section)

BIW MA230 : Organizational Behavior — This course is part of the BIW Apprenticeship Program — Emphasis is developing a grasp of issues and problems associated with human behavior at work. Specific topics include leadership, motivation, teamwork, conflict management, goal setting, job enrichment, time and stress management and communication styles. Rec 3, Cr. 3.

In addition to teaching the course, the Instructor will maintain at least two "after-hours" 90-minute recitation/help-session periods each week, with at least one held on-site.

One three-hour lecture period per week - One instructor per section - Projected Class Size 20-25
Instructor needed for one section. Sections meet on Wednesday & Friday mornings
Compensation starts at $4,000/section (4 units per section)

BIW PS115 : Physics I with Lab — This course is part of the BIW Apprenticeship Program — An introductory college physics course sequence without calculus. Emphasis on Newtonian mechanics of rigid bodies, fluids, heat and introductory thermodynamics, electricity and magnetism. A lab component will accompany the course. Rec. 3, Lab 2, Cr. 4

In addition to teaching the course, the Instructor will maintain at least two "after-hours" 90-minute recitation/help-session periods each week, with at least one held on-site.

One five-hour lecture/lab period per week - One instructor per section - Projected Class Size 20-25
Instructor needed for two sections. Sections meet on Wednesday & Friday afternoons
Compensation starts at $5,000/section (5 units per section)

BIW HC113 : Oral Communication Skills — This course is part of the BIW Apprenticeship Program — Deals with the basics of business and professional communications, personal skills, working in groups and making effective presentations. Students will study methods of problem solving, managing conflict and conducting effective meetings through lecture and extemporaneous exercises. Students will also develop and make presentations of various lengths to selected audiences. Rec. 3, Cr. 3.

In addition to teaching the course, the Instructor will maintain at least two "after-hours" 90-minute recitation/help-session periods each week, with at least one held on-site.

One three-hour lecture period per week - One instructor per section - Projected Class Size 20-25
Instructor needed for two sections. Sections meet on Wednesday & Friday mornings
Compensation starts at $4,000/section (4 units per section)

EG243 : Welding — An introduction to and practice in the principles, safety aspects, and correct operations of arc welding and oxyacetylene cutting. Emphasis is on all-position shielded metal arc welding. This course supports the marine license program requirements to meet the Standards for Training, Certification and Watchkeeping (STCW). The course may have embedded assessment requirements that must be completed in addition to the class requirements. Rec. 1, Lab 2, Cr. 2.

One three-hour lab per week - Two instructors (lead, assistant) per lab - Typical Class Size 12-16
Lab Assistant Instructors needed for up to two sections on Tuesday
Compensation starts at $2,000/section (2 units per section)

ET399 : Nuclear Materials & Applications — An extension of nuclear engineering operations, this course delves into the industrial uses of nuclear materials including power generation, biological and chemical testing, calibration of instruments, as well as monitoring and optimizing manufacturing processes. The course supports the MMA nuclear engineering minor. Prerequisites: Ne-201. Rec. 3, Cr. 3.

In addition, the instructor will assist MMA with the development of the Nuclear Engineering Technology degree program (2.0 additional units)

One three-hour lecture period per week - One instructors per lecture - Typical Class Size 16
Instructor needed for one section meeting Tuesday evening from 7:00-9:50
Compensation starts at $5,000 (3.0 units per section and 2.0 units for Nuclear Engineering Technology degree program development assistance)