



**FACULTY HANDBOOK**  
**2021-2022**



**CALIFORNIA STATE UNIVERSITY MARITIME ACADEMY**

# **Faculty Handbook 2021-2022**

## **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

<https://www.csum.edu/web/academic-senate-community/academic-senate-home>

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

Graham Benton  
Associate Provost and Accreditation Liaison Officer  
August 2021

## **A Message from the 2021/2022 Academic Senate Executive Committee**

Colleagues:

On the behalf of the Academic Senate, we would like to welcome you to Cal Maritime. We are pleased to have you join our faculty and hope that you will find your experience at the California State University 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 probably have many questions -- perhaps about our place in the California State University (CSU) System, or your interactions with the Corps of Cadets. If you do have questions, please do not hesitate to ask us, or any of your colleagues.

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,

Dinesh Pinisetty, Chair  
Elizabeth McNie, Vice Chair  
Matt Fairbanks, Secretary  
Cynthia Trevisan, Senator of the Academic Senate of the CSU (ASCSU)  
Christine Isakson, Member at Large ASCSU Representative  
Frank Yip  
Margot Hanson

**CAMPUS TELEPHONE NUMBERS** extensions to (707) 654-XXXX  
(From a campus phone, only dial the four-digit extension number.)

Campus Switchboard / Receptionist	1000
Campus FAX	1001

***Emergency:***

Campus Police	1111
Student Health Center	1170
Vallejo Police / Fire Department (dial 8 for an off-campus line)	8-911

**OFFICE OF THE PRESIDENT**

President – Thomas A. Cropper	1011
Executive Assistant to the President – Tari Houston-Collins	1011
Director of University Affairs – Chelsea McClain	1780
Director of Planning & Institutional Research – Gary Moser	1224

**ACADEMIC AFFAIRS**

Provost & Vice President, Academic Affairs – Lori Schroeder	1020
Associate Provost and ALO – Graham Benton	1147
Confidential Assistant for Academic Affairs – Jessica McGinley	1040
Chair of the Academic Senate – Dinesh Pinisetty	1116
Senior Director of Extended Learning – Veronica Boe	1156
Director of Golden Bear Research Center – Chris Brown	1715
Director of Financial Aid – Priscilla Muha	1275
Interim AVP of Enrollment – Maria Martinez	1331
Registrar – Julia Odom	1201
Graduate Program Coordinator – Kathy Arnold	1271
Dean of Library & Learning Services – Michele Van Hoeck	1097
Director of Learning & Academic Technology – Khaoi Mady	1659

Dean of School of Engineering – Francelina Neto	1445
Administrative Assistant – <b>VACANT</b>	1232

Dept. of Engineering Technology – Dinesh Pinisetty, Chair	1116
Dept. of Mechanical Engineering – Nader Bagheri, Chair	1102
Makerspace and Instructional Support Technician – Erin Cole	1232
Engineering Equipment Technician – Christopher Mulhauser	1249
Dean of School of Letters & Sciences – Kevin Mandernack	1444
Administrative Analyst/Specialist – Pat Harper	1018

Dept. of Culture and Communication – Colin Dewey, Chair	1065
Dept. of Global Studies and Maritime Affairs – Assis Malaquias, Chair	1197
Dept. of Science and Mathematics – Cynthia Trevisan, Chair	1119
Dean of School of Maritime Transportation, Logistics & Management – Don Maier	1446
Academic Coordinator – Deborah Ceryes	1774

Dept. of International Business and Logistics – Steve Browne, Chair	1162
Dept. of Marine Transportation – Dan Weinstock, Chair	1239
Dept. of Naval Sciences – LT David Perry, Assistant OIC	1265

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**STUDENT AFFAIRS**

Vice President of Student Affairs & Cadet Development – Kathleen McMahon	1168
Confidential Assistant – Macel Santos	1190
 Dean of Students – Mac Griswold	 1470
 Director of the Student Health Center – Grace Chou, M.D.	 1173
Director of Athletics – Karen Yoder	1790
Director of Student Equity & Programs – Vineeta Dhillon	1283
Student Activities Coordinator – Josie Alexander	1142
Judicial Officer – Roger Scranton	1236

**MARINE PROGRAMS**

Director of Marine Programs & Captain of TSGB – Sam Pecota	1164
Administrative Assistant – Lindsay Long	1211
Director of USCG Licensing – Mike Kazek	1744
Licensing Coordinator – Robyn Christopher	1297

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Associated Students of CMA (ASCMA)	1281
Audio Visual – <b>VACANT</b>	AV Cell # 707-319-8270
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Bookstore	1186
California Faculty Association (CFA) – Steve Runyon, Chapter President	1206
Career Services – <b>VACANT</b>	1194
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# CHAPTER 1

## INTRODUCTION TO THE 2021/2022 FACULTY HANDBOOK

This Faculty Handbook is intended to be used as a basic orientation for new faculty and to provide an introduction to their basic professional responsibilities. It is not an official statement of either policies or procedures but is intended to be a helpful source 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 regulations 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 State University (CSU)**

The California State University System is comprised of twenty-three campuses, more than 480,000 students and approximately 27,000 full-time and part-time faculty. All of the campuses, including California State University 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. A limited number of doctoral degrees are offered as well.

### **The Board of Trustees**

The Board of Trustees of the California State University is responsible for the management, administration, and control of the California State University. The Board is comprised of five ex-officio members - the Governor, the Lieutenant Governor, the State Superintendent of Public Instruction, the Speaker of the Assembly of California, 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, a faculty Trustee, and two student Trustees, each appointed by the Governor for a term of two years.

### **The Chancellor – Dr. Joseph I. Castro**

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 Board of 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. The President's office is located in the Administration Building.

### **The Provost and Vice President of Academic Affairs – Dr. Lori Schroeder**

The Provost and Vice President for Academic Affairs reports to the President and is 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 Strategic Plan. The Provost provides leadership on

matters of retention, promotion, tenure and recruitment of faculty, The Provost's office is located in the Administration Building.

### **Associate Provost and Accreditation Liaison Officer – Dr. Graham Benton**

The Associate Provost manages curriculum development and program review, as well as faculty affairs operations including lecturer and probationary faculty evaluation procedures and sabbatical leave processes. As ALO, Dr. Benton is responsible for Cal Maritime's accreditation and assessment efforts.

## **ACADEMIC SCHOOLS AND DEPARTMENTS**

### **Dean of the Library and Learning Services – Ms. Michele Van Hoeck**

The Dean manages all programs and services of the Library, Academic Technology, and Faculty Development, including faculty and staff hiring and evaluation, course scheduling, and budget. She works with library faculty to update and develop the Information Fluency instruction program and maintain and enhance Cal Maritime's access to information resources for research, scholarship, and instruction.

The **Library** offers two credit bearing courses and collaborates with disciplinary faculty on integrating information fluency outcomes into their courses. The Library provides space for students for independent study and group collaboration, equipment lending and shared computing resources, digital and print publications, and co-curricular programming to enhance the culture of research and lifelong learning on campus.

The **Academic Technology** department manages the campus learning management system, BrightSpace, coordinates access to academic software, and promotes and supports the use of other instructional technology by the faculty.

**Faculty Development** includes professional development activities, such as workshops and Faculty Learning Communities, as well as funding for the generation and communication of research and scholarship.

### **Dean of the School of Engineering – Dr. Francelina Neto**

The Dean manages all academic programs for the School of Engineering, including faculty hiring and evaluation, course scheduling, and academic budgets. She works with department chairs and faculty to update curricula and develop new programs and maintain and enhance the school's research capacities. She reviews the academic standing of students and selects students for the Dean's List.

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

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

### **Dean of the School of Letters and Sciences – Dr. Kevin Mandernack**

The Dean manages all academic programs for the School of Letters and Sciences, including faculty hiring and evaluation, course scheduling, and academic budgets. He/she works with department chairs and faculty to update curricula and develop new programs and maintain and enhance the school's research capacities. He/she reviews the academic standing of students and selects them for the Dean's List.

The **Department of Culture and Communication** oversees all English, Communications, and Humanities classes and requirements on campus.

The **Department of Global Studies and Maritime Affairs** offers a BA in Global Studies and Maritime

Affairs. Students develop a solid theoretical background in the social sciences and gain the intellectual tools necessary to understand maritime policy issues in an increasingly globalized world.

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 offers a Marine Sciences Minor, and beginning in Fall 2020 will offer a BS in Oceanography.

### **Dean of the School of Maritime Transportation, Logistics and Management– Dr. Donald Maier**

The Dean manages all academic programs for the School of Maritime Transportation, Logistics and Management, including faculty hiring and evaluation, course scheduling, and academic budgets. He works with department chairs and faculty to update curricula and develop new programs and maintain and enhance the school's research capacities. He reviews the academic standing of students in the School of Maritime Transportation, Logistics and Management.

The **Department of International Business and Logistics** offers a BS in Business Administration with a curriculum that focuses on the international supply chain. Students will have a practical balance of theoretical knowledge, experiential learning, strong ethical values, and global leadership skills. Minors in Business and Law are also offered.

The **Department of Marine Transportation** offers a BS in Marine Transportation and provides students with knowledge in navigation, ship handling, cargo operations, and seamanship. This program prepares students to be licensed by the USCG as Officers in Charge of a Navigational Watch.

The **Department of Naval Science** introduces the student to the close relationship between the U.S. Navy and the Merchant Marine through the Strategic Sealift Officers Program (SSOP). Additionally, it provides the necessary training and preparation for students interested in a naval commission at graduation. The Naval Science offices are located in the Marine Programs building near the Boat House.

### **Academic Senate of the California State University (ASCSU)**

The Academic Senate of the California State University consists of 53 faculty members elected by their colleagues at the 23 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 ASCSU.

### **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 and tenure-track faculty and lecturers, are members of the Academic Senate. Through various committees, the Academic 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 Academic Senate. Much of the business of the Academic Senate is conducted by the Executive Committee of the Academic Senate. The Executive Committee consists of six faculty elected to two year terms and the two ASCSU senators. Representatives of the students and administration may be invited to participate on the Executive Committee as non-voting members. The Executive Committee elects the Senate Officers (Chair, Vice Chair and Secretary) from among members of the Executive Committee.

### **California Faculty Association (CFA)**

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 to its members, such as benefits, grievance process and RTP (Retention, Tenure, Promotion), 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 online at: <https://www2.calstate.edu/csu-system/faculty-staff/labor-and-employee-relations/Pages/default.aspx>.

Steve Runyon, Science & Mathematics Department, 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 California State University Maritime Academy.

### **Academic Master Plan**

The Academic Master Plan of California State University 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 focuses on 2016-2021 development goals with a view toward the year 2029, the centennial of the Academy.

The Academic Master Plan is available at: <https://www.csum.edu/web/strategicplan/home>.

### **Campus Strategic Goals 2016-2021**

- A.** Extend our reach as a Maritime University by enhancing **ACADEMIC EXCELLENCE** and advancing research and educational programs.
- B.** Expand the breadth and depth of **STUDENT LEARNING**, leadership development, engagement and support services.
- C.** Prepare the campus community to anticipate and respond to challenges and opportunities in higher education and the **GLOBAL MARITIME PROFESSION**.
- D.** Invest in efficient, sustainable infrastructure and practices that promote **ORGANIZATIONAL EXCELLENCE**.
- E.** Strengthen and develop **PARTNERSHIPS** to extend our impact and prominence locally, regionally, nationally and globally.
- F.** Foster a diverse living-learning **CAMPUS COMMUNITY** to provide an attractive, inclusive and intellectually stimulating environment.

## **Mission**

The mission of California State University Maritime Academy 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.

## **Values**

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

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

## **ACCREDITATION**

Cal Maritime is accredited by the WASC Senior College and University Commission, 985 Atlantic Avenue Suite 100, Alameda, CA 94501, 510/748-9001, <https://www.wscuc.org/>. Additionally, the Marine Engineering Technology and Facilities Engineering Technology programs are accredited by the Technology Accreditation Commission of ABET,; 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](http://www.abet.org); and the Business Administration program is accredited by the International Accreditation Council for Business Education (IACBE), , [www.iacbe.org](http://www.iacbe.org). Additionally, California State University 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/accreditation/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>

For more information about accreditation, contact the Accreditation Liaison Officer, Dr. Graham Benton (x. 1147)

## **HISTORY OF CALIFORNIA STATE UNIVERSITY 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, and the Academy gained accreditation by the Western Association of Schools and Colleges (WASC). In the late 1980s, two new majors, BS degrees in Mechanical Engineering and Business Administration, were added, and the Nautical Industrial Technology program was replaced by the BS in 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 BS degree 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 BA degree 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 Simulation Training Facility – 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 1,200 annualized full-time equivalent (FTE) students. A new 132-bed residence hall, named McAllister Hall, was opened in fall of 2009. In 2018, Cal Maritime purchased the former Motel 6 at the north end of campus. After extensive renovations, the buildings were re-named Maritime North, and in Fall 2018 became the newest residence hall.

In the fall of 2011, Cal Maritime offered its first master's degree, an MS in Engineering and Transportation Management. The degree program is completely online and is offered through Extended Learning.

In the 2012, the Cal Maritime bookstore was relocated to its new site, a two-story facility next to the gymnasium and Student Center, to make room for the new Dining Center, which opened in the fall of 2013. The old dining hall in the center of campus is now the new Student Services Building.

The \$35 million Physical Education and Water Survival Training Center was completed in September 2014. The Center includes advanced resources to train cadets in maritime survival skills under realistic conditions of wind, wave and weather, as well as an Olympic-size pool, gymnasiums, training and rehab center and exercise rooms.

In 2015, Cal Maritime's name officially became California State University Maritime Academy.

## **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 a 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. CHAPTER 2

## 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 and 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 Academic Senate.

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

#### Committees of the Academic Senate

**Graduation Awards Committee** – The Academic Awards Committee recommends the selection of cadets to be given awards at the annual awards ceremony.

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

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

**Cruise Coordination Committee** - The Cruise Coordination Committee reviews and coordinates all elements 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. Modifications to the curriculum shall be processed through the curriculum committee in accordance with requirements of the campus, CSU, accrediting and licensing bodies, and legislative policies and procedures.



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

1. evaluates applications and makes recommendations to the Provost on funding faculty participation in professional development activities such as, but not limited to, conferences, workshops and seminars;
2. evaluates proposals and makes recommendations to the Provost on funding requests for research, scholarship, and creative work by faculty;

**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 Academic 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.

**Retention, Tenure and Promotion Committees (RTP)** – Two RTP Committees, one at the academic department level and one at the Academic Senate (campus wide) level, conduct peer reviews of faculty members as set forth by the Academic Senate policy and procedures. The department and campus RTP committee memberships are established independently as per policy. The annual efforts of the RTP Committees in conjunction with Department Chair, School/Library Dean and Provost reviews shall culminate in recommendations to the President regarding the retention, tenure and promotion of all who come under the purview of the RTP policy during any given review cycle.

## **PREAMBLE**

*The primary purpose of the Academic Senate is:*

- (a) To enhance the intellectual vitality of the campus*
- (b) Be the voice of faculty in making campus policies and consideration of academic issues*
- (c) To carefully monitor campus issues and strengthen faculty participation in governance*

## **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 (PAF).
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 University policy and procedures; to facilitate coordination and cooperation among the several parts of the University; and to provide to members of the Academic 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 is an important document that provides policies concerning life as a faculty member.

A copy of the Academic Senate's Constitution and By-Laws is available [online](#).

#### 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: <https://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. Steve Runyon is the current Cal Maritime CFA Chapter President.

#### Administrative Policies

Cal Maritime maintains Administrative Policies accessible online at <https://www.csum.edu/web/policies>. Academy Policy statements show the policy administrator and initiator, the authority under which the policy operates, the effective date of the policy, and the date the policy was revised, if applicable.

#### 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.

#### Faculty Classifications

##### Probationary Faculty

A probationary faculty member is an individual appointed into a tenure-track teaching scholar position. Probationary faculty are normally subject to 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 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 University 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. It is also a commitment from the faculty receiving tenure to continue pursue personal professional development, and continuous contributions to the improvement of the programs and the quality of education at Cal Maritime.

### **Lecturers**

Lecturers are individuals not on the tenure-track who are appointed to teaching positions on a full or part-time basis over a specified period of time per the CBA. Lecturer appointments automatically expire at the end of the period of time specified in the appointment letter.

## **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 years 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 School 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 years. 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, the campus wide Academic Senate RTP Committee, the School 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 evaluations of probationary and tenured faculty are based upon criteria and standards stated in the [Academic Senate Policy 526](#) – Retention, Tenure, and Promotion.

### **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 years (Article 15.35, CBA). Such evaluations shall follow the procedures given in [Academic Senate Policy 527](#) – Evaluation of Tenured Faculty within their Academic Assignment.

### **Lecturer Evaluations**

All lecturers shall be evaluated in accordance with the CBA and [Academic Senate Policy 528](#) – Evaluation of Lecturers

## **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 up to twenty five percent (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; (c) is the result of the accrual of part-time employment on more than one (1) campus; or (d) is necessary to meet a temporary faculty employee’s entitlement to full-time work, or to offer work to a part-time temporary faculty employee up to full time under provision 12.29 (a) (8) or (b) (9). However, in no case shall a faculty unit employee’s entitlement to subsequent employment at a campus exceed full-time in any academic term. (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 appropriate administrator, 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 appropriate administrator 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 only official personnel file for employment information and information that may be relevant to personnel recommendations or personnel actions regarding a faculty unit employee. Please see CFA CBA, Article 11 for further information regarding personnel files.

## **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 unit employee is eligible for a sabbatical leave if he/she served full-time for six years at Cal Maritime in the preceding seven year period prior to the leave and at least six years after any previous sabbatical leave or difference in pay leave. The Associate Provost maintains a sabbatical eligibility list for faculty and distributes the list annually. For more information about sabbatical leave, contact Graham Benton, (ext. 1147), Associate Provost, and see [Academic Senate Policy No. 502](#) Sabbatical Leave.

## **Salary**

The salary schedule for faculty unit employees is established annually through negotiations between the CSU system and the California Faculty Association (CFA). See [CFA 2014-20 Contract](#), Article 31 for information about salary schedules for faculty.

## **Title IX**

California State University Maritime Academy does not discriminate on the basis of gender, which includes sex and gender identity or expression, or sexual orientation in its education programs or activities. Title IX of the Education Amendments of 1972, and certain other federal and state laws, prohibit discrimination on the basis of gender or sexual orientation in employment, as well as in all education programs and activities operated by the University (both on and off campus). The protection against discrimination on the basis of gender or sexual orientation includes sexual harassment, sexual misconduct, and gender based dating and domestic violence and stalking.

## **Uniform Allowance**

Cal Maritime shall authorize an initial uniform purchase allowance, not to exceed \$900, for newly employed Cal Maritime faculty in a permanent position that 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, California Maritime Academy, 2014-15, page 253 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 will contain all materials pertinent to the evaluation process. The candidate, in coordination with the Department Chair and appropriate reviewing entities, should ensure that appropriate materials are included in the WPAF prior to submission. The WPAF will contain all past evaluations, recommendations, decision, and rebuttals, if any, from past performance reviews refer to [Academic Senate Policy 526](#) on Retention, Tenure & Promotion for further information.

## **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. It is the responsibility of the department to conduct the necessary assessment for compliance with program accreditation as well. Documents and resources pertaining to departments are stored on individual departmental webpages and databases.

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. (See Appendix A – 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 one of the annual training cruises. (See CFA/CSU Memorandum of Campus Agreement California State University Maritime Academy for latest cruise agreements)

#### **Faculty Workload**

A full-time workload for a faculty member is normally a maximum of 15 Weighted Teaching Units (WTUs) per semester. Tenured and tenure-track faculty workloads are normally comprised of 12 direct WTUs (teaching assignment and related work) and 3 indirect WTUs (office hours, committee work, advising, scholarship and service) per semester. The WTU value for a lecture course is determined by the number of hours per week assigned to the course combined with the type of 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. Additionally, faculty can request re-assignment of instruction workload through grants, contracts or other awards in order to pursue scholarly activities.

#### **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**

All courses and instructors are evaluated by students at the end of each semester with standardized student evaluations (CBA article 15.15). The faculty should not be present when students are completing the evaluations. A student shall be appointed to collect the forms and return them to the School Dean's Office.

## Tips for Effective Academic Advising

### Be knowledgeable

- Become familiar with University policies and procedures.
- Attend Advisor training when possible.
- Become familiar with advising-related documentation and software tools such as PeopleSoft, Passport, and SmartPlanner.
- See the [Registrar's web page](#) for software guides, advising best practices, curriculum sheets, student forms, etc.

### Be available

- Provide students with information about your office hours and about how you would like them to communicate with you.
- Be in your office during posted office hours.
- Schedule additional availability during the pre-registration advising period and remind students to sign up for advising appointments.

### Be prepared

- Keep the curriculum sheet, Faculty Advising Guide, telephone directory and Academy Catalog nearby for easy reference as you advise.
- Review your advisee's academic record before your advising appointment.
- Become familiar with the academic programs and the resources that may be of interest to your advisees.

### Be Approachable/Supportive.

- Know your advisees by name.
- Discuss both their short term and long-term goals. Ask them not just about their academic progress but also about how they are doing outside the classroom.
- Good advising involves good listening. Listen carefully to your advisees!
- Remember that you are an academic advisor, not a personal counselor. Know when and where to refer students for additional help.
- Take notes during or immediately after advising sessions so that you can remember specific details about each advisee. Follow-up as appropriate either during the semester or at the next advising meeting.



## 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 Edwards Leadership Development Program (<https://www.csum.edu/web/office-of-the-commandant/eldp>), with the [Student Handbook](#) and will support institutional policies. 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. A recreation fee may be applicable. Please see the Aquatics Supervisor, Tina Marie Ross (x. 1791) 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 PeopleSoft in the management of its financial, human, and student resources. You will be able to access student information at your computer, 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 Registrar's Office at ext. 1201 if you have any questions.

#### Community Service Learning

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 JoEllen Myslik, Coordinator of Community Engagement (x. 1412)

## 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 or more semesters as appropriate to the appointment. (See CBA Article 28 Difference in Pay Leaves for more information.)

## Faculty and Professional Development

Faculty development needs fall generally into three categories: 1) the generation of research; 2) the dissemination of research; and 3) the professional development necessary to advance the expertise of the faculty member. Cal Maritime supports these endeavors through a variety of funding opportunities. Brief descriptions and links to specific applications are available at: <http://www.csum.edu/web/faculty-and-staff/academics/faculty-development>.

For questions about Faculty Development funding opportunities, contact Dean Michele Van Hoeck (ext. 1097)

## Instructionally Related Activities Fund (IRA)

Cal Maritime, like every campus of the CSU, collects Instructionally Related Activity (IRA) fees from students. These fees are designated for use to support classroom activities, lab experiences, and field trips. The Instructionally Related Activities Committee announces an annual call for IRA applications. The IRA Committee will collect and evaluate IRA applications and notify applicants with their decisions. For questions concerning IRA Funds, contact Dean Michele Van Hoeck (ext. 1097).

## Academic Technology

The Learning Technologies department offers assistance with learning and academic technologies, especially our learning management system (LMS), Brightspace. We transitioned to Brightspace from our legacy LMS, Moodle in 2018. Faculty wishing to learn more about the LMS or to experiment with technology integration in their teaching may contact Khaoi Mady, Director of Learning & Academic Technologies, at [kmady@csum.edu](mailto:kmady@csum.edu).

## Library Services

Cal Maritime's library supports student success by offering library instruction to develop savvy information users and life-long learners, as well as print and electronic collections that address Cal Maritime's unique curriculum.

The library plays a central role as a place for quiet study, group work, research, reflection, and productivity. Its building, with views of the Carquinez Strait and San Pablo Bay, offers an inviting and serene environment. It is equipped with many tools to facilitate research and study, including wireless network, desktop and laptop computers, iPads, mobile charging stations, printers, cameras, mobile white boards, and calculators. Most equipment may be borrowed for short-term use outside the library building.

**INSTRUCTION PROGRAM:** The library's instruction program focuses on one of the Western Association of Schools and Colleges' five core competencies: information literacy. The program offers a 2-unit freshman course, LIB 100: Information Fluency in the Digital World. This course introduces students to the skills needed for computing and critical thinking, and for accessing, evaluating, and ethically using information in academic and professional environments. Librarians also collaborate with faculty to provide specialized information literacy instruction in targeted courses within the curriculum across all majors. Finally, librarians offer faculty development workshops and individual consultation on research assignment design.

**RESERVE TEXTBOOKS:** The library collaborates with faculty to provide copies of required texts for short-term loan to students.

**INFORMATION RESOURCES:** The library's website, <http://library.csum.edu>, is the portal for discovering academic and professional resources available to campus. The library's physical collection consists of approximately 50,000 items, with depth in all areas of maritime studies and breadth in subjects covered by the general education curriculum. The library's online resources consist of over 50 research databases with access to

millions of full-text articles, e-books, and data sets. In addition, librarians recommend resources via online research guides, and make course materials directly available for students through the campus online course-management system. To develop a collection relevant to our users, the library welcomes acquisition requests from students, faculty, and staff.

**INTERLIBRARY BORROWING:** Students, faculty, and staff may borrow books and media from a shared collection of over 29 million items via participation in CSU+, a library resource sharing service made up of the entire California State University system. CSU+ allows users to easily and independently discover and request materials not available at the Cal Maritime library. These materials are usually delivered in two to four business days. Materials not available through CSU+ may be requested through the national OCLC interlibrary loan service.

**RESEARCH ASSISTANCE:** Students and faculty have many options to get help with their research. Librarians and staff are available in-person on a drop-in or appointment basis, or by email or phone. Finally, students can access instructional and research guides via the library's website.

**CAMPUS HISTORY COLLECTION:** The library preserves the heritage of the California State University Maritime Academy through documents, photographs, and artifacts in its Campus History Collection. This collection are available by appointment for research and display.

### **Office of Research and Sponsored Programs**

The Office of Research and Sponsored Programs (ORSP) is dedicated to supporting Cal Maritime faculty by providing administrative support for management of external grants, contracts and cooperative agreements. Contact Eric Hoppe at x 1796 or ehoppe@csum.edu. Website: <https://www.csum.edu/web/industry/grants>

All grant proposals must be routed through Sponsored Programs to ensure institutional review and sponsorship. Researchers who intend to submit a proposal for external funding should inform the Office of Research and Sponsored Programs as soon as they begin preparing their proposal. To ensure proper budgeting for personnel and overhead, ORSP, in collaboration with campus financial services, will review all proposal budgets before routing. Be sure to allow time for this step to occur before the due date. Per campus policy, all proposals must be routed through the campus approval process before submission. (Please allow a minimum of one week for this process.) Once the campus receives notice that a grant has been awarded, a project number will be set up by financial services with the assistance of ORSP and the Principal Investigator (PI). ORSP and the PI are responsible for budget execution and submitting appropriate HR and procurement forms to facilitate the expenditure of funds. Post-award compliance and monitoring is provided by ORSP and Fiscal Services. The PI should submit copies of all program reports to ORSP. Campus Grant Policies are found at: <https://www.csum.edu/web/policies/academicaffairs/sponsoredprograms>

# CHAPTER 6

## STUDENT INFORMATION, RESPONSIBILITIES AND RESOURCES

### Associated Students

The Associated Students of the California Maritime Academy (ASCMA) is a nonprofit corporation whose membership consists of all students enrolled at Cal Maritime. For more information, go to the ASCMA website (<https://www.asmaritime.org/ascma-documents>).

### Career Services

The Career Services team guides students through their career path and assists in securing their internships, Co-Ops, Sea Training II selections and full-time jobs upon graduation. Career Services hosts two Career Fairs per academic year, invites companies to present informational session to students and conducts workshops on various career related topics. Career Services is located in the Student Services Building and be reached at ext. 1071.

### Commandant

The Office of the Commandant is responsible for combining every element of a cadet's experience with intentional leadership development in order to create graduates who are recognized as leaders in their industry. It is comprised of the Commandant of Cadets, Director of the Edwards Leadership Development Program (ELDP) and three Company Commandants. Together, the Office ensures that ELDP is at the forefront of each Cadet's experience and that each cadet progresses through the program through completion. For more information about the Corps, contact Commandant David Taliaferro at x1041.

### Corps of Cadets

The Mission of the Corps of Cadets is to develop in each student traits of leadership, professionalism, teamwork, pride, and self-discipline to become future leaders in maritime and other industries. Every undergraduate student takes part in leadership by participation in the Corps of Cadets. At Cal Maritime, cadets are asked to do more, are held to higher standards of personal conduct and professionalism, and are given more responsibility than the traditional college student.

The Corps of Cadets has three primary organizations charged with leadership and professional development, student advocacy, and student wellness. These organizations, commonly referred to as “The Triad”, are the Corps Staff, Associated Students, and Residential Life. Each organization is comprised of Cadet Leaders who are under the advisement of different administrators within Student Affairs. These groups are responsible for providing practical Leadership Development and Professional Development opportunities for every cadet at Cal Maritime. Although the focus area for each of these groups is different, they work together to represent cadet issues and ensure concerns are presented to faculty and staff at Cal Maritime.

### Corps Structure

The Corps of Cadets is organized into three Companies based on major: Deck Company for the Marine Transportation major; Engine Company for the Marine Engineering Technology, Facilities Engineering Technology, and Mechanical Engineering majors; and Maritime Policy and Management (MPM) Company for the Global Studies and Maritime Affairs and the International Business and Logistics majors. Each Company includes four Divisions numbered 1 through 4 with the corresponding letter representing the major, for example 1E for Engine Division One, 2D for Deck Division Two, and 3M for MPM Division Three. Each Division includes sections that are further divided into squads. All squads consist of every class of cadet and are the foundation of the leadership and professional development at Cal Maritime. Squads provide a direct and realistic means for mentoring between cadets.

### Disability Services Office

The Disability Services Office, located in Laboratory Building Room 102, is committed to supporting the academic success of Cal Maritime's students with disabilities. We provide support services to students with disabilities and serve as an informational resource to the campus community on related matters. For more information contact

Siobhan Case, Disability Services Coordinator (x. 1561)

### **Student Engagement and Academic Success Center (SEAS)**

The Student Engagement and Academic Success (SEAS) Center provides a broad base of services to support students in meeting their academic and personal goals. The center itself is located on the first floor of the Lab Building and houses offices from both Academic & Student Affairs including University Advising, Tutoring, EOP, and Community Engagement. For University Advising contact Katie Hansen at ext. 1794, and for tutoring support contact Matt Tener at 1081.

### **Student Health Center**

The Student Health Center offers primary care services to all enrolled students to help students succeed academically by proactively addressing their health needs and assisting them in managing injuries and illness. Nurse practitioner or physician appointments are available for students Monday through Friday. Students can access care at the Student Health Center regardless of their insurance coverage and typically will have no out of pocket costs for an office visit.

During the annual training cruise, the sick bay on board the *Training Ship Golden Bear* is staffed with a physician, a Nurse Practitioner/Physician Assistant, and a counselor. The sick bay is well equipped with medical supplies and medications for delivering health care to students, faculty, and staff while at sea.

Seasonal flu vaccine and cruise physicals are typically offered at the Student Health Center for faculty and staff each year. Primary care services are limited to enrolled students.

The Student Health Center is located in the Student Center/Morrow Cove Building adjacent to the Dining Center. For more information or to discuss collaborating on health related projects, please contact the Student Health Center at ext. 1170 or email Dr. Bruce Wilbur ([bwilbur@csum.edu](mailto:bwilbur@csum.edu)). The website is <http://www.csum.edu/web/health-services/>

### **Counseling and Psychological Services (CAPS) – [www.csum.edu/caps](http://www.csum.edu/caps)**

*About CAPS:* CAPS is integrated with the Student Health Center and located in the Student Center/Morrow Cove building. Our main entrance is on side of the Student Center facing Lower Residence Hall. CAPS services are offered to students at no additional cost and include counseling (individual, couple, and group), crisis intervention, prevention and education, online self-assessments as well as assistance with referrals to community resources. All interactions with CAPS counselors are confidential, including scheduling and attendance for appointments, content of sessions, and records.

*Hours and Appointments:* Monday to Friday 0830-1700 (closed for lunch 1300-1400). Students can schedule an appointment by calling (707) 654-1170 or do so in person at Student Health Services. Students may also contact CAPS for consultation about concerns for a friend or peer. **Walk-In**

**Counseling** (no appointment needed) is daily from 1400-1500. **After Hours Assistance** is available by calling (707) 654-1170 ext. 1, to confidentially speak with a health professional about psychological, and medical concerns.

*Assisting Faculty:* CAPS counselors provide consultation to faculty (and staff) regarding student concerns or difficulties. Consultations are preferred via telephone or in-person. Please call (707-654-1174) or email ([iwallace@csum.edu](mailto:iwallace@csum.edu)) to arrange a consultation. CAPS counselors provide regular trainings on assisting students in distress and other college mental health topics. Counselors are available to faculty and departments for specific trainings as well as guest lectures and workshops. Additionally, information and resources for faculty and staff are available on the CAPS Web site (e.g., **The Red Folder: Assisting Students in Distress**). Please note, CAPS counselors do not provide counseling to faculty and staff, except in emergency situations. Community referrals are available upon request. For personal counseling may contact the Human Resources department and the Employee Assistance Program.

# CHAPTER 7

## TEACHING – ADMINISTRATIVE PROCEDURES

### Adding and Dropping Courses

Students may add or drop courses up to a specific deadline in each semester. The first two weeks of each term is normally called the Add/Drop period. See the Academic Calendar for specific dates.

#### Adding a Course

Students may add a course to their schedules only during the first two weeks of the semester. After classes have started, students obtain permission numbers from the instructor and may add a course using the PeopleSoft self-service portal. For more information on obtaining and granting permission numbers see the [Faculty and Advising Guide](#). If students do not have the prerequisite for a course, they must submit a signed [Waiver of Prerequisite form](#) to the Registrar's Office by the end of Add/Drop. This form requires the approval of their major Department Chair as well as the approval of the Department Chair for the course. Following these approvals, the student receives a permission number from the course instructor and submits the paperwork to the Registrar's Office. The Registrar's Office staff will then add students to the course.

Students on the Wait List for a class must obtain a permission number from the instructor to add a course using PeopleSoft. Waitlists are normally printed and purged by the Office of the Registrar the day before classes begin, and a printed copy placed in the mailbox of faculty teaching the course. 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 using the PeopleSoft self-service portal with no grade recorded on their academic transcripts during the Add/Drop period. After the last day of Add/Drop, and prior to the census date (20<sup>th</sup> day of instruction) students may withdraw from a course by returning a [Petition to Withdraw form](#), with signatures from the instructor of the course and the student's major faculty advisor to the Office of the Registrar. This will result in a W for the course appearing on the student's record.

- Withdrawal from a course after census 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. Students must complete a Petition to withdraw form which requires approval by the course instructor, major Department Chair, and Dean. If approved, a grade of "W" will be posted on the student's academic transcript. Students withdrawing during this period *without* a serious and compelling reason may receive a grade of "WU" in the course which is equivalent to an "F" grade for cumulative grade point average computation. An instructor who wishes to drop a student who has not attended, or who has not turned in sufficient work to determine an earned grade, or who has violated a term of the syllabus (e.g., excessive absences) may initiate a [Withdrawal Unauthorized form](#). Completed forms should be turned in to the Office of the Registrar.
- 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

Undergraduate students who have maintained continuous attendance at a CSU or a California Community College may elect to qualify for graduation from the CSU under catalog requirements in effect either: 1) At the time they began attending any California Community College or CSU campus; 2) At the time they entered the CSU campus from which they will graduate; or 3) At the time they graduate from the CSU.

Continuous attendance requires attendance in at least one course for at least one regular semester or two regular quarters in each calendar year at a regionally accredited college or university. Students who have been academically disqualified may lose previously established catalog rights.

## 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 grades will be used in evaluating student performance, including appropriate participation in the learning experiences as well as formal testing.

### Letter Grades Definition

A, B, C, D, F	Excellent, Good, Satisfactory, Unsatisfactory, Failed
WU	Withdrawal unauthorized (equivalent to an "F")
IC	Incomplete Charged (equivalent to an "F")
W	Withdrawal. Student may withdraw from no more than 18 semester units
CR	Credit. A credit grade equates to a Grade of "C" or better (see Grade Explanations below); also used for course challenges.
NC	No Credit. A no credit grade equates to a grade below "C" (see Grade Explanations below).
X	Incomplete. Course must be completed by the sixth week of the following semester (may be extended in extraordinary cases).
RD	Report delayed

## Grade Explanations

### Credit/No Credit courses in general:

Some courses are *only* offered on a CR/NC basis. Grades of credit or no credit are neutral to the calculation of the student's GPA even if the final grade is "NC".

### 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 "NC", the course must be repeated until the "CR" grade is earned.

### Credit/No Credit option:

A CR/NC grade option may be selected by the student in courses for which the A-F system is the norm. But no course that is necessary to fulfill a student's graduation requirement may be taken on a CR/NC basis except as described above.

The following rules apply when a student selects a CR/NC grading option when the course is not normally offered on that basis:

- the student must submit an application to the Registrar's Office, which must be approved by the course instructor and the student's department chair
- the deadline for applying for CR/NC grading is the fifth day of the applicable semester
- once the application for CR/NC grading has been made, the student may not change the grading option for that course
- 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 Registrar's Office.

**Incomplete grades:**

The grade "I" indicates that a portion of required course work has not been completed and evaluated in the prescribed time period due to unforeseen, but fully justified, reasons and that there is still a possibility of earning credit. It is the responsibility of the student to bring pertinent information to the attention of the instructor and to determine from the instructor the remaining course requirements which must be satisfied to remove the "I" grade. A final grade is assigned when the work agreed upon has been completed and evaluated.

An "I" grade must normally be made up by the end of the sixth week of the next academic semester unless the student requests an extension from the instructor. This limitation prevails whether or not the student maintains continuous enrollment. Failure to complete the assigned work will result in an "I" being converted to an "IC" grade (which is equivalent to an "F").

**Withdrawal Unauthorized:**

A grade of "WU" (equivalent to an "F" for grade point average computation) will be assigned to an enrolled student who did not withdraw from the course prior to the established deadline, and also failed to complete course requirements. It is used when, in the opinion of the instructor, completed assignments or course activities were insufficient to make normal evaluation of academic performance possible.

It is the student's responsibility to officially withdraw from a course in which they registered yet never attended or stopped attending.

**RD (Report Delayed):**

The Report Delayed grade is an administrative grade assigned to students for a course if grade reports have been delayed by circumstances beyond the control of the instructor. The instructor must individually replace the "RD" grade with an academic grade as soon as possible by filling out individual change of grade forms for each student.

## 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. To change a grade after it has been posted, request a change of grade form from the Office of the Registrar. This form is not available on the website.

**Grade Appeals**

A student may challenge an assigned grade. [Academic Affairs policy AA-03-020 Student Originated Requests for Change in Grade](#) outlines the procedures to be followed should a student wish to challenge the appropriateness of a grade assigned for a specific course.

## Record Keeping

It is strongly recommended to keep all exams, final projects, and any major grade impacting assignments for a year (AACRAO best practice recommendation). If you are leaving the institution you must leave this information with the Dean and Department Chair.

ABET (accreditor for Engineering degrees): A portfolio (electronic preferred) for every course in the program.

IACBE (accreditor for Business degrees): Capstone projects and other course materials used for program assessment should be retained by the department for two years.

STCW: STCW portfolios are created and turned over to the department licensing coordinator each term.



The portfolio has specific requirements for retention of materials. The Director of USCG Licensing and your department licensing coordinator can provide information and training.

### **Unit Value for Courses**

A student semester unit at Cal Maritime assumes a one-hour lecture 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 student unit of credit equals one hour of classroom meetings 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 student unit of credit, 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 (e.g. 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. Student fees can only be charged on schedules set up and approved by the Trustees of The California State University.

#### Field Trips

Field trips may be excellent learning opportunities for students. 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 must read and adhere to all guidelines and complete all forms associated with field trips as found on the [Risk Management website](#). All field trips must meet the requirements of CSU Executive Order 1062 – Field Trip Policy and Procedures (see <http://www.calstate.edu/eo/EO-1062.pdf>). Organizers of Cal Maritime field trips must meet the requirements of Cal Maritime policy [AF 09-002](#) University Field Trip & Off-Campus Activity Policy.

#### 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 programs function within the highest possible ethical standards.

If a faculty member determines that a student has acted in an academically inappropriate manner, 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 questions concerning academic integrity, contact the Chair of the Academic Integrity Committee.

#### Syllabus

It is the policy of the California State University Maritime Academy (Cal Maritime) that students shall receive a copy of the syllabus by the first course meeting, or, in the case of online courses, a syllabus shall be made available when the course opens. The syllabus shall contain, but is not limited to, specific information as outlined in the Academic Affairs [Syllabus Policy \(AA 02-003\)](#). Further, the syllabus shall conform to the Accessible Technology Initiative template as required by California State University Executive Order AA-2013-03.

## **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, open source material, 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 student learning 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 my School or Library 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 their needs?

## CHAPTER 9

### HOW TO DO IT

#### Benefits

Eligible faculty and their eligible family members shall receive health, dental, and vision benefits. Faculty should familiarize themselves with the [benefits summary](#) available from the CSU and from Cal Maritime Human Resources department.

#### CSU Fee Waiver

Many employees of Cal Maritime are eligible to participate in the [Fee Waiver Program](#), which gives eligible faculty and staff employees the opportunity to attend classes at CSU campuses at greatly reduced rates. Eligible employees who do not wish to take advantage of the Fee Waiver benefit may transfer the benefit to a spouse, domestic partner, or dependent child, in accordance with the appropriate [bargaining unit contract](#). Contact Human Resources for more information.

#### Food Services

The Dining Center serves meals seven days a week during the academic sessions. Non-students may purchase individual meals at the Dining Center by using cash, credit card, Flex Dollars, or a meal plan swipe. 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. Additional locations for food include:

**Morrow Cove Café** is located in the Student Center Building on the north end of campus and offers a variety of to-go food options. The Morrow Café takes cash, credit cards, Flex Dollars and meal plan swipes during lunch time hours.

**The Bistro** is a café located in the Student Services Building proudly serving Starbucks gourmet coffee sandwiches and snacks. The Bistro accepts cash or credit cards and Flex dollars.

**Keelhauler Café** is located on the first floor of McAllister Hall offering locally roasted Moschetti's coffee, light snacks and Nitro Brew coffee and teas. Keelhauler Café accepts cash, credit cards and Flex Dollars.

#### Keys

Key requests are sent by the department chair to the Public Safety Office for approval which then forwards the requests to Facilities for completion of the order. Academy keys are the property of the State of California and may be recalled at any time. Keys must not be loaned or given to anyone else, including cadets and other employees, and 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. Parking regulations are supervised and enforced by the Cal Maritime Police Department. All full-time or part-time employees, cadets, volunteers, and visitors who park on campus must properly display a valid parking permit at all times. More information about parking rules and regulations, permits, fees, etc. may be found on the [Campus Parking website](#).

# CHAPTER 10

## ADMINISTRATION AND FINANCE

### Budget Office

**Budget Services:** The campus budget office assists Cal Maritime management make informed budget decision and assists in the development of budgets for the Academy. The Cal Maritime Budget Office has numerous campus, CSU and State of California resources available on their [webpage](#). In addition, each year the campus approved budget plan is available electronically on the [web](#) and in the Cal Maritime Library in hard copy.

Campus budget planning follows a timeline that is largely dictated by the State of California and CSU budget planning processes. As part of the budget process each year, the President's Budget Advisory Committee which has three faculty and three student members, as well as two staff members, meets multiple times with members of the President's Cabinet each year to review preliminary budget requests for the following year and to make recommendations to the President.

In accordance with policy [AF 03-002](#) (Delegated Financial Authority and Responsibilities), specific Cal Maritime employees have been identified to have financial authority and responsibilities for their working unit, be it a school, department, office, etc. These individuals have been granted authority to purchase goods and services through the use of a university ProCard, through online ordering, or through the requisition process and also have the authority to approve travel requests, and to request budget and expense transfers. Each academic school and the library have established their own internal policies regarding purchasing and ordering goods. Contact your school or library dean for further information.

Academic Affairs also have a Budget and Operations Coordinator who is available by appointment to assist with review, analysis, and cost projections, to provide financial oversight for various proposals, and to provide training in regard to fiscal services and tools. Contact your school or library dean for further information about training.

### Facilities Maintenance & Planning

The Facilities Management Department is comprised of six different departmental functions including: Building Maintenance, Custodial Services, Grounds, Motor pool, Warehouse/Receiving, and Plant Office. The campus community may obtain services from facilities management by calling X1120 or by submitting the appropriate service request form available here: [http://webforms.ad.csufresno.edu/aimcsr\\_maritime](http://webforms.ad.csufresno.edu/aimcsr_maritime)

- **Request for Space Modifications:** Space modifications will need to be reviewed and approved by your Department Chair and Dean before a formal funding request can be made. Contact your Dean for further information.

### Information Technology

Information Technology (IT) provides services needed to deliver quality academic and administrative technology. Cal Maritime Information Technology services include: computing services, network operations/infrastructure and architecture, information and network security, TSGB network/infrastructure for ship's business and instruction, email and web services, university administrative systems, telecommunications, and printing.

The IT Help Desk at Cal Maritime is open to all students, faculty, and staff. It provides assistance with all University-owned computer and software, and also assists with network-related issues and the use of computer-related technology. To contact the Help Desk, email [helpdesk@csum.edu](mailto:helpdesk@csum.edu) or phone (707) 654-1048. The Help Desk is located in the Classroom Building, Room 106. For more information, go to: <https://www.csum.edu/web/faculty-and-staff/it/helpdesk>.

For information about classroom and laboratory audio/visual support, go to <https://www.csum.edu/web/faculty-and-staff/audiovisual-support>.

## Portpass ID Card

The Portpass is a photo ID card that is issued by the Academy to all of its faculty, staff and students. This identification card provides access to various campus services. More information on how to get and use the Portpass is available here: <https://www.csum.edu/web/faculty-and-staff/it/faq/id-cards>

## Procurement

Purchases must be approved by authorized personnel, generally your dean or the Provost. For information about procurement procedures, go to: <https://www.csum.edu/web/fiscal-services/procurement-guidelines>.

## ProCards

Employees that make frequent purchases may request to be issued a procurement card called a ProCard. The campus-issued credit cards are to be used to place orders directly with a preferred vendor for a variety of goods and some limited services. Generally, to order supplies and services, faculty should contact their dean's office staff. Faculty who will need supplies for courses should plan to have orders placed before the start of the semester to ensure delivery in a timely manner. See your school or library dean for more information.

## Risk Management

### Field Trips

All field trips must meet the requirements of CSU Executive Order 1062 – Field Trip Policy and Procedures (see <http://www.calstate.edu/eo/EO-1062.pdf>). Organizers of Cal Maritime field trips must meet the requirements of Cal Maritime policy [AF 09-002](#) University Field Trip & Off-Campus Activity Policy.

- Require the use of the approved liability waiver. (Available online at: <https://www.csum.edu/web/fiscal-services/risk-management>)
- 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 [CSU Executive Order 1041](#)

### Accident Reporting

#### *Injury:*

1. IN CASE OF AN EMERGENCY CALL 911
2. Call campus police for assistance.
3. Complete appropriate Incident Report Form found at: <https://www.csum.edu/web/safety/risk-management/injury/accident>
4. Submit form to Risk Management in the Administration Building

#### *Automobile Accidents:*

5. CALL 911 TO REPORT AUTOMOBILE ACCIDENT
6. Call campus police if accident is on campus
7. Complete appropriate Incident Report Form found at: <https://www.csum.edu/web/safety/risk-management/injury/accident>

### **University Vehicle Safe Operator Program**

CSU policy requires that all employees who drive State, or privately owned vehicles, (including rental vehicles, power carts, tractors, forklifts, 10+ passenger vans and any other powered vehicles), on University (State) business be identified and authorized by the campus Department of Safety and Risk Management (SRM) office. Only University employees may drive University vehicles. Designees will complete the enrollment form:

[https://calmaritime.formstack.com/forms/cal\\_maritime\\_authorized\\_driver](https://calmaritime.formstack.com/forms/cal_maritime_authorized_driver)

Designees will receive a confirmation email with the link to the Department of General Services (DGS) Defensive Driver Training program.

### **Emergency Planning**

Cal Maritime Department of Safety and Risk Management and University Police Department are responsible for implementation and maintenance of the Campus Emergency Operations Plan and the development and implementation of programs and projects in emergency planning, training, response, and recovery. Information about Cal Maritime's emergency preparedness plan is available online at

<https://www.csum.edu/web/safety/3/emergency-preparedness>. Evacuation Plans are posted in every building.

Faculty must review these plans for their office as well as their classrooms.

### **Environmental Health and Safety**

Information on Cal Maritime's Workplace Safety program is available online at

<https://www.csum.edu/web/hr/workplace-safety>. All Workers' Compensation information is available online at <https://www.csum.edu/web/hr/workers-compensation1>.

### **Travel**

Please familiarize yourself with Cal Maritime travel policies and procedures at

<https://www.csum.edu/web/fiscal-services/travel>. If you travel on Faculty Development funding, contact Michele Van Hoeck for assistance with your travel arrangements.

In accordance with California State University regulations, all university-related travel, whether or not it is funded by the university, must be approved prior to departure. Domestic travel requires your Department Chair and Dean approval. International travel also requires approval by the campus President. The [Travel Authorization form](#) can be found online and must be fully completed and approved before travel begins.

Note that CSU is prohibited from approving state-funded or state-sponsored travel to specific states per Assembly Bill 1887. For a complete list of prohibited states go to: <https://oag.ca.gov/ab1887>

After travel is completed, a Travel Expense Claim form (available on the [Financial Services Forms](#) webpage) must be completed and approved by your School Dean (or if traveling on Faculty Development funds, Library Dean) and submitted to Accounting.

All employees traveling internationally on university-related business must enroll in international insurance coverage for their trip by completing a form available at:

[https://calmaritime.formstack.com/forms/cal\\_maritime\\_foreign\\_travel\\_insurance\\_enrollment](https://calmaritime.formstack.com/forms/cal_maritime_foreign_travel_insurance_enrollment).

# CHAPTER 11

## EXTENDED LEARNING

### Extended Learning

Extended Learning offers professional development and training programs to individuals and organizations. Courses are offered onsite at Cal Maritime's Vallejo campus and the Maritime Safety and Security Center in Richmond, CA or at offsite venues to meet client needs. Programs are designed to combine industry knowledge and hands-on training with the latest equipment to meet license upgrades, recertification and industry requirements. Customized training solutions are available to address company standards, refresher training, and employee career development. Instructors are highly qualified professionals who bring years of experience to a rich learning environment in the classroom, on the water, or in our simulation center.

Veronica Boe / vboe@csum.edu / (707) 654-1156 <https://www.csum.edu/web/industry/extended-learning>

### Simulation Center

Professional simulation training and research is available to individuals who wish to experience advanced programs in Cal Maritime's Simulation Center. With multiple full mission bridge simulators, professionals are immersed in a realistic environment on the sea to refine their navigation and ship handling skills. All bridge simulators are capable of acting as separate, stand-alone vessels in a training exercise, each with visual views of the others and capable of communicating and interacting virtually with one another.

Commercial users are able to simulate proposed changes to their work environments with research and development of scenarios prior to actual renovations taking place, assuring safe access and navigation into ports can be achieved. In addition, the simulation center provides opportunities for industry professionals to work with new ship models in their local port to familiarize themselves with navigation issues prior to the vessel's arrival. Professionals may also execute emergency response exercises to prepare for maritime events with simulated spill response, incident command drills and resource management programs. Facilities within the Simulation Center include full mission bridge simulators, a liquid/gas cargo handling simulator, crisis management center, radar/ARPA/ECDIS simulators, full mission diesel simulator, steam simulator, and gas turbine simulator

Veronica Boe / vboe@csum.edu / (707) 654-1156  
<https://www.csum.edu/web/industry/simulation-center>

### Graduate Studies

Cal Maritime's Office of Graduate Studies offers a Master of Science in Transportation and Engineering Management with concentrations in Transportation, Engineering Management, and Humanitarian Disaster Management. Designed in collaboration with business and industry, the program focuses on meeting the educational and career goals of busy mid-career professionals. The program was launched in 2011 and has successfully graduated several cohorts to date.

The 10-course, 5-semester degree program is offered completely online in an asynchronous format with students proceeding through the learning process as a cohort. Students take 5 core courses in basic management, and then continue with 4 courses focusing on their chosen degree track. A capstone project as a culminating course is designed to help them demonstrate their learning through an extensive project in their work setting.

Kathy Arnold / karnold@csum.edu / (707) 654-1271  
<https://www.csum.edu/web/industry/graduate-studies>



## Golden Bear Research Center

The Golden Bear Research Center is Cal Maritime's center established for campus research and grant projects. A leading research effort at Cal Maritime is the Golden Bear Facility which performs ballast water management system testing according to international and national environmental standards and is one of only four subcontracted test facilities in the world approved by the U.S. Coast Guard.

Aquatic invasive species are transported via shipboard ballast water. Reducing the presence of these organisms in ballast water is a critical environmental challenge facing the international maritime industry. New standards, put in place by the International Maritime Organization and U.S. Coast Guard, are being implemented to minimize the introduction or transport of invasive species to and from lakes, coastal, and riverine environments. By 2018, most commercial ships will be required to meet these new global standards.

Christopher Brown / [cwbrown@csum.edu](mailto:cwbrown@csum.edu) / (707) 654-1715

<https://www.csum.edu/web/gbf/home>

## Office of Research and Sponsored Programs (Grants and Contracts)

The Office of Research and Sponsored Programs (ORSP) is dedicated to supporting Cal Maritime faculty by providing administrative support for management of grants, contracts and cooperative agreements.

All grants and proposals must be routed through ORSP to ensure institutional review and sponsorship. Researchers who intend to submit a proposal for external funding should inform the ORSP as soon as they begin preparing their proposal. To ensure proper budgeting for personnel and overhead, ORSP, in collaboration with campus financial services, will review all proposal budgets before routing. Principal Investigators should allow time for this step to occur before the due date. Per campus policy, all proposals must be routed through the campus approval process before submission. (Please allow at least one week.) Once the campus receives notice that a grant has been awarded, funds will be set up by financial services with the assistance of ORSP and the Principal Investigator (PI). ORSP and the PI are responsible for budget execution and submitting appropriate HR and procurement forms to facilitate the expenditure of funds. Post-award compliance and monitoring is provided by ORSP and Fiscal Services. The PI should submit copies of all program reports to ORSP. Campus Grant Policies are found at: [https://www.csum.edu/web/policies/academic\\_affairs](https://www.csum.edu/web/policies/academic_affairs)

Eric Hoppe / [ehoppe@csum.edu](mailto:ehoppe@csum.edu) / 707-654-1796

<https://www.csum.edu/web/industry/grants>

## Maritime Safety and Security Center

Cal Maritime's Maritime Safety and Security Center (MSSC) is located in Richmond, California. MSSC is a public/private partnership between Chevron Refinery and California State University Maritime Academy. Cal Maritime operates the center.

MSSC provides a regional training center to support industry and agencies with training resources and facilities to promote common standards of practice and to fortify coordinated responses. We provide integrated safety and security planning, security and preparedness training, response and mitigation programs, and strategies to support organizational goals.

Target audiences include:

1. First Responders: Law Enforcement, Fire Departments
2. Emergency Preparedness Planners
3. Military & Department of Homeland Security
4. Disaster and Humanitarian Responders
5. Transportation Companies: Rail, Truck, Ship
6. Petrochemical Industry (Refineries) and Energy Companies

Veronica Boe / [vboe@csum.edu](mailto:vboe@csum.edu) / (707) 654-1156 <https://www.csum.edu/web/industry/mssc>

# APPENDICES

## Appendix A – Institutional Learning Outcomes



### INSTITUTIONAL LEARNING OUTCOMES

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

 <p><b>A. COMMUNICATION</b></p> <p>Coherently and persuasively share information.</p>	 <p><b>B. CRITICAL AND CREATIVE THINKING</b></p> <p>Comprehend, analyze and objectively evaluate information and ideas; approach issues in new and different ways, often through synthesizing or applying information.</p>	 <p><b>C. QUANTITATIVE REASONING</b></p> <p>Use numerical information to identify, analyze and solve problems.</p>
 <p><b>D. LIFELONG LEARNING</b></p> <p>Demonstrate a commitment to personal and professional development.</p>	 <p><b>E. DISCIPLINE-SPECIFIC KNOWLEDGE</b></p> <p>Demonstrate expertise in the concepts and technologies of a chosen field, particularly its relation to the maritime world.</p>	 <p><b>F. INFORMATION FLUENCY</b></p> <p>Define a specific need for information; then locate, evaluate, and apply the needed information efficiently and ethically.</p>
 <p><b>G. LEADERSHIP AND TEAMWORK</b></p> <p>Work toward common goals and motivate and empower others to achieve them; foster collegiality, goodwill and community within a diverse group.</p>	 <p><b>H. ETHICAL AWARENESS</b></p> <p>Use ethical reasoning in personal, professional, and social decision-making.</p>	 <p><b>I. GLOBAL LEARNING</b></p> <p>Demonstrate awareness of cultural differences and the responsibilities associated with global sustainability.</p>

## Appendix B – Acronyms at Cal Maritime

ABET	Accreditation Board for Engineering and Engineering Technology
ABS	American Bureau of Shipping
ASCMA	Associated Students California Maritime Academy
BOTS	Board of Trustees (of the CSU)
CBA	Collective Bargaining Agreement
CFA	California Faculty Association
CMA	The California Maritime Academy (old name of the Academy)
COTS	Captain of the Training Ship
CSU	California State University System
DRH	Disciplinary Review Hearing Committee
EL	Extended Learning
FERP	Faculty Early Retirement Program
FET	Facilities Engineering Technology (major or degree program)
FTEF	Full-Time Equivalent Faculty. Used for budgetary scheduling and statistical purposes. For tenured, tenure-track and FERP faculty, 1 FTEF = total instructional WTUs/12. For lecturers, 1 FTEF = total instructional WTUs/15.
GMDSS	Global Marine Distress and Safety System
GPS	Global Positioning System
GSMA	Global Studies and Maritime Affairs
HR	Human Resources
IBL	International Business and Logistics (academic department)
MARAD	Maritime Administration. The federal agency established 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.
ME	Mechanical Engineering (academic department and major or degree program)
MET	Marine Engineering Technology (major or degree program)
MT	Marine Transportation (academic department and major or degree program)

MOU	Memorandum of Understanding
MPM	Maritime Policy and Management – formerly a department that included GSMA and IBL degree programs.
MPP	Management Personnel Program - refers to administrators
MSSC	Maritime Safety and Security Center
ORSP	Office of Research and Sponsored Programs
PAF	Personnel Action File – maintained in the HR Office
PERS	Public Employees Retirement System
RTP	Retention, Tenure and Promotion. Refers to the evaluation process for faculty.
S & M	Sciences and Math Department
SEAS	Student Engagement and Academic Success Center
SIM	Simulator Building
SPEL	Formerly Sponsored Projects and Extended Learning, which are now two separate units
SSP	Student Services Professional (position classification)
STCW	Standards of Training, Certification, and Watchkeeping for Seafarers
TSGB	Training Ship Golden Bear
WASC	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.
WSCUC	WASC Senior College and University Commission. The arm of WASC that accredits 4-year colleges, graduate and professional schools.
WPAF	Working Personnel Action File

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

## Appendix D – Sexual Harassment/Title IX

### 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. (See Appendix B – Sexual Harassment Policy).

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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.
5. Physical examples: leering and displaying of sexually suggestive objects, pictures, cartoons, or posters.
6. Continuing to express sexual interest after being informed that the interest is unwelcomed. (Reciprocal attraction is not in itself considered sexual harassment.)
7. 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.
8. 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.
9. 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.

**Title IX:** California State University Maritime Academy does not discriminate on the basis of gender, which includes sex and gender identity or expression, or sexual orientation in its education programs or activities. Title IX of the Education Amendments of 1972, and certain other federal and state laws, prohibit discrimination on the basis of gender or sexual orientation in employment, as well as in all education programs and activities operated by the University (both on and off campus). The protection against discrimination on the basis of gender or sexual orientation includes sexual harassment, sexual misconduct, and gender based dating and domestic violence and stalking.

Systemwide Executive Orders 1095, 1096, 1097 and other related information can be found here.

All University employees have an obligation to report if notified about gender discrimination, harassment or assault. Contact the Title IX Coordinator at [vdhillon@csum.edu](mailto:vdhillon@csum.edu). Reports can also be made via Maxient, the cloud-based software of choice for managing behavior records.