

MAINE MARITIME ACADEMY

A College of Engineering, Management, Science, and Transportation

Instructor or Assistant Professor of Mathematics

POSITION OVERVIEW

This document describes duties that the Academy expects of faculty members. These may change with each academic year, through discussions between you and your department head/dean/vice president. You will be reviewed and evaluated on the basis of how well you perform these duties.

This position will directly support the Arts and Sciences department. 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.

TEACHING

Teaching responsibilities include time spent in the classroom, laboratory, and in immediate preparation for these; maintaining and improving competence in subjects being taught as well as in teaching itself; preparing contemporary teaching materials; conferring with students on course materials; directing individual and group studies and practica; reviewing written examinations and papers; evaluating presentations and supervising independent study projects.

ADVISING

Student advising includes time spent meeting with students regarding academic, curricular and career matters.

SERVICE

Academy service includes, but is not limited to, service on the Faculty Senate, Academy and departmental committees. Professional service implies the use of academic and professional expertise to serve your profession, the community, the state, the nation, or the world.

SCHOLARSHIP

Scholarship enables individuals to remain current in the theory, practice, knowledge, skills and/or pedagogy of their disciplines. For some, scholarship and continued professional development may mean hands-on development and training in industry. The scholarly expectations of faculty should be consistent with the mission and purposes of Maine Maritime Academy.

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 the undergraduate level in areas allocated by the Department Head or Dean. Contribute to the development, planning and implementation of a high-quality curriculum. Assist in the development of learning materials, preparing lesson plans and maintaining records to monitor student progress, achievement and attendance.

- Participate in departmental and faculty seminars aimed at sharing research outcomes and building interdisciplinary collaboration within and outside the department.
- Participate in the development, administration and marking of exams and other assessments of students within and external to your department.
- Inform students of their progress by promptly returning assignments, quizzes, papers and exams.
- Contribute to departmental, faculty, or Academy-wide working groups or committees as requested.
- Maintain one's own continuing professional development.
- Expected to advise students in engineering or other undergraduate programs, and assist in department academic and administrative functions including serving on departmental and campus-wide committees.

All faculty 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.
- Ability to supervise academic work by undergraduate students.
- Ability to manage time and work to strict deadlines.
- Ability to work collaboratively.
- Excellent interpersonal, organizational and communication skills.
- Ability to maintain composure in stressful situations.
- High degree of professionalism.
- Integrity and the ability to maintain confidentiality.
- Ability to adapt to changing priorities and conditions.

REQUIRED QUALIFICATIONS

- MS (Instructor) or Ph.D. (Assistant Professor) in Mathematics or related field.

SPECIAL CONDITIONS

- Tobacco-free campus
- Background check required
- Random Drug Testing
- Must present official copies of transcripts and any professional documentation (e.g., licenses, certifications and/or endorsements)

PHYSICAL/ENVIRONMENTAL FACTORS

- Typical classroom and office environment are in multi-story buildings with elevator access.