


# CAL MARITIME

## ACADEMY POLICY MANUAL

<b>Policy Title:</b>	CMA Cadet Campus Stewardship Policy
<b>Policy Number:</b>	AA 08-006
<b>Policy Administrator:</b>	Vice President, Student Affairs
<b>Policy Initiator:</b>	President
<b>Authority:</b>	President
<b>Effective Date:</b>	August 19, 2013
<b>Revised Date:</b>	
<b>Approved:</b>	Thomas A. Cropper, President
<b>Approval Signature:</b>	

**Purpose:** Pursuant to California Maritime Academy Presidential Orders regarding cadet campus stewardship related to university programs, this document provides policies and procedures for California Maritime Academy.

**Scope:** All cadets

**Accountability:** Office of the Commandant, Corps of Cadets

**Policy:** California Maritime Academy recognizes the benefit of service work to the development of values-based leaders and engaged citizens and the necessity for policy and procedures to articulate the scope of the definition and mandates of cadet campus stewardship related to university programs.

Cadet-led and executed campus stewardship, such as: creation of new campus facility amenities, repair, refurbishment, or improvement of existing facilities, or general upkeep and beautification of the campus, helps to fulfill our leadership development vision statement to provide cadets with educational and experiential leadership opportunities and to promote our core values.

Cadet campus stewardship shall promote and support, to the greatest extent possible, the maximum level of cadet initiative, leadership, and campus service. Our planning and operations involving cadet campus stewardship will demonstrate our institutional values of dedication, respect and responsibility, with specific regard to our campus facilities and community.

**Procedures for Cadet Campus Stewardship:**

Cadet campus stewardship is defined as any work, including planning, coordination, and execution, which creates, improves, maintains, or beautifies the physical campus of the Academy or its immediate perimeter.

The cadet campus stewardship obligation is mandated as follows:

All 4<sup>th</sup> Class cadets – 15 hours of service per academic term (effective from AY 2012-13)

All 3<sup>rd</sup> Class cadets – 10 hours of service per academic term (effective from AY 2013-14)

All 2<sup>nd</sup> Class cadets – 5 hours of service per academic term (effective from AY 2014-15)

All 1<sup>st</sup> Class cadets – 0 hours of service per academic term (effective from AY 2012-13)

While 4<sup>th</sup> Class cadets may design and lead their own stewardship projects, 3<sup>rd</sup> and 2<sup>nd</sup> Class cadets are expected to perform their stewardship hours in some capacity of leadership of their stewardship projects.

Any portion of an individual cadet's campus stewardship obligation (rounded to whole hours) that remains unfulfilled at the end of each spring term will automatically default to Extra Duty hours imposed on that cadet at a one-to-one conversion rate.

Office of the Commandant, Corps of Cadets is delegated the authority and responsibility for review and approval of cadet campus stewardship projects related to California Maritime Academy programs consistent with this policy. All projects must be coordinated with the Director of Facilities and must not create, without express prior approval from the Vice President for Administration and Finance, follow-on annual operations or maintenance costs for the Academy. Funding for projects, if required, must be identified prior to final approval of project proposals.

Office of the Commandant, Corps of Cadets shall arrange centralized document retention in compliance with CSU policies and procedures for cadet campus stewardship related to California Maritime Academy programs. Such documentation shall include:

1. Approved Cadet Proposals for cadet campus stewardship projects
2. Completed cadet campus stewardship hours by individual cadets
3. Unfulfilled cadet campus stewardship hours that are subsequently converted to Extra Duty hours