

MAINE MARITIME ACADEMY

A College of Engineering, Management, Science, and Transportation

Arts and Sciences Adjunct Faculty – Multiple Positions

POSITION OVERVIEW

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

Part-time positions begin in late August 2025 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. Compensation begins at \$1000/unit. Units listed are per course section.

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.

CH101 - Chemical Principles Lab (1.5 units per section)—3-hour first year chemistry laboratory class. Experience and at least a bachelor's degree in chemistry or a related field required. Four sections are anticipated. Typical class size 16.

CH 101 Lab Preparation (3 units)—Position responsible for preparing introductory chemistry laboratories. The schedule is flexible but requires undergraduate labs to be ready on Tuesday morning at 8am. The incumbent must be able to work independently and safely in the chemistry lab and be able to communicate effectively with the course instructors. Experience required. A master's degree in chemistry or related field is desired. Three units.

CS 150 – Structured Problem Solving with Computers (3 units per section)—This course uses Excel to teach the basics of logical thinking and problem solving. Advanced degree in related field or relevant experience desired. One section needed.

FY 100 - First-Year Experience (1 unit per section)—This course seeks to improve student success by creating a structured and comprehensive college transition program for independent (non-regimented) students. The course will also introduce students to basic wellness concepts including physical fitness, nutrition, and stress management. Students will receive information about the many resources available to support them throughout their college career. Six sections anticipated. Typical class size 20.

FY 100 - Coordinator First-Year Experience (3 units)—This course seeks to improve student success by creating a structured and comprehensive college transition program for independent students (see description of FY100). Coordinator will help design curriculum, recruit, and schedule speakers, and coordinate the outcomes-assessment cycle. One part-time position, fall semester only.

HC 111 – Composition (4 units per section)—This course helps students develop a flexible writing process that can be adapted to a variety of situations. Critical thinking and argumentation are emphasized, and students practice basic research skills as they learn to write effectively in a professional

voice. 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. Writing-intensive course. Multiple sections needed. Typical class size 20.

HC 160 - Spanish Level I (3 units per section)—Introductory level, includes the basics of the language with equal emphasis on developing reading, listening, writing, and speaking skills. For students with no previous study of the language or fewer than 2 years in high school. Two sections anticipated. Typical class size 25.

HC 230 - Humanities II (4 units per section)—An interdisciplinary examination of the cultural roots of modern global society from the middle Renaissance to modern times. Writing intensive course. Up to three sections anticipated. Typical class size 20.

MS101 - Pre-Calculus Mathematics (4 units per section) Includes linear and quadratic equations, inequalities, simultaneous linear equations, matrices, graphs, composite and inverse functions, logarithmic and exponential functions, complex numbers and the complex plane, basic trigonometry, and trigonometric identities and equations. One section anticipated, up to two possible. Typical class size 25.

MS102 - Pre-Calculus, Part I (4 units per section)—Part 1 of a 2-part pre-calculus sequence. Includes linear and quadratic equations, inequalities, complex numbers, basic trigonometry. Two sections anticipated. Typical class size 16.

PE114 - Ocean Survival (0.5 units per section)—A cold water safety and survival course to familiarize students with the planning and steps necessary to work, recreate, and supervise safety on or around cold water. 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. Thirteen sections anticipated. Typical class size 20.

PS102 or PS201 (1 unit per section) – Technical Physics Laboratory. The 2-hour labs focus on mechanics (PS102) or on electricity and magnetism (PS201). Bachelor's degree and experience in physical science essential. Typical class size 16.