

MAINE MARITIME ACADEMY

A College of Engineering, Management, Science, and Transportation

Visiting Instructor or Assistant Professor of Mathematics (Data Sciences) – Arts and Sciences

POSITION OVERVIEW

This document describes the duties and expectations of a Visiting Instructor or Assistant Professor for Mathematics & Data Sciences. This position is a one-year temporary appointment.

The position begins in August of 2025 and continues through the fall and spring semesters until May of 2026.

TEACHING

The primary responsibility will be to teach a full-time load (12 units, 3-4 sections each semester) in math and support the Academy's Data Science initiatives. Courses are likely to include some of the following depending on applicants' experience and the department's needs, Pre-Calculus (MS101 and MS102/103), Technical Calculus (MS110), Calculus I and II (MS150, MS160), Statistics (MS251, MS253) or Computer Science (CS150 (Excel), CS151 (Python)). Teaching responsibilities include time spent in the classroom, laboratory, and in immediate preparation for these, including time coordinating with other faculty in the delivery of a common curriculum; 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 and assigning grades according to existing Academy policy; tutoring students in mathematics.

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 Chair for Arts and Sciences.
- 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 instructor 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
- Ability to maintain composure in stressful situations
- High degree of professionalism
- Demonstrated integrity and ability to maintain confidentiality

MINIMUM QUALIFICATIONS

- Bachelor's degree in Mathematics for Instructor; Master's or doctorate in Mathematics or related field for Assistant Professor.
- Prior successful teaching/training experience desired.

SPECIAL CONDITIONS

- Background check is required
- Must present original copies of transcripts