

MAINE MARITIME ACADEMY

A College of Engineering, Management, Science, and Transportation

Adjunct Engineering Instructors – Summer 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 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

- Master's degree or higher from an accredited institution or the highest degree appropriate in a relevant field of specialization.*
- Prior industrial or research experience in their appropriate industry desired.
- Prior successful teaching/training experience desired.
- Membership in relevant professional organization(s) desired.
- Applicable professional license(s) desired.
- 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.
- *-Teaching assistants must possess a Bachelor's Degree or higher.

SPECIAL CONDITIONS

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

COURSES/POSITIONS AVAILABLE

BIW HC110 : Business Communications — 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. Rec. 3, Cr. 3.

In addition to teaching the course, the Instructor will maintain at least one “after-hours” 90-minute recitation/help-session periods each week.

One three-hour lecture period per week - One instructor per section - Projected Class Size 20. Instructor needed for two sections. Sections will meet on Monday & Friday mornings. Classes could also be taught completely in one day with one class in morning and one in the afternoon. Compensation starts at \$4,000/section (4 units per section)

BIW EG280 : Electricity I — Introduction to the nature of electricity: resistance, current, voltage, Ohm's law, network theorems, and AC. Rec. 3, Cr. 2.

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