Faculty Handbook
2012-2013

Academic Senate and Academic Affairs/Faculty Affairs
200 Maritime Academy Drive, Vallejo, CA 94590
Phone (707) 654-1000 • Fax (707) 654-1001

Academic Senate Web Site on Moodle
http://www.csum.edu/web/academic-senate-community/academic-senate-home

A copy of this Handbook can be obtained at Faculty Affairs website:
http://www.csum.edu/web/faculty-and-staff/academics/faculty/affairs

Lloyd Kitazono, Director of Faculty Affairs
August 2012
Message from the 2012/2013 Academic Senate Executive Committee

Welcome, New Colleagues:

The Academic Senate is delighted to have you join our faculty and hope that you will find your experience at The California Maritime Academy to be personally and professionally rewarding.

Cal Maritime is a unique institution, blending the rich traditions of academe and the maritime world. You will have questions--perhaps about our place in the California State University System, or the responsibilities of the Corps of Cadets. Please do not hesitate to ask us, or any of your colleagues, for assistance.

In the meantime, we hope that you will find this Faculty Handbook useful. It has been written with the best intentions for your success in your new professional role.

We look forward to working with you.

Sincerely,

Julie Chisholm, Chair/ASCSU Representative
Bill Schmid, Vice-Chair
Michele Van Hoeck, Secretary
Michael Holden, at-Large Member
Cynthia Trevisan, at-Large Member
Michael Strange, at-Large Member
Steve Browne, ASCSU Representative
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**Emergency:**

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President – Thomas A. Cropper | 1010 |

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**Department Chairs**

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<td>Sciences &amp; Mathematics – Lloyd Kitazono</td>
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CHAPTER 1

INTRODUCTION TO THE 2012/2013 FACULTY HANDBOOK

This Faculty Handbook is intended to be used as a basic orientation for new faculty and provide an introduction to their basic professional responsibilities. It is not an official statement of either policies or procedures but as a helpful codification of answers to questions frequently asked by faculty new to Cal Maritime and even experienced faculty members. This Handbook does not supersede the Collective Bargaining Agreement (CBA) between the Board of Trustees of the California State University (CSU) and the California Faculty Association (CFA) or established rules and regulation that govern the Academy or the faculty. In cases of conflict between the contents of this Handbook and the provisions of the primary sources, the primary sources prevail.

GENERAL INFORMATION

The California Post-Secondary Commission
The legislature has established the California Post-Secondary Education Commission to advise the legislature and make recommendations concerning higher education in California. Membership includes representatives from the University of California, the California State University, the Community Colleges, private college and universities in the state, the State Board of Education, and the general public.

The California State University (CSU)
The California State University System is comprised of twenty-three campuses, 405,000 students and approximately 23,000 full-time and part-time faculty. All of the campuses, except the California Maritime Academy, provide both undergraduate instruction and graduate study through the master's degree in the liberal arts, sciences, applied fields, and in various professional areas, in particular teaching credential programs. A limited number of doctoral degrees are offered jointly with the CSU, the University of California, and private California universities.

The system has undergone several name changes, the most recent, effective January 1, 1982 establishes "The California State University." Funds to support the system are obtained following completion of a budgetary process involving each of the 23 campuses, the Chancellor's Office, the Board of Trustees, the Department of Finance, the Governor and the Legislature.

The Board of Trustees
The Board of Trustees of The California State University are responsible for the management, administration, and control of the California State University. The Board is comprised of four ex-officio members - the Governor, the Lieutenant Governor, the Superintendent of Public Instruction and the Chancellor of The California State University and sixteen members appointed by the Governor for eight-year terms with reappointment possible. In addition, there is an alumnus Trustee, faculty Trustee, and student Trustee, each appointed by the Governor for a term of two years.

The Chancellor – Dr. Charles Reed
The Chancellor is appointed by the Board of Trustees and serves as the Chief Executive Officer. The Chancellor is directly responsible for the administration of the system and implements Trustees' policies through the issuance of Executive Orders.
The President – Thomas A. Cropper
The Academy’s Chief Executive Officer is the President. The President is appointed by the Trustees and responsible to the Chancellor for the implementation of system policy, educational effectiveness, and the general welfare of the institution. The President has final authority on all campus matters except the awarding of grades and the development of the process for the evaluation of tenured faculty.

The Provost and Vice President of Academic Affairs – Dr. Gerald Jakubowski
The Provost and Vice President for Academic Affairs reports to the President and is the second in command and the Chief Academic Officer. The Provost is the Senior Vice President and, as such, serves as Acting President in the President’s absence.

The Provost is responsible for the academic integrity of the campus; the academic departments; faculty development; academic policy development and implementation; the assessment and accreditation of academic programs; the Library; and the fiscal management of the academic enterprise. This includes responsibility for the development and implementation of the institutional Academic Master Plan. The Provost provides leadership on matters of retention, promotion, tenure and recruitment of faculty. The Provost provides leadership in the use of instructional and informational technology necessary to support teaching, learning, research and its administration.

Additionally, the Provost is responsible for the student support programs, including admissions, athletics, campus life, career services, continuing education, enrollment management, financial aid, health services, and the administration of the student services department budgets. (Appendix A – Organization Chart for Academic Affairs).

Academic Affairs

The ABS School of Maritime Policy and Management is dedicated to issues of global maritime policy, international business and logistics, and ethics and communications. The ABS School offers a BA in Global Studies and Maritime Affairs with concentrations in Maritime Security, Maritime Environmental Policy and Maritime Law and Organizations; and a BS in Business Administration/International Business and Logistics. Additionally, the program in Culture and Communication in the ABS School oversees all English, Communications, and Humanities classes and requirements on campus.

The Department of Engineering Technology offers two majors; Marine Engineering Technology and Facilities Engineering Technology that provide students with the knowledge and technical skills required to become a ship’s engineering officer or operating engineer ashore.

The Department of Marine Transportation offers a BS in Marine Transportation and provides students with knowledge in navigation, ship handling, cargo operations, seamanship, maritime transportation and business. The program also offers an optional minor, QMED (Deck-Qualified Member of the Engine Department). This program prepares students to be licensed by the USCG as Officers in Charge of a Navigational Watch.

The Department of Mechanical Engineering offers a degree in Mechanical Engineering with an optional Third Assistant Engineer License. A minor in power engineering is also offered. Students receive a solid foundation in the fundamental theory and practice of mechanical engineering.

The Department of Naval Science introduces the student to the close relationship between the U.S. Navy and the merchant marine. Additionally, it provides the necessary training and preparation for students interested in a naval commission at graduation.
The **Department of Sciences and Mathematics** provides students with foundational skills in science, mathematics, and computer sciences that they will apply in their major fields. The department teaches students skill-sets so that they will know how to: acquire basic quantitative information, analyze the information, solve problems, formulate conclusions and alternate solutions, and create predictive models. The Department offers a Marine Sciences Minor.

**Academic Senate of the California State University**
The Academic Senate of the California State University consists of fifty-one faculty members elected by their colleagues at the twenty-three campuses of the CSU. The Senate, founded in 1963, recommends academic policies to the Board of Trustees and the Chancellor and serves as the official voice of the faculty in matters of system wide concern. The Senate provides a means for the faculty to participate in the collegial form of governance which is based on historic academic traditions as recognized by California law. Two academic senators elected by the Academic Senate of Cal Maritime for a term of three years represent Cal Maritime on the Academic Senate of the CSU.

**Academic Senate of the California Maritime Academy**
The Academic Senate of Cal Maritime serves as the voice of the faculty on academic issues on campus. All Cal Maritime faculty, full- and part-time, tenured, tenure-track, and lecturers, are members of the CMA Academic Senate. Through various committees, the senate is responsible for recommending policies governing the academic affairs of the campus. As part of their responsibilities, faculty members are encouraged to take an active, collegial role in the senate.

**Collective Bargaining**
The Higher Education Employer-Employee Relations Act (HERRA) provides California State University faculty employees, through an election process, the option of choosing whether or not to elect an exclusive agent to represent them in collective bargaining on wages, hours and other terms and conditions of employment. Elections were held and the California Faculty Association (CFA) was chosen as the exclusive agent.

**California Faculty Association**
The California Faculty Association (CFA) is the exclusive collective bargaining representative for the faculty unit (faculty, librarians, coaches, and counselors). CFA maintains an active office at Cal Maritime. CFA ensures that the Collective Bargaining Agreement (CBA) is implemented and the rights of the faculty unit members are enforced. CFA assists unit members with grievances and determines which cases should be arbitrated. The local chapter provides useful information, (such as benefits, grievance process and ARTP (Appointment, Retention, Tenure, Promotion), to its members through forums, workshops and meetings. The local CFA leadership works with the Academic Senate, Administration and the statewide CFA to provide input on a variety of CSU faculty issues. A copy of the latest Collective Bargaining Agreement (CBA) is available in the campus library, and on-line at: http://www.calstate.edu/LaborRel/Contracts_HTML/contracts.shtml.

Mr. Scott Saarheim, Marine Transportation Dept., is the current Cal Maritime CFA Chapter President.

**California Maritime Academy Foundation**
The California Maritime Academy Foundation is the philanthropic arm of the Academy. It is a 501-c-3 charitable corporation and all gifts to it are tax deductible. Its mission is to encourage charitable gift support, through cash and materials, for the benefit of the faculty, cadets and alumni of the California Maritime Academy.
History of the California Maritime Academy
In 1929 the California State Legislature founded the “California Nautical School,” which was then located in Tiburon. In 1936 the U.S. Congress passed the Merchant Marine Act, drastically changing the future of the institution.

The Act of 1936 directed the creation and maintenance of an adequate merchant marine to support U.S. international and domestic commerce and to meet the needs for national defense. Both state and federal governments began to contribute matching funds to support the school. In the early days only three-year deck and engineering programs were offered.

In 1939 the school changed its name to “The California Maritime Academy.”

In 1940, with war looming, the Academy was relocated to the Ferry Building in San Francisco. During World War II, the course of study was accelerated to only 17 months, with many graduating cadets serving in the war.

A new permanent site for Cal Maritime was found on a 67-acre site at Morrow Cove in Vallejo, 30 miles northeast of San Francisco. In 1943 campus construction was completed and the training ship relocated, making Vallejo the Academy’s permanent home. In subsequent years, many larger, more permanent buildings were added to the site. In 1973 the first women were enrolled.

In the early 1970s, Cal Maritime became a four-year college with majors in Nautical Industrial Technology and Marine Engineering Technology.

The first four-year students graduated in 1978. The academy gained accreditation by the Western Association of Schools and Colleges (WASC). In the late 80s, two new majors in Mechanical Engineering and Business Administration were added, and the Nautical Industrial Technology program was replaced by Marine Transportation.

In July 1995, Cal Maritime became the 22nd campus of The California State University (CSU) system. In 1996 Cal Maritime expanded its curriculum, introducing a major in Facilities Engineering Technology. A new science and engineering lab building was completed in 1999.

The curriculum further expanded in 2003, when Cal Maritime introduced a major in Global Studies and Maritime Affairs – the first new major to be accepted after the Academy’s full transition into the CSU system. Also in the fall of 2003, Cal Maritime dedicated its new Technology Laboratory and Classroom Building.

In the fall of 2008, Cal Maritime opened a new state-of-the-art Marine Simulation Center – one of the world’s most advanced facilities for maritime teaching, training, and research.

Enrollment at Cal Maritime has grown steadily in recent years in response to the industry demand for skilled, motivated and well trained mariners. Today enrollment stands at about 1,100 full-time equivalent (FTE) students. A new 132-bed residence hall, named McAllister Hall, was opened in fall of 2009.

Plans for the Future
Planning is underway for the construction of a new two-story dining hall that will be ready for occupancy by Fall 2013. Plans are also underway for construction of a new $35 million Physical Education and Water Survival Training Center located north of the current campus entrance gate on Maritime Academy Drive. When completed in Fall 2014, the Center will include advanced resources to train cadets in maritime survival skills under realistic conditions of wind, wave and weather.
**Diverse History of Firsts**
In 1973 Cal Maritime became the first maritime academy in the U.S. to admit women. In addition, the campus had the first women to graduate from a U.S. academy (1976); the first woman to earn a chief engineer’s license in the U.S.; the first woman to sail as captain of an U. S. flag merchant vessel (1988); and the first woman president of a U.S. academy (1990-1996). In the fall of 1994, the first African American corps commander led the cadets. In 1996, Cal Maritime founded the first chapter of Mexican American Engineering Society (MAES) at a U.S. maritime academy. Today, students from many national and cultural backgrounds, as well as first-generation college students and women, continue to excel at Cal Maritime.

**Academic Master Plan (2009)**
The Academic Master Plan of the California Maritime Academy is intended to provide an institutional guide for the future growth, creation and development of academic programs and support services which contribute to the identity and reputation of our institution. The Plan expresses the collective visions of campus faculty, staff and administrators involved in academic programs and will be used to help achieve the goals of the institution’s Strategic Plan and to justify the construction or modification of campus facilities, as well as the acquisition of resources needed for faculty, administration, staff, classrooms, labs, residence halls, student services and other facilities. The Academic Master Plan is intended to focus on development goals of the next five (5) years, but with a view toward the year 2029, the centennial of the Academy.

The Academic Master Plan (2009) is available at:
https://www.csum.edu/c/document_library/get_file?uuid=04cfc33f-3f61-4191-8d43-8dbd000f860&groupId=63267

**Vision Statement**
Cal Maritime’s vision provides a compelling conceptual image of the future we will create for this institution. This statement describes how we will build Cal Maritime in the years to come:

*The California Maritime Academy will be a leading educational institution, recognized for excellence in the business, engineering, operations, and policy of the transportation and related industries of the Pacific Rim and beyond.*

We will maintain our commitment to quality instruction, research, and service in maritime education. From this foundation we will develop further to become a leader in engineering, science, and technology for the transportation industry. We believe our strength as an institution lies in maintaining focused areas of excellence, as distinguished from engaging in programmatic proliferation which our resource base cannot support.

**Mission Statement**
The mission for Cal Maritime defines our purposes as an organization. Our educational community subscribes to the following statement of what we will do. Our mission is to:

- Provide each student with a college education combining intellectual learning, applied technology, leadership development, and global awareness.
- Provide the highest quality licensed officers and other personnel for the merchant marine and national maritime industries.
- Provide continuing education opportunities for those in the transportation and related industries.
- Be an information and technology resource center for the transportation and related industries.
Beliefs & Values
The California Maritime Academy is defined, in part, by the system of beliefs that make us unique as an institution of higher education. They are:

- Experiential Learning
- Ethics Development, both Personal and Professional
- Small Residential Campus Environment
- Student Centered Learning
- Professional Orientation
- Having a Niche to Focus on in Higher Education
- Campus Civility and Collegiality
- Diverse Living/Learning Community

Values influence how we make and carry out decisions, and how we interact with our internal and external constituencies. At Cal Maritime they are:

- Dedication
- Honor
- Integrity
- Respect
- Responsibility
- Trust

Accreditation
Cal Maritime is accredited by the Western Association of Schools and Colleges (WASC), 985 Atlantic Avenue, Suite 100, Alameda, CA 94501, 510/748-9001, www.wascweb.org/. Additionally, the Marine Engineering Technology and Facilities Engineering Technology programs are accredited by the Technology Accreditation Commission of ABET, 111 Market Place, Suite 1050, Baltimore, MD 21202, 410/347-7700, www.abet.org/; the Mechanical Engineering program is accredited by the Engineering Accreditation Commission of ABET, 111 Market Place, Suite 1050, Baltimore, MD 21202, 410/347-7700, www.abet.org/; and the Business Administration program is accredited by the International Assembly for Collegiate Business Education (IACBE), P.O. Box 25217, Overland Park, KS, 66225, 913/631-3009, www.iacbe.org/. Additionally, The California Maritime Academy is in full compliance with the requirements of the International Convention of the Standards for Training, Certification, and Watchkeeping for Seafarers 1995 (STCW) as administered by the U.S. Coast Guard.

Documents and resources pertaining to WASC may be found at: https://www.csum.edu/web/academics/wasc

Documents and resources pertaining to ABET and IACBE may be found on the respective web pages of the departments of Marine Engineering Technology, Facilities Engineering Technology, and Mechanical Engineering and Business Administration/International Business and Logistics, and https://www.csum.edu/web/academics/accreditation
CHAPTER 2

FACULTY GOVERNANCE

Overview
Cal Maritime has a tradition of shared governance. Faculty groups are part of the consultative process for many kinds of decision-making. In addition to the faculty governance structure at the Academy level, faculty representatives are included in many administrative groups.

Collegiality
The CSU Board of Trustees and the Statewide Academic Senate jointly prepared a "collegiality statement" which affirms that "collegiality consists of a shared decision-making process and a set of values which regard the members of the various university constituencies as essential for the success of the academic enterprise…. Collegial governance allows the academic community to work together to find the best answers to issues facing the university…. Central to collegiality and shared-decision making is respect for differing opinions and points of view, which welcomes diversity and actively sponsors its opinions." Collegiality - that is, shared governance - is an important aspect of Cal Maritime life.

Academic Senate
The Constitution and By-Laws of Cal Maritime’s Academic Senate specifies that there shall be an Academic Senate composed of all teaching faculty, including all probationary, tenured faculty; all full-time and part-time lecturers with annual appointments; professional library personnel; student service professionals; and all others so designated by the Executive Committee of the Senate.

The Executive Committee shall be the principal subunit of the Academic Senate through which the Senate shall normally exercise its powers. The Executive Committee members are elected by the Senate members and serve a two-year term.

Standing Committees of the Academic Senate

Academic Integrity Committee – The Academic Integrity Committee evaluates the appropriateness of student, staff or faculty conduct which adversely impacts the integrity of the academic programs of the Academy.

Ad Hoc Committee - Ad hoc committees shall be formed whenever the Executive Committee of the Senate recognizes the necessity for committee process to fulfill its obligations to the Senate and the Academy.

Appointment, Retention, Tenure and Promotion Committee (ARTP) – The ARTP Committee conducts out peer review of faculty members as set forth in current Senate policy. The annual work efforts of the ARTP Committee shall culminate in recommendations to the President regarding the retention, tenure and promotion of all who come under the purview of the ARTP policy during any given review cycle.

Budget Committee – The Budget Committee is responsible for all budget matters of the Academic Senate.

Cruise Coordination Committee - The Cruise Coordination Committee reviews and coordinates all elements of Academy process relating to the annual training cruise.

Curriculum Committee - The Curriculum Committee assumes primary responsibility for the makeup of all curricular programs of the Academy, ensuring that the needs of the institution as well as the needs of the students of the institution are served adequately. All
modifications to the curriculum shall be processed through the curriculum committee in accord with the policies and procedures of the committee.

**Faculty Development Committee** - The Faculty Development Committee:

1. reviews and makes recommendations to the Provost for Academic Affairs on the participation of faculty in professional development activities such as, but not limited to, conferences, workshops and seminars;

2. evaluates proposals requesting funding for research, scholarship, and creative work by faculty;

3. plans and promotes faculty development activities;

4. seeks out and advocates for more faculty development resources and opportunities.

**Graduation Awards Committee** – The Graduation Awards Committee recommends the selection of cadets to be given awards at the Academy graduation exercises.

**Judicial Committee** - The Judicial Committee mediates, arbitrates or adjudicates all conflicts in interpretation of the Constitution or By-Laws of the Academic Senate of the Academy. Additionally, the Judicial Committee has responsibility for overseeing recall elections involving members of the Executive Committee of the Senate.

**Library Committee** - The Library Committee ensures that the highest possible levels of both efficiency and integration are incorporated into the operation and utilization of the Academy library.

**Policy Committee** – The Policy Committee develops statements of position, policy, and procedure for application in those areas of concern to the Academic Senate arising out of its role under shared governance within the California State University. The committee’s direct efforts shall extend to those areas of Academic Senate involvement that do not fall under the purview of any other standing committee of the Senate.

**Professional Leave Committee** - The Professional Leave Committee receives, reviews, and evaluates sabbatical applications and difference in pay applications, and submits their recommendations to the Provost.
Tips on Participating in Faculty Governance

1. If you are interested in participating in faculty government, run for membership on a committee, or volunteer your services.

2. Read Executive Committee and Academic Senate minutes and attend meetings to discover what is happening in faculty governance.

3. Talk to faculty leaders to solicit their ideas and support.

4. Remember that, in addition to enhancing the campus culture, your service in faculty governance also enhances your Personnel Action File.

5. Do not hesitate to let others know your views or ideas. New concepts and positions are always welcome.

6. Keep in mind that collegiality and civility are watchwords of the faculty governance process at Cal Maritime. Join us in adhering to them.

7. Service on committees helps you meet faculty and staff from other departments and areas. Remember that collegiality extends beyond your department.

8. As in any aspect of the democratic process, informed voting counts. Listen, read, and VOTE.

9. Faculty members are not the only participants in the governance structure at Cal Maritime; staff and students are also involved. Be respectful of their place in the process.

10. University governance works best when administrators and faculty consult with each other.

11. Keep a list of committees and their meeting times in an accessible place.
CHAPTER 3

FACULTY PERSONNEL POLICIES

The two sets of policies which affect the professional lives of faculty are the Constitution and By-Laws of the Academic Senate and the Collective Bargaining Agreement between the California State University and the California Faculty Association.

The Constitution and By-Laws

The Academic Senate of Cal Maritime has adopted a Constitution and By-Laws to establish and define the means by which it will participate in the formulation, evaluation, and recommendation of Academy policy and procedures; to facilitate coordination and cooperation among the several parts of the Academy; and to provide to members of the Senate a formal means of expression regarding matters of academic concern. It is recommended that all faculty members have access to a copy of the Constitution and By-Laws because it an important document that provides policies concerning life as a faculty member.

A copy of the Senate’s Constitution and By-Laws is available through the campus website and campus portal. Go to http://www.csum.edu/web/mycampus/home, click on the Faculty & Staff link, then the Academic Resources link, Academic Senate link, Senate Documents …log onto the campus portal… and finally the Constitution and Bylaws link.

The Collective Bargaining Agreement

The terms and conditions of employment as agreed to in negotiation with the California Faculty Association (CFA), which represents the faculty in the collective bargaining process, are to be found in the Collective Bargaining Agreement (CBA) between the California State University and the CFA. The CBA contains our basic work rules and defines the procedural due process rules by which faculty are evaluated and retained or promoted.

A copy of the CBA can be obtained at: http://www.calfac.org/contract

Questions about the terms of the CBA can be directed to the officers of the Academy’s Chapter of the CFA. Mr. Scott Saarheim is the Cal Maritime CFA Chapter President.

Tenure-Track Academic Ranks

At Cal Maritime there are two academic tenure tracks: the professorial track and the marine vocational instructor (MVI) track. The professorial track has three ranks: Assistant Professor, Associate Professor and Professor. The marine vocational instructor (MVI) track has four ranks: MVI – I, MVI – II, MVI – III, and MVI – IV. Marine vocational instructors who have obtained an approved master’s degree and have the appropriate license may be considered for promotion to the professorial track.

Administrative Policy Manual

Cal Maritime maintains an Administrative Policy Manual that is accessible in the office of the Chief Financial Officer and the office of Provost/Vice President for Academic Affairs. Academy Policy Statements show the effective date and the effective date of the policy it superseded.

CFA Agency Fee

A CFA Agency Fee is automatically deducted from all faculty pay checks by the State Controller and sent to CFA. Paying agency fees will not make you a CFA member. The fee covers the cost of services that CFA is required by law to provide to both members and nonmembers. CFA members charge nonmembers, represented by CFA, an agency fee that is 64% of than the regular
membership dues paid. The reduced rate reflects the nonmember’s share of expenses that are germane to CFA’s status as the exclusive bargaining representative. Nonmembers have a right to challenge the accuracy of CFA’s calculation of the chargeable and nonchargeable expenses and to have the challenge resolved by an impartial arbitrator. All rates and Union expenditures are available in the Hudson Notice to Fee Payers available from your CFA Chapter representative and online at http://www.calfac.org/overview/notices-agency-fee-payers

Faculty Classifications

Probationary Faculty
A probationary faculty member is an individual appointed into a tenure-track teaching position. Probationary faculty are normally subject annual evaluations during their probationary period of employment and eligible to apply for tenure at the end of their probationary period. Probationary faculty may apply for early tenure if they believe they have achieved the levels of excellence in the criteria for tenure. If a newly hired probationary faculty member has been teaching in a tenure-track role at another college or university, he or she may receive up to two years of service credit toward tenure at the time of their appointment to Cal Maritime.

Tenured Faculty
A tenured faculty member is an individual who has been granted tenure through the RTP process or granted tenure at the time of his or her appointment. Tenure represents a commitment on the part of the Academy that will affect significantly the quality of education for generations of students. The tenure decision is perhaps the most important decision that the faculty and administration of Cal Maritime must make with respect to its probationary faculty. Therefore, the granting of tenure is more than a reward for outstanding teaching and professional growth during the probationary period. It is an expression of confidence that faculty members will continue to pursue academic excellence and professional growth during their careers.

Lecturers
Lecturers are individuals appointed to a nontenure-track teaching position for a full or part-time basis over a specified period of time. Lecturer appointments automatically expire at the end of the period of time specified in the appointment letter and do not establish any further appointment rights.

Faculty Evaluations

During their probationary period of employment, probationary faculty members are subject to Periodic Evaluations and Performance Reviews.

Periodic Evaluations
Probationary faculty normally undergo a Periodic Evaluation during their first, third, and fifth probationary year of employment. The purpose of the periodic evaluation is to assess the activities of the faculty member with respect to teaching, scholarly and creative activities, and service to the Academy and to identify areas, if any, for improvement. Periodic Evaluations are conducted by a Department RTP Committee, the Department Chair, and the Academic Dean or the appropriate administrator. Periodic evaluations do not include any recommendations for any action with respect to retention.

Performance Review
Performance Reviews are normally conducted on probationary faculty during their second, fourth, and sixth probationary year. Such Performance Reviews result in recommendations and decisions with respect to retention, tenure, and promotion. Tenured
faculty will undergo a Performance Review when they apply for promotion to a higher academic rank.

Performance Reviews are conducted by a Department RTP Committee, the Department Chair, a Senate RTP Committee, the Academic Dean or the appropriate administrator, and the Provost. The aforementioned reviewing entities make recommendations to the President of the Academy, and the President makes all decisions with regards to Performance Reviews.

The evaluation of probationary and tenured faculty are based upon criteria and standards stated in the Senate Policy 526 – Retention, Tenure, and Promotion. A copy of Senate Policy 526 RTP may be obtained at: http://www.csum.edu/web/faculty-and-staff/academics/faculty/affairs

Post-Tenure Review
For the purpose of maintaining and improving a tenured faculty unit employee's effectiveness, tenured faculty members are subject to periodic evaluations (post-tenure review) at intervals of no greater than five (5) years (Article 15.29, CBA). Such evaluations shall follow the procedures given in Senate Policy 527 Evaluation of Tenured Faculty Within Their Academic Assignment. A copy of Senate Policy 527 may be obtained at: http://www.csum.edu/web/faculty-and-staff/academics/faculty/affairs

Lecturer Evaluations
All lecturers shall be evaluated in accordance with the CBA and Senate Policy 528 Evaluation of Lecturers. A copy of Senate Policy 528 can be obtained at: http://www.csum.edu/web/faculty-and-staff/academics/faculty/affairs

Full-time Lecturers
Full-time lecturers appointed for two or more semesters, regardless of a break in service, must be evaluated annually. This evaluation shall normally occur during the spring semester and will include student evaluations of teaching performance for those with teaching duties, an evaluation by a peer review committee of the department or equivalent unit, an evaluation by the department chair and an evaluation by the Academic Dean or the appropriate administrator.

Part-time Lecturers
Part-time lecturers appointed for two or more semesters, regardless of a break in service, shall be evaluated annually. This evaluation shall normally occur during the spring semester and will include student evaluations of teaching performance for those with teaching duties, an evaluation by the department chair, and an evaluation by the Academic Dean or the appropriate administrator and an opportunity for peer input from the department.

Lecturers appointed for less than two semesters shall be evaluated at the discretion of the lecturer, the department chair, the Academic Dean or appropriate administrator.

A written record of periodic evaluation shall be placed in the lecturer's Personnel Action File. The lecturer shall be provided a copy of the written record of the evaluation (CBA, Article 15.24).
Limitations on Additional Employment
A faculty unit employee shall be limited in CSU employment to the equivalent of one (1) full-time position in his/her primary or normal employment. An "overage" of 25% of a full-time position shall be allowed if the overage employment: (a) consists of employment of a substantially different nature from his/her primary or normal employment; (b) is funded from non-General Fund sources; or (c) is the result of the accrual of part-time employment on more than one campus (CBA, Article 36.5).

Outside Employment
Outside employment shall not conflict with normal work assignments or satisfactory performance of all duties of the faculty unit employee.

Upon written request directed to an individual full-time faculty unit employee by the Provost, the faculty unit employee shall provide a written statement of the amount and approximate distribution of time devoted to continuous outside employment during the academic term to which he/she has been appointed. Such requests may be made when the Provost has determined that such information is necessary to ascertain compliance with the conditions of the above paragraph (CBA, Article 35).

Personnel Action File
The Personnel Action File (PAF) is the one and only official personnel file for employment information and information that may be relevant to personnel recommendations and actions regarding a faculty member. PAFs are held in confidence in the Human Resources Office. Access to a faculty member’s PAF shall be limited only to persons with official business.

It is recommended that faculty occasionally review their PAF to insure the file’s accuracy and currency. Faculty members have the right to submit material to their PAF. A faculty member also has the right to submit a written rebuttal to any material in his/her PAF. (CBA, Article 11).

Salary
The salary schedule for faculty unit employees is established annually through negotiations between the CSU system and the California Faculty Association (CFA). Movement up the salary scale is possible through four means (CBA, Article 31).

1. General Salary Increases (GSI) – Refers to across-the-board salary increases granted to all faculty unit employees following collective bargaining agreements. If granted, such salary increases are usually effective on July 1.

2. Service Salary Increase (SSI) – A Service Salary Step Increase (SSI) refers to upward movement on the salary schedules. Such adjustments are determined by the CFA and CSU during negotiations annually.

3. Post Promotion Increases (PPI) – A program for senior faculty members (Full professors and Lecturer D faculty and equivalent librarian, counselor and coaching faculty ranks) who have exhausted all their SSI eligibility.

4. Equity Increase – Increases intended to address pay inversion issues for those faculty evaluated according to the RTP criteria and process and making at least satisfactory progress.
Sexual Harassment Policy
It is the policy of the California Maritime Academy to provide a work and study environment free from any form of sexual harassment directed at any departmental employee, student, or public member while engaged in business activities for or with the California Maritime Academy. California Maritime Academy employees are expected to adhere to a standard of conduct that is respectful and courteous to all employees, students, and the public we serve. (Appendix B – Sexual Harassment Policy).

Uniform and Grooming Standards for Faculty and Staff (See Appendix C – Uniformed Faculty and Staff: Uniform and Grooming Standards).

Uniform Allowance
Cal Maritime shall authorize an initial uniform purchase allowance, not to exceed $900, for newly employed Cal Maritime faculty who are employed in a permanent position, which requires the wearing of a uniform.

When Cal Maritime faculty unit employees are required to wear a uniform, Cal Maritime shall authorize a uniform replacement allowance, not to exceed $400 a year for eligible employees. (See Memorandum of Campus Agreement, April 24, 2001, pages 240-241 in the CBA for details.)

Working Personnel Action File
A Working Personnel Action File (WPAF) is the file prepared by a faculty member during a performance review for retention, tenure, and/or promotion (RTP). The WPAF may include any information the faculty chooses to submit which supports their application for RTP. During the performance review process, evaluative information may be added to the WPAF by peer review committees, the department chair, and administrative-level reviewers. The WPAF will contain all past evaluations, recommendations, decision, and rebuttals, if any, from past performance reviews. Once the "closing date" for submission of material by the faculty member has occurred, the WPAF shall be the responsibility of the WPAF Coordinator until after the performance review has been completed.
CHAPTER 4

FACULTY ASSIGNMENTS AND RESPONSIBILITIES

Assessment
Faculty are expected to assess how well students are achieving course, program, and institution-wide student learning outcomes. Faculty and their department will determine the methods and frequency of student assessment.

Each academic department routinely measures educational effectiveness through its program review and comprehensive assessment plan. Documents and resources pertaining to departments are stored on individual departmental webpages.

Additionally, the Institution-Wide Assessment Council (IWAC) is responsible for promulgating and sustaining the assessment of institution-wide academic student learning outcomes. Information, resources, and additional material on campus-wide assessment and assessment policies can be found on the main Assessment webpage. (Appendix D – Institution-Wide Student Learning Outcomes).

Cruise Assignment
Those faculty working on the basis of the cruise year calendar will complete the academic year calendar and the annual training cruise. The cruise period shall not exceed 65 days in duration. Cruise assignments for the cruise year calendar faculty shall be made by Cal Maritime in consultation with representatives of the Cal Maritime Chapter of the California Faculty Association. The faculty assigned to participate in the training cruise is at the discretion of the Cal Maritime, and Cal Maritime will accommodate, to the best of its ability, the personal needs of the individual faculty member in making cruise assignments (see Memorandum of Campus Agreement, April 24, 2001, pg. 241 in the CBA for details).

Cruise Position Assignments
It is the policy of the Cal Maritime that faculty cruise position assignments be made consistent with the needs of the academic program, the safe operation of the training ship, and to enhance development of the faculty, giving due consideration to the desires of the individual faculty members. (Appendix E – Cruise Position Assignments).

Faculty Workload
A full-time workload for a faculty member is normally a maximum of fifteen (15) Weighted Teaching Units (WTUs)/semester. Faculty workloads are normally comprised of 12 direct WTUs (teaching and assigned time) and 3 indirect WTUs (office hours, committee work, advising, special projects) per semester. The WTU-value for a lecture course is determined by the number of hours/week assigned to the course. The WTU-value for lab and lab-type of courses varies. Your department chair can tell you the WTU-value for a lab or lab-type of course.

Standards Of Training, Certification, And Watchkeeping For Seafarers (STCW)
The International Maritime Organization (IMO) has adopted Standards for Training, Certification, and Watchkeeping for Seafarers that are necessary for the issuance of maritime licenses effective April 2002. Cal Maritime’s marine programs have been approved and validated as meeting these standards.
**Student Evaluations**  
At Cal Maritime courses and instructors are evaluated by students at the end of the semester with standardized SUMMA student evaluations. Probationary and tenured faculty must have a minimum of two of courses evaluated annually. Lecturers should consult with their department chair to determine which courses should be evaluated.

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**STATEMENT CONCERNING PROFESSIONAL ETHICS AND RESPONSIBILITY**

The California Maritime Academy recognizes and endorses the Statement on Professional Ethics that was adopted by the Council of American Association of University Professors in April 1966 and endorsed by the Seventy-third Annual Meeting in June 1987 as policy of the American Association of University Professors.

**The Statement**

1. Professors, guided by a deep conviction of the worth and dignity of the advancement of knowledge recognize the special responsibilities placed upon them. Their primary responsibility to their subject is to seek and to state the truth as they see it. To this end professors devote their energies to developing and improving their scholarly competence. They accept the obligation to exercise critical self-discipline and judgment in using, extending and transmitting knowledge. They practice intellectual honesty. Although professors may follow subsidiary interests, these interests must never seriously hamper or compromise their freedom of inquiry.

2. As teachers, professors encourage the free pursuit of learning in their students. They hold before them the best scholarly and ethical standards of their discipline. Professors demonstrate respect for students as individuals and adhere to their proper roles as intellectual guides and counselors. Professors make every reasonable effort to foster honest academic conduct and to assure that their evaluations of students reflect each student's true merit. They respect the confidential nature of the relationship between professor and student. They avoid any exploitation, harassment, or discriminatory treatment of students. They acknowledge significant academic and scholarly assistance from them. They protect their academic freedom.

3. As colleagues, professors have obligations that derive from common membership in the community of scholars. Professors do not discriminate against or harass colleagues. They respect and defend the free inquiry of associates. In the exchange of criticism and ideas professors show due respect for the opinion of others. Professors acknowledge academic debt and strive to be objective in their professional judgment of colleagues. Professors accept their share of faculty responsibilities for the governance of their institution.

4. As members of an academic institution, professors seek above all to be effective teachers and scholars. Although professors observe the state regulations of the institution, provided the regulations do not contravene academic freedom, they maintain their right to criticize and seek revision. Professors give due regard to their paramount responsibilities within their institution in determining the amount and character of work done outside it. When considering the interruption or termination of their service, professors recognize the effect of their decision upon the program of the institution and give due notice of their intentions.
5. As members of their community, professors have the rights and obligations of other citizens. Professors measure the urgency of these obligations in the light of their responsibilities to their subject, to their students, to their profession, and to their institution. When they speak or act as private persons they avoid creating the impression of speaking or acting for their college or university. As citizens engaged in a profession that depends upon freedom for its health and integrity, professors have a particular obligation to promote conditions of free inquiry and to further public understanding of academic freedom.

6. In their relationships with students, members of the faculty are expected to be aware of their professional responsibilities and avoid apparent or actual conflict of interest, favoritism or bias. Accordingly, professors who do engage in romantic relationships with students do so at potentially grave personal and professional risk. Such relationships may in some instances infringe upon the rights of the student, other students or colleagues. The possibility of sexual harassment may arise if the faculty member’s immediate power to influence the student’s academic progress brings into question the ability of the student to genuinely consent freely to the relationship. If advances from a faculty member are unwelcome, the student may suffer unneeded stress, and the academic relationship may suffer. The possibility of an unwelcome, hostile or offensive academic environment may also arise if the faculty member fails to clearly separate personal interest from his or her professional decision-making.
Tips for Effective Academic Advising

1. Keep the Academy Catalog, the Schedule of Classes, the CMA telephone guide, and this Handbook nearby for easy reference as you advise.

2. Make sure as you advise students that you understand both the course requirements for programs in your department and the Academy requirements for graduation.

3. Become familiar with Academy-wide placement tests. It will be helpful to provide students with general information about the English Placement Test (EPT) and Entry Level Mathematics (ELM).

4. Become familiar with the academic programs and the resources that may be of interest to your advisees.

5. Keep a list of offices and individuals that can assist with questions about areas such as transfer evaluations, academic probation (Records Office), and special minors (Department Chair).

6. Make sure your advising is accurate. If you have any doubts or questions regarding scheduling, check your information with the Department Chair and/or the Records Office.

7. Remember that you are an academic advisor, not a personal counselor. Keep your advice within the sphere of your expertise.

8. Good advising involves good listening. Listen carefully to your advisees!
CHAPTER 5
FACULTY PROGRAMS AND SERVICES

Academy Leadership Program
Leadership is one of the four goals set out in the Academy Mission Statement. There is an expectation that the faculty will become familiar with the Student Handbook and support institutional polices. Also, while there are no guidelines for the dress and grooming of non-uniformed faculty, please remember you are a role model for the cadets.

Athletic Facilities
Faculty are encouraged to use the athletic facilities, and depending on space availability, may obtain a locker in the men’s or women’s locker room. Facilities available include the gymnasium, pool, and weight rooms with free-weights, and exercise machines. Please see the Associate Athletic Director, Pat Hollister, (ext. 1052) for pool schedule and access to lockers.

CMS - Common Management System (PeopleSoft)
The CSU has adopted a “Common Management System” for all campuses. Cal Maritime was one of the first campuses to employ this software in the management of its financial, human, and student resources. You will be able to access student information at your desktop, post your grades, examine Cal Maritime’s courses, and review your class schedule and roster. Students can also review their records, schedules and register on-line. Please contact the Records Office at ext. 1200 if you have any questions.

Community Engagement and Service Learning Center
Community Service Learning (CSL) is a teaching method that promotes student learning through active participation in meaningful and planned service experiences in the community that are directly related to course content. Through reflective activities, students enhance their understanding of course content, general knowledge, a sense of civic responsibility, self-awareness, and commitment to the community. Students also gain valuable leadership experience and greater self-confidence in their abilities to offer valuable talent and resources beyond the campus experience. In short, CSL provides students opportunities to apply the skills and concepts they are learning in the classroom and in real-life settings. CSL is not the same as volunteering; although it does involve volunteer activities in the community, these activities are coordinated with specific educational objectives identified in each course. For example, students in an accounting course may volunteer with local nonprofits to do bookkeeping assignments.

CSL courses occur in almost every discipline, from sociology, arts and management to physics, biology and engineering. Almost any course can be designed with a CSL component that will enhance the student’s educational experience. The time that students spend in the community on their service projects is integrated into the course structure, so that service-learning courses require the same amount of effort and hours, as do their traditional counterparts. Furthermore, they also fulfill graduation requirements in the same way that regular courses do.

If you want to learn more about the CSL courses offered at Cal Maritime or obtain information about events, community partners, opportunities at other CSU campuses, and resources for faculty and students, please contact the Rosalyn Earl, Coordinator of Community Engagement.
**Difference in Pay Leaves**
A difference in pay leave shall be for purposes that provide a benefit to the CSU, such as research, scholarly and creative activity, instructional improvement or faculty retraining. A Cal Maritime difference in pay leave may be approved for one (1) or more semesters as appropriate to the appointment. The salary for a difference in pay leave for a faculty member shall be the difference between the faculty employee’s salary and the minimum salary of an instructor, librarian, or counselor rank depending on the category of the applicant filing for this leave. (See CBA Article 28 Difference in Pay Leaves for more information.)

**Faculty and Professional Development**
Faculty development funds are available to support faculty in their research, scholarly and creative activities, and professional development. There are various funds available and more than one type of fund can be applied for at the same time. In brief, the types of faculty development funds are:

- Chancellor’s Office Mini-grants for Research, Scholarship and Creative Activity (max. $5,000)
- President’s Mission Achievement Grant Program (max. $3,500)
- Provost Presentation Support Fund (max. $500)
- Department Faculty Development Funds (no max.)
- Academy-Wide Faculty Development Funds (no max.)
- James F. Drahos Memorial Fund (MT faculty, max. $1,500)
- SF Port of Engineers (ET and ME faculty, max. $3,000)
- Scholarship of Teaching and Learning Grants (max. $25,000)

For more information about these funds and an application go to: [http://www.csum.edu/web/faculty-and-staff/academics/faculty-development](http://www.csum.edu/web/faculty-and-staff/academics/faculty-development)

For questions about Faculty Development funding opportunities, contact the Director of Faculty Affairs, Lloyd Kitazono. *(Appendix F – Descriptions of Faculty Development Funds and Appendix G – Application for Faculty Development Funds).*

The Center for Engagement, Teaching and Learning and the Office of Faculty Affairs work together to sponsor on-campus faculty development events, such as workshops, and lunch time brown bag discussions. The goal of these events is to help faculty in their teaching and to provide an opportunity where faculty can come together share their research and teaching experiences.

**Instructionally Related Activities Fund (IRA)**
Cal Maritime like every campus of the CSU collects Instructionally Related Activity (IRA) fees from students and these fees are designated for use to support classroom activities, lab experiences, and field trips. The Instructionally Related Activities Committee will put out a call annually for applications for the IRA fund and faculty can apply for IRA support at that time. The IRA Committee will collect and evaluate IRA applications and notify applicants with their decisions.

**Library Services**
Cal Maritime’s Library is service-oriented and committed to developing savvy information users. Study and research are supported through the Library’s Information Fluency Program, campus and training ship facilities, and computerized online services. Library instruction is provided through several courses during the student’s first year to achieve a level of information competence. Thereafter, several courses utilize information resources to ensure that students at the Academy are fluent in navigating the increasingly vast amount of information available to improve their studies, their professional endeavors, and their lives.
The library building and ship’s library hold approximately 35,000 books, 7,500 bound periodicals, 250 current magazine and journal subscriptions, and a growing video collection.

The library’s web site is the portal for locating its information resources. Over 12,000 current periodicals are available online. In addition, books and other materials can be located and delivered within two (2) weeks from virtually any U.S. library via the library’s online services. Vital web resources are collected and organized for convenient access. The library also provides a constantly updated collection of best sellers for recreational reading. Library personnel are eager to consult with students, faculty, staff, and industry. Requests to purchase materials for the collections are sought and given every consideration.

Sabbatical Leave
A sabbatical leave shall be for purposes that provide a benefit to the CSU, such as research, scholarly and creative activity, instructional improvement or faculty retraining. A full-time faculty member is eligible for a sabbatical leave if he/she served full-time for six (6) years at Cal Maritime in the preceding seven (7) year period prior to the leave and at least six (6) years after any previous sabbatical leave or difference in pay leave. The Director of Faculty Affairs maintains a sabbatical eligibility list for faculty and distributes the list annually. For more information about sabbatical leave, contact Lloyd Kitazono, Director of Faculty Affairs and obtain a copy of Senate Policy No. 502 Sabbatical Leave at http://www.csum.edu/web/faculty-and-staff/academics/faculty/affairs

Sponsored Projects and Extended Learning (SPEL)
The Sponsored Projects and Extended Learning Department is dedicated to providing professional development courses and custom training programs for maritime and transportation related industries and the general community. Updates to regulatory standards within the industry require the modern merchant mariner, as well as shore side support personnel, to continue upgrading their knowledge and skills. For more information about SPEL opportunities, contact Dr. Jim Burns, Dean of Extended Learning at ext. 1217.

Visiting Scholar and Exchange Programs
Global awareness comprises one of the cornerstones of the mission of Cal Maritime. In this spirit of global awareness, Cal Maritime has established formal exchange agreements with fourteen (14) international maritime colleges and universities, which allows visiting scholars and Cal Maritime faculty to participate in research and teaching opportunities across the globe. For more information about exchange program, contact Lloyd Kitazono, Coordinator of the Visiting Scholar and Exchange Programs (ext. 1149) and visit Cal Maritime’s Visiting Scholar and Exchange website at https://www.csum.edu/web/academics/visiting-and-exchange-programs
CHAPTER 6

STUDENT INFORMATION, RESPONSIBILITIES AND RESOURCES

Associated Students
The Associated Students Inc. (AS) is a nonprofit corporation whose membership consists of all students enrolled at the California Maritime Academy. Members are encouraged to participate in all A.S. activities and vote in all student elections. The ASCMA, comprising a president, executive vice president, vice president for finance, and elected officers from each of the four classes meet regularly on behalf of all students planning a number of social events throughout the academic year and allocating funds to recognized clubs and organizations. For more information, contact the Associated Student Office at ext. 1272.

Career Center
The Career Center assists students with career guidance, summer Co-Ops, and on-campus employment. The Center helps graduating seniors and alumni obtain professional employment. As part of the program for graduating seniors, the Center invites company representatives to the campus each year to make presentations and interview graduating students. You can contact the Career Center at ext. 1071 or careerdevelopment@csum.edu

Center for Engagement, Teaching and Learning (CETL)
The Center for Engagement, Teaching and Learning offers advice on study techniques and free tutoring for students seeking extra assistance in their pursuit of academic success. For more information, contact Dr. Vivienne McClendon, Director of the CETL, at ext. 1283.

Corps of Cadets
Essential to the leadership training program at Cal Maritime is the Corps of Cadets, to which every student belongs. The Corps of Cadets reports to the Commandant of Cadets, who is a member of the Department of Student Leadership Development.

The Corps of Cadets is led by approximately 40 cadet officers: The Corps Commander who is assisted by four (4) Corps Officers: an Executive Officer, a Training Academic Officer, and an Administrative Officer. The Corps is divided into two companies: Company A and Company B. Each company is led by a Company Commander assisted by a Company Executive Officer. Each company has a Chief Mate, Chief Engineer, Second Mate, Third Mate, Second Assistant Engineer, Third Assistant Engineer, Training & Academic Officer, Academic Officer and three divisions. For more information about the Corps, contact David Buckey, Commandant of Cadets at ext. 1181 or the Corps Office at ext. 1041.

Disability Resource Office
The Disability Resource Office, located in the Center for Engagement, Teaching and Learning (CETL) room 110, assists disabled students in obtaining appropriate academic accommodations to meet the needs of their specific disabilities. Specific tests and professional evaluations are required to be eligible for these services. For more information, contact Dr. Vivienne McClendon, Director of the CETL at ext. 1283.

Office of Student Professional Leadership Development
Students at the California Maritime Academy are enrolled in the Corps of Cadets. Under supervision of the Student Leadership Development Office cadets are given instruction and training in areas related to campus and shipboard watch standing, wearing and maintenance of issued
uniform items, functional duties as appointed leaders in the Corps of Cadets, theory and application of practical leadership skills as they relate to facilitating/supporting the Academy’s conduct system.

**Student Counseling Center**
Cal Maritime is concerned with the emotional health and well being of its students. Confidential counseling is available to enrolled students throughout the week at no additional cost.

Appointments with the campus psychologist provide students with an opportunity to explore freely any problems or concerns. Together with the campus psychologist, students may work to resolve a variety of issues, including anxiety, test anxiety, relationship difficulties, family problems, depression, sexuality issues, substance abuse, concerns about academic progress or goals, and other issues. For more information, contact the Counseling Center at ext. 1174.

**Student Health Center**
Physical well-being has a tremendous impact on academic performance. Student health services are available to assist students in maintaining their optimum mental and physical health while attending Cal Maritime. Workshops, seminars, individualized counseling and written information are provided to educate students about disease prevention and healthy lifestyles.

The Student Health Center offers clinic-based primary care services to all enrolled students. A physician and a registered nurse are available to assist students with their health care needs Monday through Friday. The academy encourages students to utilize the Health Center’s drop-in clinic for their medical care. Medications prescribed by campus physicians are provided at no additional cost to the student.

During the annual training cruise, the medical treatment facility on board the *Training Ship Golden Bear* is staffed with an emergency physician and nurse. The training ship is fully equipped with medical supplies and pharmaceuticals to assist in the management of a student’s health care needs while at sea.
Tips for Counseling Students

1. Know how and when to make referrals, and be familiar with referral sources.

2. Do not refer students to other sources too hastily, but also do not attempt to handle situations that you are not qualified to handle. If there is any doubt, please consult with your department chair.

3. Students who appear to be depressed or acting in a strange manner should be referred to the campus psychologist at ext. 1174.

4. Senior students looking for job interviews and employment opportunities should be referred to the Career Placement Center adjacent to the Student Center at ext. 1070.

5. Students interested in student government should be put in contact with Associated Students, Inc. in the Student Center (ext. 1272).

6. Students who are struggling with writing should be referred to the Writing Laboratory (CETL).

7. Students needing general academic assistance should be referred to the Center for Engagement, Teaching and Learning (CETL) for tutorial services (Contact Dr. Vivienne McClendon, Director of the CETL at ext. 1283).

8. Be knowledgeable about career opportunities and job outlooks for majors in your department.

9. If students need a short-term emergency loan, urge them to contact the Financial Aid Office.

10. For housing problems, students should be referred to the Office of Housing and Residential Life in the Old Residence Hall.

11. If students are complaining about the campus food service, direct them to participate on the Food Committee through the Associated Students organization.
Adding and Dropping Courses

Adding a Course
Students may add a course to their schedules only during the first five days of the semester. An approved “Add Form” must be submitted to the Records Office by the fifth day of instruction. Approval to add a course must be obtained from the course instructor and the student’s academic advisor.

Students on the Wait List for a class must use the Add Form to add the class. Faculty should keep the order of students on the Wait List in mind when adding students to a class.

Dropping a Course
Students are allowed to drop courses online or at the Records Office with no grade recorded on their academic transcripts during the first four weeks of instruction.

After the first four weeks of instruction, withdrawal from a course is permissible only for serious and compelling reasons (e.g., illness, accident or death in the immediate family). Students may be required to provide documentation or verification of their particular circumstances. Approval to withdraw from a course during this period must be granted by the course instructor, Department Chair, and Academic Dean. If approved, a grade of “W” will be posted on the student’s academic transcript, but it will not be factored into the grade point average. Students withdrawing during this period without a serious and compelling reason may receive a grade of “WU” in the course. Appeals may be directed to the Vice President, Academic Affairs.

Withdrawal from a course with a grade of “W” during the final three weeks of instruction is permitted only when the cause of the withdrawal is clearly beyond the student's control and assignment of an "I" (Incomplete) is not practicable.

Students are responsible for attending all courses in which they have registered. Non-attendance does not constitute withdrawal.

Catalog Rights
A student in continuous enrollment may elect the requirements in effect at the time of gaining Classified Standing or at the time of completing degree requirements. For purposes of this registration, “continuous enrollment” is defined as attendance in at least one semester each calendar year. An absence for an approved educational leave or for attendance, not to exceed two years, at a regionally accredited college may be permitted. Students who do not enroll at least part-time for one semester each calendar year risk the loss of rights to their original catalog year for graduation requirements.

For example, a student cannot be required to take a prerequisite that was not present in the catalog corresponding to the date of his/her matriculation as long as the student maintains continuous enrollment.
Grading System
The quality of a student’s work is measured by a system of grades utilizing the traditional A–F grading system. The following symbols will be used in evaluating student performance, including appropriate participation in the learning experiences as well as formal testing.

<table>
<thead>
<tr>
<th>Letter Grades</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>A, B, C, D, F</td>
<td>Excellent, Good, Satisfactory, Unsatisfactory, Failed</td>
</tr>
<tr>
<td>WU</td>
<td>Withdrawal unauthorized (equivalent to an “F”)</td>
</tr>
<tr>
<td>IC</td>
<td>Incomplete Charged (equivalent to an “F”)</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal indicating that the student was permitted to drop the course after the 4th week of instruction for serious and compelling reasons, with the approval of the instructor and appropriate campus officials. It carries no connotation of quality of student performance and is not used in calculating grade point average or progress points.</td>
</tr>
<tr>
<td>CR</td>
<td>A credit grade equates to a Grade of “C” or better (see section Grade Explanations below); also used for transfer courses and course challenges</td>
</tr>
<tr>
<td>NC</td>
<td>A no credit grade equates to a grade below “C” (see section Grade Explanations below).</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete. Course must be completed by sixth week of the following semester (may be extended in extraordinary cases).</td>
</tr>
<tr>
<td>RD</td>
<td>Report delayed.</td>
</tr>
</tbody>
</table>

Grade Explanations

Credit/No Credit courses:
Some courses are only offered on a credit/no credit basis. Grades of credit or no credit are neutral to the calculation of the student’s cumulative grade point average even if the final grade is no credit.

Credit/No Credit courses required for graduation:
Some courses required for graduation are offered only on a credit/no credit basis. Grades of credit or no credit are neutral to the calculation of the student’s cumulative grade point average. If the student’s grade in these classes is no credit, the course must be repeated until the credit grade is earned.

Credit/No Credit option:
The student for courses for which the A-F pattern is the norm for the course may select a credit/no credit grade pattern. No course that meets a student’s graduation requirement may be taken on a credit/no credit basis except as described above. Grades of credit/no credit are neutral to the calculation of the student’s cumulative grade point average, even if the final grade is no credit.

The following rules apply when a student selects a CR/NC grading option a course that is normally graded A – F: (1) the student must submit an application to the Student Records Office, which must be approved by the course instructor and the student’s
department chair; (2) the deadline for applying for CR/NC grading is the fifth day of instruction of the applicable semester; (3) once the application for CR/NC grading has been made, the student may not change the grading option for that course; and (4) CR/NC is not used in the computation of the student's semester or cumulative grade point average. An application for the credit/no credit grading option can be obtained in the Student Records Office.

In the case of remedial courses (EGL 001 Introduction to Composition; EGL 105 English as a Second Language; and MTH 001 Intermediate Algebra), the grade awarded must be on an A, B, C, NC basis. If a student receives a grade lower than a C, a grade of NC will automatically be awarded. Remedial courses carry units of credit that apply to the student's unit loads for a given semester but do not apply toward graduation.

Incomplete grades:
An Incomplete (I) grade is awarded for a specific course only when students are not able to complete the course requirements at the end of the semester through no fault of their own. The "I" grade will be awarded only when (1) the student is performing work of passing quality at the time the grade is assigned and (2) the work can be completed for credit within the student's remaining stay at Cal Maritime. An incomplete grade must be made up by the end of the sixth week of the next academic semester, or the grade will automatically become an "IC" (equivalent to an "F") unless the student requests an extension from the instructor. This limitation prevails whether or not the student maintains continuous enrollment.

Withdrawal Unauthorized
A grade of "WU" (equivalent to an "F" for grade point average computation) will be assigned to a student who fails to complete a course, fails to formally withdraw from a course, or has a significant number of class absences after the fourth week.

It is the student’s responsibility to officially withdraw from a course in which he or she has registered yet never attended or has stopped attending. A student has four weeks from the start of instruction to officially withdraw from a course.

Grade Change Procedures
Institutional academic processes leading to the awarding of grades cannot be completely error free. Events can transpire which suggest to a student that the grade he or she was assigned for a particular course was inappropriate. The Academic Senate policy (#546) outlines the procedures to be followed should a student wish to challenge the appropriateness of a grade assigned for a specific course. A copy of this policy can be obtained from the office of the Academic Dean or on the Academic Senate website. Time limit for making grade change request - absent exigent circumstances, a student must present a formal written request for change of grade to the Chair of the Committee on Academic Integrity within the first six weeks of the term following the term within which the grade in question was assigned.

Record Keeping
Course records (examinations, papers, quizzes, laboratory reports, and grades, etc.) for all courses must be kept for, at least, one semester to allow for grade appeals. If you are leaving the institution you must leave this information with the Department Chair or the Department Administrative Assistant. For STCW courses, a blank sample of each examination, and two student examinations from each examination must be given to the Academic Dean’s office, which will retain these items for a minimum of five years.
Unit Value for Courses
A semester unit at Cal Maritime assumes a one-hour class per week class for a period of 14 weeks. It is the standard quantity used for measurement of college and university work.

1. Lecture.
One unit equals one hour of classroom work per week in most classes, predominately those of the lecture or lecture-discussion format. It is generally assumed that a student spends two hours of outside preparation for each hour spent in such classes.

2. Laboratory.
In laboratories, there are two or three hours a week for each unit, depending on outside lab preparation. In specialized training and performance courses, such as sea training, ship operations, and intercollegiate athletics, there are more than three hours per week required per unit.
CHAPTER 8

TEACHING – CLASSROOM POLICIES

Classroom Attendance
Students are expected to attend all classes unless an absence is properly authorized. It is up to the course instructor to establish an appropriate attendance policy, except for those courses that have outside agency requirements: i.e., STCW approved courses. Instructors should include their attendance policy in course syllabi and make their expectations known to the students. Students failing to adhere to the attendance requirements may have their grades lowered and may be dropped from the class.

Collection of Money by Instructors
Faculty members may not collect money from their students for any reason whatsoever. Registration fees can only be charged on schedules set up and approved by the Trustees of The California State University.

Field Trips
Field trips are excellent learning opportunities for students and faculty are encouraged to take their classes on field trips whenever possible. If a field trip has a cost associated with it for the student, such as an entrance fee, the faculty member can apply for Instructionally Related Activities funds to cover or supplement the cost to students. Before taking a class on a field trip, faculty should read and become familiar with the CSU’s Field Trip Policy and Procedures – Executive Order No. 1062 (Appendix H). A copy of the CSU’s Field Trip Policy and Procedures can be found at http://www.calstate.edu/eo/EO-1062.html

Inappropriate Student Academic Conduct
Integrity within the academic program at Cal Maritime is critical to the success of the Academy’s mission. Accordingly, it falls to the faculty, students, and staff to accept responsibility for ensuring that our academic program functions within the highest possible ethical standards.

If a faculty member determines that a student has acted academically inappropriate, the faculty member must bring the matter to the Academic Senate’s Committee on Academic Integrity. The Committee on Academic Integrity investigates, evaluates, and adjudicates all matters relating to the inappropriate student academic conduct. For more information about inappropriate student academic conduct, see: Senate Policy No. 570 Committee on Academic Integrity and Senate Policy 547 Inappropriate Student Academic Conduct.

For Senate Policy No. 570 and No. 547, go to the campus website and campus portal. Go to http://www.csum.edu/web/mycampus/home, click on the Faculty & Staff link, then the Academic Resources link, Academic Senate link, Senate Documents …log onto the campus portal… and finally the links to Academic Integrity and Inappropriate Academic Conduct.

Syllabus
Faculty must provide a syllabus to each student in their class no later than the end of the first week of the semester. The syllabus is considered as a "contract" between the students and the instructor. If the syllabus is changed by the instructor during the semester, the students must be notified and given a new syllabus. The syllabus must clearly state the course’s learning objectives and the course’s student learning outcomes and how those objectives and outcomes will be assessed during the course. The syllabus should contain names of textbooks and other resources used in the course, grading criteria, course assignments, including reading and written assignments, due dates for assignments, quiz and/or test dates, and the attendance policy. The syllabus should contain the instructor’s policy on inappropriate student academic conduct. Faculty should also include their office hours and contact information in their syllabi.
Questions to Ask Yourself Before You Begin Teaching

1. If other instructors have taught my class, have I discussed the approaches they took and examined copies of their syllabi?

2. Have I reviewed options for course materials? Would customized texts or reader options be more useful than standard texts? Have I checked with my department to see when textbook orders are due?

3. Have I considered ways in which audiovisual materials or computers might be usefully incorporated into my class?

4. As I designed my class, did I consider a variety of teaching strategies and activities that could enhance student learning of the material?

5. Does my syllabus summarize course objectives and outcomes, grading criteria, reading and writing assignments, due dates for papers, and attendance policy?

6. Have I turned in course syllabi to the Administrative Assistant for the Academic Dean?

7. As I designed my course, did I build in methods for students to evaluate their grades and progress throughout the semester?

8. Did I provide for ways in which students can let me know what they are learning and what problems they are encountering throughout the course?

9. Have I developed class assignments and activities that will truly help students explore and master the material?

10. Am I familiar with the Academy's policies on grading, add/drop, and attendance?

11. Have I visited the assigned classroom to make sure it has the necessary equipment and number of seats?

12. Am I familiar with the emergency routes in the building where I will be teaching? If an emergency occurs, what do I do?

13. If I have planned for guest speakers, have I discussed the plans with my department chair?

14. If I have students with learning disabilities in my class, do I know how I can best accommodate to their needs?
CHAPTER 9

HOW TO DO IT

Benefits
Faculty whose appointments exceed six (6) months and whose time base is half time or greater are eligible for benefits. Eligible faculty and their eligible family members shall receive health, dental, and vision benefits. The CSU pays for the major portion of the premiums for health insurance coverage. Eligible faculty have 60 calendar days following the date of appointment to enroll in health, vision, and dental benefits plans, or may enroll during the open enrollment period typically in October each year. Information regarding eligibility and available plans are available in the Human Resources (HR) Office.

CSU Fee Waiver
Tenured and probationary faculty with at least six years of full time service may receive a fee waiver at Cal Maritime or other CSU campuses for a maximum of two courses or six units, whichever is greater, per semester or quarter for themselves or an eligible spouse or dependent. For more information, see CBA Article 26 Fee Waiver.

Direct Deposit Payment Program
Direct deposit is a program that allows for the automatic deposit of your net earnings in the financial institution of your choice. If you are interested in enrolling in this program please contact the Human Resources Office.

FlexCash
FlexCash is an optional benefit plan that allows eligible employees to waive CSU medical and/or dental insurance plan(s) in exchange for cash if they have other non-CSU coverage. For more information about FlexCash, contact the Human Resources Office.

Food Services
The Dining Hall serves meals seven days a week during the academic sessions. Faculty may purchase individual meals at the Dining Hall. During the lunch and dinner hour a salad bar, deli bar and soups are offered along with vegetarian entrées and hot and cold entrées with trimmings, as well as an extensive beverage selection.

Meal hours are:

Monday-Friday
Breakfast: 6:30 – 8:30 AM
Continental Breakfast: 8:30 – 10:30 AM
Lunch: 11:00 AM – 1:00 PM
Dinner: 5:00 – 7:00 PM

Weekends
Brunch: 10:30 AM – 12:30 PM
Dinner: 5:00 – 7:15 PM

Complimentary beverage service is available for faculty, staff, and students from 6:30 – 7:30 AM, 8:00 – 10:50 AM, and 12:30 – 4:30 PM.
Morrow Cove Café is located in the Student Center and offers lunch service Monday through Thursday.

Hours: Monday to Thursday: 10:30 AM – 4:00 PM, Express Lunch: 10:30 AM – 2:30 PM

Keys
Key requests are initiated by the department chair, sent to the Public Safety Office for approval who then forwards the requests to Facilities for completion of the order. Keys are normally ready within two working days after the Public Safety Office receives the request. Academy keys are the property of the State of California and may be recalled at any time. Keys must be returned to Facilities at the time of separation from employment.

Parking
Cal Maritime regulates traffic and parking at all times on its property in accordance with Title V, California Administrative Code, California Vehicle Code (CVC), Vallejo Municipal Code, and campus parking and traffic regulations. Everyone utilizing campus parking facilities must pay their fair share. Faculty members may purchase a long-term parking permit @$54.00 per semester, authorize a payroll deduction @$12.00 per month, or pay $5.00 per day via the parking ticket dispenser. Valid parking permits must be displayed by 8:00 AM on the seventh academic day of each semester.

Part-time/Seasonal/Temporary (PST) Employees Retirement Plan
The Federal Omnibus Budget Reconciliation Act (OBRA) of 1990 requires that all public employees who are not members of a retirement system be covered either by a qualified retirement plan or by Social Security. In response to this legislation, the CSU established the PST Retirement Plan. All CMA employees not eligible for PERS are automatically covered under PST unless otherwise covered. Information regarding exceptions to PST mandatory coverage can be obtained in the Human Resources Office. The employee makes monthly retirement contributions based on 7.5% of the gross monthly salary.

The minimum retirement age for PERS members is 50 with five years of PERS service credit.

Payroll Deductions
Payroll deductions for faculty appear on a “Statement of Earnings and Deductions” issued with each pay warrant. In addition to the mandatory deductions for Federal and State Income Tax, deductions may also be made for Public Employees Retirement System (PERS) or Part-time Seasonal Temporary (PST), Social Security/Medicare, life insurance, and campus parking. For more information about payroll deductions, contact Cheri Sims in the Human Resources Office.

Public Employees Retirement System Contribution
Tenure and non-tenure track employees, exclusive of lecturers whose time base is half-time or greater with appointments exceeding six (6) months are automatically enrolled as members of the Public Employees Retirement System (PERS). The employee makes monthly retirement contributions based on 5% of the monthly gross beyond the first $513.00. PERS contributes an equal or greater amount. Part-time lecturers are required to enter membership with PERS commencing with the third consecutive term appointment at half time (7.5 WTU) or more, regardless of whether the faculty member has been separated and reappointed between terms. Eligible employees who terminate employment at Cal Maritime may (1) receive a refund of his/her total contribution, (2) rollover the taxable portion of his/her contribution to the financial institution or plan named on the PERS direct rollover election form, (3) continue membership in PERS and leave
his/her contributions and/or service credit on deposit, or (4) continue membership in PERS if accepting employment with another state or public agency.

Social Security/Medicare Contributions
All PERS eligible employees contribute to both Social Security and Medicare. All PST eligible employees contribute to Medicare, but not to Social Security.

Tax Deferred Annuity and Tax Sheltered Annuities
The California State University and the State of California sponsor tax deferred investment programs. Participation in these programs may result in reducing Federal income tax liability, and may provide an additional source of income after retirement. Additional information is available in the Human Resources Office.
APPENDICES

Appendix A – Organization Chart for Academic Affairs

Provost and Vice President
Academic Affairs
2012/2013

Dr. Gerald Jakubowski
Provost and Vice President

Lloyd Kuzma
Director, Faculty Affairs

Stephen Keba
Associate Vice President

Deborah Hebert
Dean of Students

Richard Robinson
Library Dean

Merv Christopher,
Director, Athletics

Neal Aly
Academic Dean

James Burns
Dean, Extended Learning

Graham Banton
WASC Coordinator

Registrar
Evelyn Andrews

Admission

Campus History Collection

Athletics, Physical Education and Recreation

Maritime Policy and Management

Engineering Technology

Maritime Security

STCW Coordinator

Career Center

Circulation Services

Athletic Trainer

Science & Math

Marine Transportation

Program Manager

Student Records

Financial Aid

Instructor and Reference

Sailing

Mechanical Engineering

Culture and Communication

Sponsored Projects

Residential Life

Technical Services

Center for Engagement, Teaching and Learning

Audio Visual

Graduate Program

Student Health Center and Medical Staff

Naval Science
Appendix B – Sexual Harassment Policy

It is the policy of Cal Maritime to provide a work and study environment free from any form of sexual harassment directed at any departmental employee, student, or public member while engaged in business activities for or with Cal Maritime. Cal Maritime employees are expected to adhere to a standard of conduct that is respectful and courteous to all employees, students, and the public we serve.

Cal Maritime cannot adequately function unless each member of the community is accepted as an individual and treated civilly and respectfully without regard to their assignment within the Academy. It is the position of Cal Maritime to take appropriate and necessary measures to prevent or correct any occasions of sexual harassment, and where necessary, discipline those who harass.

Sexual harassment in the workplace is defined as unsolicited and unwelcomed sexual advances, requests for sexual favors and other verbal, physical, or visual conduct of a sexual nature which occur under any of the following circumstances:

1. Submission is made either explicitly or implicitly a term or condition of employment.
2. Submission or rejection by an employee is used as a basis for employment decisions affecting the employee.
3. Such condition has the potential to affect an employee’s work performance negatively and/or create an intimidating, hostile, otherwise offensive working environment.

For the purpose of further clarification, sexual harassment also includes, but is not limited to:

4. Making unsolicited written, verbal, physical, and/or visual contact with sexual overtones.
   - Written examples: suggestive, sexual or obscene letters, notes, or invitations.
   - Verbal examples: derogatory comments, slurs, jokes, epithets with sexual overtones.
   - Physical examples: leering and displaying of sexually suggestive objects, pictures, cartoons, or posters.
5. Continuing to express sexual interest after being informed that the interest is unwelcomed. (Reciprocal attraction is not in itself considered sexual harassment.)
6. Making reprisals, threats of reprisal or implied threats of reprisal following a negative response. For example, either implying or actually withholding support for an appointment, promotion or change of assignment; suggesting a poor performance report will be prepared or suggesting probation will be failed.
7. Engaging in implicit or explicit coercive sexual behavior, which is used to control, influence, or affect the career, salary, and/or work or learning environment of another employee or student.
8. Offering favors or employment benefits, such as promotions, favorable performance evaluations, favorable assigned duties or shifts, recommendations, reclassification, etc., in exchange for sexual favors. Offering inflated grades or other academic credit or advantage in exchange for sexual favors.
Appendix C – Uniformed Faculty and Staff: Uniform and Grooming Standards

Program Description
Licensed faculty in academic departments which have as a graduation requirement the US Coast Guard License, departments that support license programs, shipboard officers, and officers of the Commandant of Cadets office are designated as Uniformed Officers of the California Maritime Academy. The uniform is derived by our status as a State Maritime Academy under 46 CFR 310.5/310.11.

The uniformed faculty and staff serve several functions at Cal Maritime. First, they set an example for the uniformed Corps of Cadets as to how to wear a uniform. Second they help students in their understanding of rank and chain of command. Further, these faculty and staff serve in the chain of command on the ship, and their rank and uniform make this clear to our cadets and to other visitors. Finally, the proper wearing of a uniform by faculty and staff creates an atmosphere that is supportive of an Academy environment.

The importance of the faculty and staff example cannot be overstated as they represent the role model to the students. Both the quality of the uniform and the grooming standards set by the faculty and staff are closely observed by the students.

Rank of Faculty and Staff

Currently at the California Maritime Academy, rank is worn by virtue of the positions held (i.e., academic rank, administration, or shipboard position). In cases where a person holds more than one position, the rank of the highest position held is worn. Ranks are assigned as below:

Rear Admiral: (Collar – 2 stars) (2 star shoulder board with anchor)
   President

Commodore: (Collar – 1 star) (1 star shoulder board with anchor)
   Undesignated

Captain: (Collar – Eagle – 4 stripes shoulder board – anchor or propeller)
   Commanding Officer Training Ship

Commander: (Silver oak leaf – 3 stripes – anchor or propeller)
   Professor
   Department Chair
   Chief Mate
   Chief Engineer
   Commandant of Cadets (PDO)
   MVI-IV (with license)

Lt. Commander: (Gold oak leaf – 2-1/2 stripes – anchor or propeller)
   Associate Professor
   Second Mate
   First Assistant Engineer
   MVI-III (with license)
   Assistant Commandant of Cadets

Lieutenant: (2 silver bars – 2 stripes – anchor or propeller)
   Assistant Professor
   Watch Officers/Instructors
   MVI-II (with license)
Commandant Staff Officers

CWO 4: (1 bar, silver and blue – 1 stripe, blue and gold)
MVI-I, II, III, IV (without license)

When worn on the collar, rank insignia is worn on the right collar and the maritime service insignia on the left.

**Authorized Officer Uniforms**

**Dress Blues**

a. Male: Navy blue coat and trousers, white dress shirt, black four-in-hand tie, black web belt with brass buckle, black plain toed dress shoes, black socks, and white combination cover.

b. Female: Navy blue coat and trousers, white dress shirt, black bow tie, black web belt with brass buckle, black plain toed dress shoes, black socks, and female style white combination cover. In lieu of trousers, socks and shoes, a Navy skirt, hosiery and plain black pumps may be worn.

c. Service insignia above striping is the anchor or propeller as appropriate.

**Service Dress Whites**

Graduation only – may be rented from the Campus Bookstore. *(To be phased out)*

**Khaki Uniform**

a. Male: Khaki trousers, khaki short-sleeve or long sleeve shirt, khaki web belt with brass buckle, black plain toed shoes, black socks, appropriate collar devices and name tag. Covers, when worn, shall be the khaki combination cover or the CMA baseball cap.

b. Female: Khaki trousers, khaki short-sleeve or long sleeve shirt, khaki web belt with brass buckle, black plain toed shoes, black socks, appropriate collar devices and name tag. In lieu of trousers, socks and shoes, a khaki skirt, hosiery and plain black pumps may be worn. Covers, when worn, shall be the female style khaki combination cover or the CMA baseball cap.

**Salt and Pepper**

a. Male: Black trousers, black web belt with brass buckle, white short-sleeve shirt, hard shoulder boards, black socks, black plain toed shoes, and white combination cover.

b. Female: Black trousers, black web belt with brass buckle, white short sleeve shirt, soft shoulder boards, black socks, black plain toed shoes, and white combination cover. In lieu of trousers, socks and shoes, a black skirt, hosiery and plain black pumps may be worn.

c. Outerwear: In inclement weather, only the campus green faculty jacket may be worn. Approved sweaters may be worn.

**Work Uniforms**

a. Khaki uniform with black or brown safety work boots. Black or navy blue watch cap or CMA baseball cap may be worn with this uniform. At sea, when authorized, khaki shorts (no cut-offs) may be worn in lieu of trousers with white tennis shoes.
b. Dungaree: Blue denim trousers, blue chambray shirt (short or long sleeve), black web belt with brass buckle, and black or brown safety work boots. Watch cap or CMA baseball cap may be worn with this uniform. At sea, when authorized, denim shorts may be worn in lieu of denim trousers.

c. Boiler Suit: Approved 100% cotton navy or white boiler suit. Suit must remain zipped or buttoned at all times. Black or brown safety work boots must be worn with this uniform. CMA ball cap or watch cap may be worn.

**Outer Garments:**

- The Green CMA faculty jacket
- The CMA blue sweater
- The USN navy blue sweater with soft shoulder boards
- Yellow rain gear
- Black uniform raincoat
- Float coat
- CMA baseball cap or combination cover
- Military, Maritime Administration, and CMA ribbons may be worn; no other pins, badges, or ribbons are authorized

**Officer Grooming Standard**

Grooming standards for the professional uniformed officers at California Maritime Academy is intended not to be specific but general guidance. Individuals in these professional positions have experience and maturity to allow individual judgment in some areas.

Most importantly is that the grooming standard should be one that is in keeping with the wearing of a military type uniform, and a neat, well-groomed appearance which sets a good example for the cadets is the standard.

Hair should be kept neatly cut and off the collar for both men and women. No hair colors that do not appear natural should be used.

Facial hair is allowed. However, it should be kept neatly trimmed. Consideration must be given to the proper fitting of breathing masks for safety consideration.

Jewelry of a simple design and of limited amount may be worn which does not detract from the uniform. No chain necklaces or long dangling earrings, etc. should be visible.
### Appendix D

#### Institution-wide Student Learning Outcomes

Consistent with the mission of the California Maritime Academy to provide a college education combining intellectual learning, applied technology, leadership development, and global awareness, students will develop the following ten competencies.

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Communication</td>
<td>Coherently and persuasively share information.</td>
</tr>
<tr>
<td>B</td>
<td>Critical and Creative Thinking</td>
<td>Comprehend, analyze and objectively evaluate information and ideas; approach issues in new and different ways, often through synthesizing or applying information.</td>
</tr>
<tr>
<td>C</td>
<td>Quantitative Reasoning</td>
<td>Use numerical information to identify, analyze and solve problems.</td>
</tr>
<tr>
<td>D</td>
<td>Scientific Reasoning</td>
<td>Apply scientific inquiry to understand the natural world.</td>
</tr>
<tr>
<td>E</td>
<td>Lifelong Learning</td>
<td>Demonstrate a commitment to personal and professional development.</td>
</tr>
<tr>
<td>F</td>
<td>Discipline-specific Knowledge</td>
<td>Demonstrate expertise in the concepts and technologies of a chosen field, particularly its relation to the maritime world.</td>
</tr>
<tr>
<td>G</td>
<td>Information Fluency</td>
<td>Define a specific need for information; then locate, evaluate, and apply the needed information efficiently and ethically.</td>
</tr>
<tr>
<td>H</td>
<td>Leadership and Teamwork</td>
<td>Work toward common goals and motivate and empower others to achieve them; foster collegiality, goodwill and community within a diverse group.</td>
</tr>
<tr>
<td>I</td>
<td>Ethical Awareness</td>
<td>Use ethical reasoning in personal, professional, and social decision-making.</td>
</tr>
<tr>
<td>J</td>
<td>Global Stewardship</td>
<td>Demonstrate awareness of cultural differences and the responsibilities associated with global welfare.</td>
</tr>
</tbody>
</table>
Appendix E – Cruise Position Assignments

Principles:
Assignment to cruise academic and instructional positions, such as STCW Coordinator and DTO/ETO, will be based on recommendation from the appropriate department and approved by the Academic Dean.

Temporary operational assignments will be available to all cruise calendar licensed faculty from any department providing staff for cruise. The procedure listed below and the selection process outlined will be used to determine final assignments each year in order to allow the widest opportunities possible to all faculty consistent with operational effectiveness.

Procedure:
Each year in October, faculty may submit assignment desires in order of priority for the following positions to the Vice President, Marine Programs:

- Master
- Chief Engineer
- First Assistant Engineer
- Second Mate
- Day Mate
- Day Second Engineer
- Deck Watchstanding Officer
- Engineer Watchstanding Officer

Selection Process:
A selection committee chaired by the Vice President, Marine Programs, with members consisting of the Engineering Manager/Chief Engineer, the Marine Manager/Chief Mate, and the Academic Dean will make the selection guided by the following selection criteria. Each cruise Captain and Chief Engineer will have final veto authority.

- Applicants must have the appropriate license and certification.
- The overall needs of the program
- Experience in the position or other operation position at the CMA
- Ability to relieve the next position in the chain of command
- Management and organizational skills
- Familiarity with vessel operations and preparation
Appendix F – Descriptions of Faculty Development Funds

I. Department Faculty Development Funds

During the fall semester only academic departments, including the library and athletic department, receive an allocation of faculty developments funds based on the number of full-time faculty in the department. Faculty member submits a request or application to the department chair to access department faculty development funds.

Use of department faculty development funds may occur for the entire academic year, but requests and approvals must be completed by the end of the fall semester. Unallocated department faculty developments funds will be returned to Academic Affairs at the beginning of the spring semester.

II. President’s Mission Achievement Grant

The Mission Achievement Grant program is designed to provide resources to the faculty to engage in activity that facilitates our institutional mission. Each year the Foundation will set aside a certain amount to be added to this effort, the amount being determined by Foundation performance in the previous year. Faculty member must submit a proposal in the correct format to the Academic Dean. The Academic Dean and Provost will evaluate applications and make recommendations to the President, who will announce the final awardees. Applications will be accepted until November 1st for the spring and summer awards and until March 1st for the following fall semester awards.

Criteria are:

1. The maximum amount will be $3,500 per grant;
2. Initial priority will be placed on applications that:
   a. Provide significant benefit to the institution not just the grantee (projects that will have institution-wide as well as personal impact regarding the mission);
   b. Are related to promoting Intellectual Learning of our students, facilitate Leadership Development in students, or enhance the ability of the institution and students to function with Global Awareness;
   c. Have matching resources as evidence of commitment (ex. faculty development funds, departmental funds, personal funds, outside funding sources, in-kind contributions).

Format for Mission Achievement Grant Proposals

1. Cover page that includes proposal title, faculty name(s), and date of submission
2. Following pages to include:
   a. Introduction
   b. Details of Planned Activity, including a timeline
   c. Expected Outcomes as related to furthering the Mission
d. **Assessment Plan**

e. **Budget** that shows:
   - total project cost
   - requested funding amount
   - matching resources
   - budget timeline, if appropriate

f. Grantee(s) name with signature(s)

III. **Chancellor’s Office Research, Scholarship and Creative Activity Mini-Grants (RSCA Funds)**

A. **Background:** The RSCA Funds are provided by the Office of the Chancellor of the CSU. The funds are distributed to each CSU campuses based on FTEF and are to be used for research, scholarship and creative activity in support of the undergraduate and graduate instructional mission of the CSU.

B. RSCA Funds are be limited to the three following categories:

1. Mini-grants for scholarly research up to $5,000. This would allow faculty to test promising ideas and obtain preliminary results prior to seeking outside funding. The fund could allow faculty to buy release time, pay for research assistants and to purchase secretarial assistance.

2. Summer fellowships for one or two months. This would allow faculty to apply for summer stipend for one or two months to inaugurate, continue or complete a project of creative, scholarship or research. The summer fellowship will be equivalent to the faculty member’s monthly salary in effect at the close of the academic year. Faculty receiving summer fellowship may accept no additional employment funded by the CSU or CSU auxiliaries during the specified term of the fellowship.

3. Semester leave with pay. This would allow faculty leave with pay for one semester to develop or complete an appropriate activity related to their academic discipline.

C. **Procedure:**

1. **Faculty member submits an “Application for Faculty Development Funds” to the Chair of the Faculty Development Committee.** Applications are accepted throughout the academic year.

2. The Faculty Development Committee review the applications and make their recommendations to the Provost. The Provost, in consultation with the President, makes final decisions on RSCA Fund applications.

3. The Director of Faculty Affairs will assist faculty access the RSCA Fund.

4. The campus must maintain appropriate records regarding the use of RSCA Fund.
IV. Provost’s Presentation Fund (PPF)

A. Background: An important element of scholarship is the effective presentation of one’s research. Additionally, presentation of scholarly activity at a meeting of a scholarly association increases the visibility of Cal Maritime. To promote faculty presenting at association conferences, the Provost/VPAA has established a PPF to assist in costs associated at attending such conferences.

B. Criteria:
   1. The Provost/VPAA will fund up to $500
   2. Awards will be made with priority given to tenure-track faculty

C. Procedure:
   1. Faculty member submits an “Application for Faculty Development Funds” to the Chair of the Faculty Development Committee. Applications are accepted throughout the academic year.
   2. The Faculty Development Committee review the applications and make their recommendations to the Provost. The Provost will make decisions and awarding of the Provost’s Presentation Support Fund to faculty.
   3. The Academic Coordinator will assist faculty access the Provost’s Presentation Support Fund.

V. Academy-Wide Faculty Development Funds

A. Background: The purpose of Academy-Wide Faculty Development Funds is to advance the skills and knowledge of the faculty in the area of student learning. These funds are also intended to support faculty in their pursuits of scholarly, creative, and/or professional achievements.

B. Procedure:
   1. During the spring semester, faculty member submits an “Application for Faculty Development Funds” to the Chair of the Faculty Development Committee.
   2. The Faculty Development Committee reviews the application and make their recommendations to the Provost. The Provost makes final decisions on Faculty Development Fund awards.
   3. The Academic Coordinator will assist faculty access the Academy-Wide Faculty Development Funds.

VI. James F. Drahos Memorial Fund

A. Background: The purpose of the James F. Drahos Memorial Fund is to provide funds for faculty in the Marine Transportation Department to further their professional development. Maximum limit of approximately $1,500 depending on income of endowment.
B. Procedure:

1. **Faculty member submits an “Application for Faculty Development Funds” to the Chair of the Faculty Development Committee.** Applications are accepted anytime during the academic year.

2. The Faculty Development Committee reviews the application and makes their recommendation to the Provost. The Provost after consulting with the Vice President of Advancement makes the final decisions on Drahos Memorial Fund awards.

3. The Director of Faculty Affairs will assist faculty access the Drahos Memorial Fund.

VII. San Francisco Port of Engineers Fund

A. **Background:** The San Francisco Port of Engineers, through the CMA Foundation, provides funds to engineering faculty (Engineering Technology and Mechanical Engineering) to further their professional development. Maximum limit of approximately $3,000 depending on income of endowment.

B. **Procedure:**

1. **Faculty member submits an “Application for Faculty Development Funds” to the Chair of the Faculty Development Committee.** Applications are accepted anytime during the academic year.

2. The Faculty Development Committee reviews the application and makes their recommendation to the Provost. The Provost after consulting with the Vice President of Advancement makes the final decisions on SF Port of Engineers Memorial Fund awards.

3. The Director of Faculty Affairs will assist faculty who have received approval to use SF Port of Engineers Fund to access the fund.

VIII. Scholarship of Teaching and Learning Grant

President Eisenhardt has announced that he will be able to provide an additional $25,000 for faculty for professional development this year in addition to the funds that have been available in previous years. This money will be granted by special application to those looking to assist the Academy advance its mission and better achieve its stated objectives and learning outcomes. The outcome of successful projects will benefit the campus, students, and faculty in areas such as those shown below, or others as appropriate:

- Scholarship of Teaching and Learning (SoTL)
- Educational Technologies (classrooms, labs, training vessels, simulators)
- Accreditation (WASC, ABET, IACBE, STCW)
- Classroom Assessment Techniques (CATs)
- Educational Effectiveness
- Improving Graduation Rates
- Retention techniques and student persistence
- Scholarly and Creative Research
- Faculty or Student Mentoring
- Advancing one or more of the four compass points of our mission
Eligibility
All Cal Maritime Faculty are eligible to apply for funding from this program. Applicants must be committed to, or show promise in, meeting campus expectations for faculty in important areas such as involvement in accreditation activities, assessment of Institution Wide Student Learning Outcomes (IWSLOs), or use this opportunity to enhance their ability to do so.

Applications
Applications must be well thought out and articulated with full budget plans and timelines. Funding can be in the form of direct time, course buy-out, travel, conference fees, equipment or supplies. Applications should be creative and forward thinking, showing in detail how Cal Maritime will directly benefit from the proposed project. Successful projects are expected to be presented to the campus as opportunities for professional development of others and should provide archival evidence of completed work.

Application Process
Faculty member submits an application to the Director of Faculty Affairs by October 8, 2012. Applications will be screened by a committee consisting of the Associate Vice President for Academic Affairs, the Academic Dean, the Director of the CETL, and the Director of Faculty Affairs. Recommendations will be presented to the Provost for final consideration and approval.
Appendix G – Application for Faculty Development Funds

Name ___________________________ Date submitted ________________

Classification _____________________ (tenured, tenure-track; lecturer: full-time or part-time)

Department __________________________

Read the “Descriptions of Faculty Development Funds” to see the background, criteria, and procedure for applying for these funds. Check all of the funding sources for which you wish to be considered and indicate the amount of money requested from each source.

<table>
<thead>
<tr>
<th>Funding Source</th>
<th>Amount Requested</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chancellor’s Office Research, Scholarship and Creative Activity Mini-Gravity (RSCA)</td>
<td></td>
</tr>
<tr>
<td>Provost Presentation Fund (PPF) (max $500)</td>
<td></td>
</tr>
<tr>
<td>Academy-Wide Faculty Development Funds</td>
<td></td>
</tr>
<tr>
<td>Drahos Memorial Fund (max ~ $1500)</td>
<td></td>
</tr>
<tr>
<td>San Francisco Port of Engineers Fund (max ~$3,000)</td>
<td></td>
</tr>
<tr>
<td><strong>Total amount requested</strong></td>
<td></td>
</tr>
</tbody>
</table>

_________________________________________ _____________________________
Signature of Applicant Date

Applications should be submitted to the Chair of the Faculty Development Committee prior to the date of the proposed activity. A completed application includes the following:

1. This cover page;
2. A description of the proposed faculty development activity, including why the activity meets the funding requirements of the award(s);
3. The starting and ending dates of the proposed activity;
4. A cost analysis of the proposed activity including how the costs are to be borne;
5. An explanation of how the activity will benefit CMA, being as specific as possible;
6. A description of how missed classes, labs, and other Academy responsibilities will be addressed;
7. A written recommendation from the applicant’s department chair.
Appendix H – CSU Field Trip Policy and Procedures – Executive Order No. 1062

THE CALIFORNIA STATE UNIVERSITY
OFFICE OF THE CHANCELLOR

BAKERSFIELD
CHANNEL ISLANDS
CHICO
DOMINGUEZ HILLS
EAST BAY
FRESNO
FULLERTON
HUMBOLDT
LONG BEACH
LOS ANGELES
MARITIME ACADEMY
MONTEREY BAY
NORTH RIDGE
POMONA
SACRAMENTO
SAN BERNARDINO
SAN DIEGO
SAN FRANCISCO
SAN JOSÉ
SAN LUIS OBISPO
SAN MARCOS
SONOMA
STANISLAUS

August 23, 2011

MEMORANDUM

TO: CSU Presidents

FROM: Charles B. Reed
       Chancellor

SUBJECT: Field Trip Policy and Procedures—Executive Order No. 1062

Attached is a copy of Executive Order No. 1062, which establishes policy and procedures for campus field trips.

In accordance with policy of the California State University, the campus president has the responsibility for implementing executive orders where applicable and for maintaining the campus repository and index for all executive orders.

If you have questions regarding this executive order, please contact the Office of International Programs at (562) 951-4790.

CBR/bjc

Attachment

cc: Executive Staff, Office of the Chancellor
THE CALIFORNIA STATE UNIVERSITY
Office of the Chancellor
401 Golden Shore
Long Beach, California 90802-4210
(562) 951-4790

Executive Order: 1062
Effective Date: August 23, 2011
Supersedes: No Prior Executive Order
Title: Field Trip Policy and Procedures

This executive order is issued pursuant to the Standing Orders of the Board of Trustees, Section II (a) and (c). Through adoption of the following statement of policy, the California State University recognizes the beneficial educational purpose of field trips and the necessity for policy and procedures designed to maximize the educational experience, mitigate risk to participants and minimize the university’s liability exposure.

I. Purpose

This policy establishes minimum standards for a campus field trip policy and procedures and delegates responsibility for implementation to the campus president.

II. Campus President

The president is delegated the responsibility for the maintenance and oversight of the campus field trip policy, ensure there is a means for future review of the policy, and ensure that it is updated and communicated to faculty and staff at appropriate intervals.

III. Field Trip Defined

A field trip is a university course-related, off-campus activity led by a faculty or staff member and designed to serve educational purposes. A field trip would include the gathering of data for research (such as at a geological or archaeological site), museum visit, participation in a conference or competition, or visits to an event or place of interest. The duration of a field trip may be a class period or longer, and could extend over multiple days. This definition does not apply to activities or placements in the context of a teacher preparation program, intercollegiate sports, or service-learning placements, all of which are governed under separate policy.
IV. Field Trip Policy – Minimum Requirements

The campus field trip policy must include the following minimum requirements:

- Include a means to identify all courses that involve off-campus field trips.
- Require the use of the approved liability waiver. See Executive Order 1051.
- Ensure student emergency contact information is obtained prior to the field trip. The campus must have emergency contact information readily available.
- Provide students with an instructional agenda, health and safety information, emergency procedures, and the student code of conduct, prior to the field trip.
- Require a pre-trip evaluation. This should include a site visit and the written evaluation should be retained by the qualifying department and available for review. The pre-trip location visit can be bypassed if the campus can demonstrate and document sufficient knowledge of the field trip site. This could be accomplished by review online, published materials, or contacting the site to discuss the visit.
- Include a plan to accommodate students with special needs.
- Provide training for any equipment that may be used on the activity.
- Provide for an alternate assignment for students unwilling to accept the risk of participation.
- Comply with the California State University Use of University and Private Vehicles Policy Guidelines and the California State University student travel policy, where applicable. See Executive Order 1041.
- Administer regular reviews to monitor and document compliance with the field trip policy and update requirements as necessary at regular intervals.

The campus has the discretion to amend its field trip policy to include components not addressed above.

V. Document Retention

The campus is expected to retain documents related to the field trip consistent with systemwide and campus document retention guidelines. See Executive Order 1031.

It is recommended that the instructional agenda and executed liability waiver be retained together and for a period of one year after the conclusion of the semester/quarter during which the field trip took place. For minors, the documents are to be retained for one year after the minor reaches the age of majority. Electronic copies of the documents are permissible. See technical letter RM 2011-01 and the accompanying Release of Liability Handbook.

Date: August 23, 2011

Charles B. Reed, Chancellor
## Appendix I – Acronyms at Cal Maritime

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABET</td>
<td>Accreditation Board for Engineering and Engineering Technology</td>
</tr>
<tr>
<td>ABS</td>
<td>American Bureau of Shipping</td>
</tr>
<tr>
<td>ASCMA</td>
<td>Associated Students California Maritime Academy. The student body government</td>
</tr>
<tr>
<td>BA</td>
<td>Business Administration (major or degree program)</td>
</tr>
<tr>
<td>CBA</td>
<td>Collective Bargaining Agreement</td>
</tr>
<tr>
<td>CETL</td>
<td>Center for Engagement, Teaching and Learning</td>
</tr>
<tr>
<td>CFA</td>
<td>California Faculty Association. The union that represents faculty members of the CSU system for purposes of collective bargaining.</td>
</tr>
<tr>
<td>CMA</td>
<td>The California Maritime Academy</td>
</tr>
<tr>
<td>CPEC</td>
<td>California Post-Secondary Education Commission</td>
</tr>
<tr>
<td>CSEA</td>
<td>California State Employee Association</td>
</tr>
<tr>
<td>CSU</td>
<td>California State University System</td>
</tr>
<tr>
<td>DRIC</td>
<td>Discipline Review and Investigating Committee</td>
</tr>
<tr>
<td>ELM</td>
<td>Entry Level Mathematics (Examination)</td>
</tr>
<tr>
<td>EPT</td>
<td>English Placement Test</td>
</tr>
<tr>
<td>FERP</td>
<td>Faculty Early Retirement Program</td>
</tr>
<tr>
<td>FET</td>
<td>Facilities Engineering Technology (major degree program)</td>
</tr>
<tr>
<td>FTEF</td>
<td>Full-Time Equivalent Faculty. Used for budgetary scheduling and statistical purposes, refers to full-time faculty positions (not bodies) on campus during any given semester or year.</td>
</tr>
<tr>
<td>GMDSS</td>
<td>Global Marine Distress Safety System</td>
</tr>
<tr>
<td>GPS</td>
<td>Global Positioning System</td>
</tr>
<tr>
<td>GSMA</td>
<td>Global Studies and Maritime Affairs</td>
</tr>
<tr>
<td>HR</td>
<td>Human Resources</td>
</tr>
<tr>
<td>IBL</td>
<td>International Business and Logistics</td>
</tr>
<tr>
<td>MARAD</td>
<td>Maritime Administration in Washington, D.C. established in 1950 to promote a strong and efficient U.S. merchant marine. Among its duties are to provide support to six state-operated maritime Academies, including Cal Maritime.</td>
</tr>
<tr>
<td>Acronym</td>
<td>Description</td>
</tr>
<tr>
<td>---------</td>
<td>-------------</td>
</tr>
<tr>
<td>MAROPS</td>
<td>Maritime Operations Department</td>
</tr>
<tr>
<td>ME</td>
<td>Mechanical Engineering (major or degree program)</td>
</tr>
<tr>
<td>MET</td>
<td>Marine Engineering Technology (major or degree program)</td>
</tr>
<tr>
<td>MT</td>
<td>Marine Transportation (major or degree program)</td>
</tr>
<tr>
<td>MOU</td>
<td>Memorandum of Understanding</td>
</tr>
<tr>
<td>MPM</td>
<td>Maritime Policy and Management Department</td>
</tr>
<tr>
<td>MPP</td>
<td>Management Personnel Program - refers to administrators</td>
</tr>
<tr>
<td>PAF</td>
<td>Personnel Action File – maintained in the HR Office</td>
</tr>
<tr>
<td>PERS</td>
<td>Public Employees Retirement System</td>
</tr>
<tr>
<td>RTP</td>
<td>Retention, Tenure and Promotion. Refers to the evaluation process for faculty.</td>
</tr>
<tr>
<td>S &amp; M</td>
<td>Science and Math Department</td>
</tr>
<tr>
<td>SIM</td>
<td>Simulator Building</td>
</tr>
<tr>
<td>SSP-AR</td>
<td>Student Services Professional, Academically Related</td>
</tr>
<tr>
<td>SSSI</td>
<td>Service Salary Step Increase</td>
</tr>
<tr>
<td>STCW</td>
<td>Standards of Training, Certification, and Watchkeeping for Seafarers</td>
</tr>
<tr>
<td>WASC</td>
<td>Western Association of Schools and Colleges. The regional accrediting body that approves high schools, community colleges, 4-year colleges, graduate and professional schools in California, Hawaii, and the South Pacific.</td>
</tr>
<tr>
<td>WPAF</td>
<td>Working Personnel Action File</td>
</tr>
</tbody>
</table>
Appendix J – Commonly Used Terms at Cal Maritime

Cover – Term describing any device worn on the head, such as a hat.

Deckie – Slang term describing persons in the Deck Department on merchant vessels or deck students pursuing degrees and a U.S.C.G. Third Mate's License.

DRIC – Discipline Review and Investigating Committee at Cal Maritime. It reviews disciplinary reports that may result in the suspension or dismissal of a student from the Academy.

Mast Board – Court consisting of Corps Leaders who are charged with judging offenses of cadets who have been put on report. The Board may either dismiss the charges or assign appropriate demerits.

Hawspipe – Aperture near the bow of a ship through which the anchor chain is let out. Also a term describing a licensed officer who did not attend an academy, but rather, worked his/her way through the ranks as in, he/she came up through the hawspipe.

Maritime Industry – That body of people, companies, and ships that transport goods and commodities throughout the world. They manage the cargo and route it to its destination, navigate the ships, manage the ports and terminals, and oversee the engine rooms.

Mess Deck – The area where meals are served and eaten; called the cafeteria or dining hall ashore.

Merchant Marine – A fleet made up of a nation’s commercial ships and the men and women who operate them. It includes both cargo and passenger ships. In times of national emergency, it is called upon to support the nation’s armed forces in the delivery of personnel, goods, and supplies.

Muster – Assembling the crew and calling through a list of the complement.

Shifting – Term used at Cal Maritime to describe sailing on a commercial ship as a cadet for a short duration of time.

Watch Bill – List of people aboard ship or ashore that lists the stations and times to which each person is assigned for watch duty.