

MAINE MARITIME ACADEMY

A College of Engineering, Management, Science, and Transportation

Adjunct Engineering Instructors – Fall 2025 semester Brunswick, Maine location

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 FY100: “First Year Experience” — This course is part of the BIW Apprenticeship Program — This First Year Experience course seeks to improve student success by creating a structured and comprehensive college transition program for independent students. Students will receive strategies and information to support academic and social success. The course will also introduce students to basic study skills and wellness concepts. Students will receive information about the many resources available to support them throughout their college career. Rec. 1, Cr. 1.

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

One one-hour lecture period per week - One instructor per section - Projected Class Size 18-24
Instructor needed for two sections.

Each section meets on one day per week (both sections on the same day).

Compensation starts at \$1,000/section (1.0 units per section)

BIW ET206 : Mechanics I “Statics” — This course is part of the BIW Apprenticeship Program — The study of forces applied to structures. Introduces vector mechanics, static equilibrium, two and three dimensional force systems, distributed forces and friction, linear and angular kinematics, linear and angular kinetics, energy methods, impulse, momentum, kinetics of three-dimensional motions, and vibrations. Structures studied include plane and three-dimensional trusses, frames, beams, and cables. Rec. 3, Cr. 3.

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

One three-hour lecture period per week - One instructor per section - Projected Class Size 15-20

Instructor needed for two sections.

Each section meets on one day per week (both sections on the same day).

Compensation starts at \$3,500/section (3.5 units per section)
