

MAINE MARITIME ACADEMY

A College of Engineering, Management, Science, and Transportation

BIW Program Chair – Advanced BIW Shipbuilding & Marine Operations Program

POSITION OVERVIEW

This document describes the duties and expectations of the Program Chair for the Advanced BIW Shipbuilding and Marine Operations Program. These may change with each academic year, through discussions between you and your supervisor(s). You will be reviewed and evaluated based on how well you perform these duties.

This position is located at Maine Maritime Academy's (MMA) Maritime Industrial Workforce Development Training Center in Brunswick Maine. The anticipated start date is August 1, 2025, although there is some flexibility to schedule an earlier or later date.

The BIW Program Chair is responsible for overseeing initiatives that support and enhance the undergraduate experience of BIW apprentices enrolled in the Ship Design and Ship Production programs. The BIW Program Chair oversees the academic programs at BIW leading to either a degree in Ship Production or the degree in Ship Design. The Program Manager will coordinate grant activities related to delivery of courses mapped to the General Education Program, Ship Design Program, and Ship Production programs offered from the Department of Arts & Sciences and Engineering, respectively.

The BIW Program Chair reports to the Dean of Graduate Online and Continuing Education, and works closely with the Department Chair for Arts & Sciences, Department Chair for Engineering, and the Registrar in all areas related to the undergraduate educational program. The BIW Program Chair is also expected to maintain strong relationships with the Dean of Faculty on issues relevant to undergraduate education, faculty evaluation and student evaluation.

This position will involve supervisory and teaching duties associated with the Ship Production and Ship Degree programs at Maine Maritime Academy's Brunswick, Maine location. The responsibilities for this position will include some or all of the following: teaching, student advising, professional development, scholarship, service, and administrative responsibilities. Teaching is the fundamental responsibility of each faculty member; all faculty members are expected to participate in this activity. In addition, a high degree of "volunteerism/participation" is expected to facilitate the administrative support of the Academy along with effectively imparting your unique capabilities and expertise.

The ideal candidate should possess an understanding of undergraduate courses that may be used for coursework related to a ship design or shipyard operations/production program. A background with real-world experience teaching these courses is essential for this position. Experience managing programs is highly desirable.

LEADERSHIP FOR ACADEMY WIDE UNDERGRADUATE INITIATIVES

- Provides support to the Dean of Graduate Online and Continuing Education for faculty evaluations at BIW.
- Promotes the importance of First Year Experience including seminars.
- Attends Academic Board and oversees PFD sanctions.
- Attends Department Chair meetings
- Reviews and supports General Education requirements, Ship Production and Ship Design degree requirements, and promotes undergraduate student learning outcomes.
- Reviews and supports MMA program review requirements to ensure alignment of resources to achieve program outcomes including; program continuous improvement, student achievement, career placement, and enrollment.

LEADERSHIP FOR PROGRAM AND ACTIVITIES SERVING UNDERGRADUATE STUDENTS

- Works closely with the Office of Admissions in program planning for Academic Admissions and Orientation programs.

- Works closely with the Office of Student Affairs and Services to facilitate the planning of programs designed to enhance student success.

POLICY DEVELOPMENT AND IMPLEMENTATION

- Audits student completion of the college's general education and degree requirements.
- Works in collaboration with the Office of Admissions and the Office of Student Affairs and Services on policies and strategies related to student recruitment, retention, and progression toward their degree.

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 Dean of Graduate Online and Continuing Education and reviewed from time to time by appropriate Department Chair(s).
- 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.
- Contribute to the development, planning and implementation of a high-quality curriculum.
- To conduct classroom observations and review of faculty in developing learning materials, preparing lesson plans and maintaining records to monitor student progress, achievement and attendance.
- To participate in departmental and faculty seminars aimed at sharing research outcomes and building interdisciplinary collaboration within and outside the department.
- To provide advice and support to students.
- Inform students of their progress by promptly returning assignments, quizzes, papers and exams
- Hold appropriate office hours weekly.
- To participate in the administration of Office of the Provost and other activities as requested.
- To contribute to departmental, faculty, or Academy-wide working groups or committees as requested.
- To maintain one's own continuing professional development.
- To maintain an awareness and observation of fire and health and safety regulations.

All academic staff are expected to demonstrate their ongoing commitment to academic excellence; that is, to the conduct of possible research, publication, teaching and other forms of knowledge transfer, at the highest levels of achievement.

ESSENTIAL SKILLS

- Teaching and other forms of public presentation.
- 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.
- Ability to share in organization and management of various Academy programs.
- Commitment to high quality teaching and fostering a positive learning environment for students.
- Commitment to continuous professional development.
- 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.

- Demonstrated ability to adapt to changing priorities and conditions.

MINIMUM QUALIFICATIONS

- Full Professor or equivalent with degrees in Transportation, Engineering, or Sciences.

PREFERED QUALIFICATIONS

- A strong track record of successful teaching, particularly working with under-prepared students. Experience teaching via online modalities.
- Minimum of Master Degree in relevant field of study.
- Familiar with accreditation processes (e.g., NECHE, ABET).
- Experience as Department Chair or equivalent
- Familiar with shipyard or industrial workforce experience and academic programs.

SPECIAL CONDITIONS

- Background check is required
- Random Drug Testing for USCG licensed personnel
- Tobacco-free campus