

MAINE MARITIME ACADEMY

A College of Engineering, Management, Science, and Transportation

Adjunct Instructor in First Year Experience – Fall 2026 semester (Aug 25- Dec 10)

Course: **BIW FY100 – First Year Experience**

Duty Location: Brunswick, Maine

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 *BIW FY100: First Year Experience*, a 1-credit undergraduate course taught as part of the Bath Iron Works Apprenticeship Program and MMA's Associate Degree Programs in Ship Design and Ship Production.
- Contribute to the development, planning and implementation of a high-quality curriculum in Maine Maritime's BIW Program in Ship Design & Ship Production.
- Assist in the development of learning materials, by preparing syllabuses and lesson plans and maintaining records to monitor student progress, achievement and attendance.
- Develop, administer and mark 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 1.5-3 hours, total in-person and online.
- 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.
- Ability to supervise academic work by undergraduate students.
- 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 from an accredited institution in a relevant field.
- Minimum of 3 years experience in their appropriate industry.
- Prior successful teaching/training experience desired.
- Membership in relevant professional organization(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 Professor.

SPECIAL CONDITIONS

- Background check is required
- Tobacco-free campus.
- Must present original copies of transcripts

COURSES/POSITIONS AVAILABLE

BIW FY 100 – First-Year Experience —This class is part of the BIW Programs in Ship Design and Ship Production — This course seeks to improve student-apprentice success by creating a structured and comprehensive college transition program for independent students. The course will introduce students to strategies for studying and learning, professional communication, time management, and basic wellness concepts including physical fitness, nutrition, and stress management. Students will learn how to navigate the administrative structures of BIW and MMA. Students will receive information about the many resources available to support them throughout their college career. 1 credit.

In addition to teaching the course, the instructor will maintain at least one “after-hours” 60-minute recitation/help-session periods each week, with at least one held on-site.

There will be two or three sections of this course taught in fall 2026. One section will be available for an adjunct instructor. Each section of this course will meet once per week for 1 hour from Aug 25 – Dec 10, 2026 (Tuesdays 7-8:00 AM, Thursdays 7-8:00 AM).

One 1-hour lecture period per week

One instructor per section

Projected Class Size: 15-24 students

Compensation starts at \$1,000/section

TO APPLY

Go to Maine Maritime Academy's Employment page:

<https://mainemaritime.edu/employment-at-mma/faculty-positions/>.

Interested individuals should submit a cover letter and resume including contact information for at least three professional references using the online [Employment Application](#).

Do Not Send Personally Identifiable Information (PII) by email.

PLEASE NOTE THAT INCOMPLETE SUBMISSIONS WILL NOT BE CONSIDERED.

All offers are made contingent upon the successful completion of a criminal background investigation.

Tobacco-Free Notice

For the health and wellbeing of our community, the Maine Maritime Academy campus and vessels (ashore and afloat) are smoke- and tobacco-free as of August 1, 2016.

- [Smoke and Tobacco Free Campus Policy](#) (effective 8/1/16)

Equal Employment Opportunities

Maine Maritime Academy is an equal opportunity employer. The Academy complies with federal and/or state law that prohibit unlawful discrimination on the basis of race, color, religion, sex, gender identity and/or expression, sexual orientation, national origin, ethnicity, ancestry, marital status, disability, age, genetic information or veteran status. The Academy provides reasonable accommodation to qualified individuals upon request. Women, minorities, and veterans are strongly encouraged to apply.

MMA is unable at this time to sponsor visas. We welcome foreign nationals with valid U.S. work authorization to apply.

For further information

Email the chair of the BIW Program, Dr. Damon Gannon, at damon.gannon@mma.edu.