

MAINE MARITIME ACADEMY

A College of Engineering, Management, Science, and Transportation

Adjunct Engineering Instructors – Spring 2026 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 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

EG243 : Welding — An introduction to and practice in the principles, safety aspects, and correct operations of arc welding and oxyacetylene cutting. Emphasis is on all-position shielded metal arc welding. 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. Rec. 1, Lab 2, Cr. 2.

One three-hour lab per week - Two instructors (lead, assistant) per lab - Typical Class Size 12-16
Lab Assistant Instructors needed for up to two sections on Tuesday
Compensation starts at \$2,000/section (2 units per section)

ET371L : Electrical Power I Lab— Extension of electromagnetic principles to AC and DC circuits, including balanced three-phase AC, and their application to the analysis of DC and AC circuits. Includes meters, transformers, batteries, and three-phase AC. Introduction to practical operation of shipboard and industrial electrical systems. 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. Prerequisite: PS201 or PS261. Rec. .5, Lab. 1.5

One two-hour lab per week - Two instructors (lead, assistant) per lab - Typical Class Size 16
Lab Assistant Instructor for up to two labs - Compensation starts at \$1,250/section (1.25 unit)

ET399 : Nuclear Tech. Changes Gen. 1-4 — This course introduces the nuclear and non-nuclear technological progression of power plants from generation one reactors to the present-day, advanced fourth generation. The focus will be on technological changes that improve nuclear safety, enhance safety culture, introduce engineered safety features, incorporate human machine interface, maximize plant and fuel efficiency, raise human performance, and reduce waste generation. The overall purpose is to give the students an understanding of the nuclear technology design evolution and innovation that is the catalyst for the industry's rapid transformation. Prerequisites: NE201. Rec. 3, Cr. 3.

In addition, the instructor will assist MMA with the development of the Nuclear Engineering Technology degree program (3.0 additional units)

One three-hour lecture period per week - One instructors per lecture - Typical Class Size 16
Instructor needed for one section meeting one evening per week from 7:00-9:50. Compensation starts at \$6,000 (3.0 units per section and 3.0 units for Nuclear Engineering Technology degree program development assistance)

NE302 : Nuclear Materials & Applications — An extension of nuclear engineering operations, this course delves into the industrial uses of nuclear materials including power generation, biological and chemical testing, calibration of instruments, as well as monitoring and optimizing manufacturing processes. The course supports the MMA nuclear engineering minor. Prerequisites: Ne-201. Rec. 3, Cr. 3.

One three-hour lecture period per week - One instructors per lecture - Typical Class Size 16.
Instructor needed for one section meeting one evening per week from 7:00-9:50. Compensation starts at \$3,000 (3.0 units per section)
