



CAL MARITIME

ACADEMY POLICY MANUAL

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| Policy Title: | Uniformed Faculty – Uniform Standards |
| Policy Number: | OP 01-005 |
| Policy Administrator: | President |
| Policy Initiator: | President |
| Authority: | |
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| Approved: | President Thomas A. Cropper |
| Approval Signature: | /s/ |

Philosophy

Uniformed faculty are among the most visible and influential role models for the Cal Maritime Corps of Cadets. The purpose of the uniform is to reinforce the rigorous self-discipline and personal accountability required of those in the maritime profession, whether ashore or afloat. The quality, cleanliness and proper wear of our university uniforms, as well as our personal grooming are closely observed by cadets.

Uniformed faculty also help to introduce the Corps of Cadets to an understanding of professional rank and the concepts of responsibility and authority within a chain of responsibility or command. At a university, faculty rank is the principal indication of professional achievement and Cal Maritime is no exception; we highly value academic excellence and hold our faculty in high esteem.

Authority

The uniform authority is derived from California Title V legislation and California Maritime Academy's status as a state maritime academy. Reimbursement of faculty for required uniforms is authorized by the Collective Bargaining Agreement and affiliated MOUs. In no case shall faculty be expected to provide uniforms in excess of their contracted annual reimbursement amount.

Applicability

Unit 3 faculty (including full and part-time lecturers) who, as a condition of their hiring and employment, have (or held) a U.S.C.G. license, a U.S.C.G. Merchant Mariner's Credential (MMC), or significant maritime experience and who teach in departments offering academic programs that have, as a graduation requirement, the requirement to earn a U.S.C.G. license are designated as Uniformed Faculty of the California Maritime Academy.

Faculty hired after the approval date of this policy who are expected to wear a uniform shall be notified of this requirement by being specified as “uniformed faculty” in their hiring letters.

Uniformed faculty are expected to wear the Academy uniform on campus during work hours. Uniformed faculty on campus for a period of less than two consecutive hours in any single day may, when not conducting academic instruction, committee service, student advising, or other instructionally-related activity, wear appropriate civilian attire in the conduct of non-official activities. While faculty are encouraged to wear their uniforms on non-specified weekend workdays, uniforms are not required but faculty must be in appropriate professional attire.

Faculty with administrator duties may be excused from wearing the uniform on campus, as appropriate, by his or her Department Chair in consultation with the Provost, provided that scheduled classes are taught in uniform.

Part-time lecturers in their first year are not required to acquire a complete set of uniforms, but shall wear appropriate working uniforms, as determined by the Department Chair.

It is understood that some faculty teach both in the classroom and on training craft and the waterfront during any given day, and that it is impracticable to expect faculty to change uniforms between classes. Also, faculty spending an entire day teaching in a dirty environment may wear an authorized uniform different than the cadets.

When in working uniforms, faculty shall wear the prescribed uniform hat/cover when outside, unless safety concerns dictate mandatory wearing of hardhats or environmental conditions preclude the wearing of a cover. When in dress uniforms, faculty shall wear prescribed headgear when outside.

Faculty shall wear their academic rank during cruise.

Faculty Rank

Captain:

- Professor (with U.S.C.G. license or MMC)
- Department Chair (while holding this position only)
- MVI-IV (with U.S.C.G. license or MMC)
- Faculty who served as Relief Captain or Relief Chief Engineer (This rank may be worn for the Fall and Spring semester following the cruise in which such rank was held, at the faculty member’s discretion.)

Commander:

- Associate Professor (with U.S.C.G. license or MMC)
- MVI-III (with U.S.C.G. license or MMC)

Lt. Commander:

- Assistant Professor (with U.S.C.G. license or MMC)

- MVI-II (with U.S.C.G. license or MMC)

Lieutenant:

- MVI-I, II, III, IV (without U.S.C.G. license or MMC)
- MVL

General Uniform Provisions

Rank Insignia:

1. Faculty academic rank shall be worn on wearer’s right collar
2. Academy “house flag” shall be worn on the left collar.

Service Insignia:

1. Faculty sleeve and shoulder board insignia (anchors or propellers) shall reflect the shipboard department in which their U.S.C.G. license, MMC, or professional maritime experience is held. Only faculty and staff having merchant marine experience and/or who are or were licensed or authorized by the U.S. Maritime Service are authorized to wear anchor or propeller service insignia.

| | <u>Combination Cover/Ball Cap Brow</u> | <u>Right Collar</u> | <u>Sleeves/ Boards</u> | <u>Sleeve/Board Insignia</u> |
|---------------------------------|---|----------------------------|-----------------------------------|---|
| <u>Captain</u> | w/scrambled eggs | Eagle | 4 wide stripes | Anchor/Propeller |
| <u>Commander</u> | w/scrambled eggs | Silver Oak Leaf | 3 wide stripes | Anchor/Propeller |
| <u>Lt. Commander</u> | Plain brow | Gold Oak Leaf | 2 ½ stripes | Anchor/Propeller |
| <u>Lieutenant</u> | Plain brow | Two silver bars | 2 wide stripes | Anchor/Propeller |

Nametags:

1. When authorized, a gold Cal Maritime-issued nametag with black lettering will be worn ¼ inch above the right breast pocket. Nametag will display the manner in which each faculty or staff member wishes to be identified and addressed based upon academic or professional rank (e.g., Dr. James Buffett, Professor Jim Buffett, Captain Jimmy Buffett) and their department.

Hats: Cal Maritime baseball caps, when faded, shall be replaced. No alteration of the bill is allowed, including flattening or "duck bill", and they shall not be worn covering the ears. Faculty at the rank of Commander or Captain shall wear ball caps with “scrambled eggs” on the brow.

1. High pressure or “combination covers” for Captain and Commander ranks shall have “scrambled eggs” on the brow. They shall display the merchant marine emblem.

2. Garrison caps shall display the wearer's rank on the right front flap. No other insignia is worn on the garrison cap.
3. Hard hats shall be white, and shall have the faculty member's last name stenciled on the back.
4. Watch caps shall be black and have the CMA logo centered on the front.

Belt Buckles:

1. Either a plain brass buckle, the Merchant Marine Insignia, or the Cal Maritime buckle may be worn.

Shoes:

1. Plain-toe, lace-up black shoes or pumps are authorized.

Undershirts and Socks:

1. If visible, undershirts must be white.
2. Generally, socks should match the color of the footwear, except white athletic socks may be worn with work boots/shoes.

Awards:

1. U.S. Maritime Administration Awards: Maritime Administration service awards and ribbons may be worn at the discretion of the wearer. Faculty are encouraged to wear maritime service awards. For most working uniforms the practice of wearing a single row of the "top 3" is also encouraged. Ribbons shall be worn centered ¼ inch above the left breast pocket.
2. Military Awards: Departments of Defense, Transportation and Homeland Defense service awards and ribbons may be worn at the discretion of the wearer. Faculty are encouraged to wear military service awards. For most working uniforms the practice of wearing a single row of the "top 3" is also encouraged. Ribbons shall be worn centered ¼ inch above the left breast pocket. Military awards shall be worn as prescribed by the military service which issued the award.
3. Cal Maritime Service Award pins shall be centered above the nametag on working and dress khakis, and below the left breast pocket on Service Dress Blues and Salt and Peppers.
4. Union affiliation pins, such as CFA pins, may be worn on the right breast pocket flap, below the name tag on working and dress khakis.

Dress Uniforms

Service Dress Blue:

1. Female: Navy blue coat and trousers, white dress shirt, black bow tie, black web belt with brass buckle, black plain toed dress shoes, black socks, and female style white combination cover. In lieu of trousers, socks and shoes, a Navy blue skirt, hosiery and plain black pumps may be worn.
2. Male: Navy blue coat and trousers, white dress shirt, black four-in-hand tie, black web belt with brass buckle, black plain toed dress shoes, black socks, and white combination cover.
3. Service insignia above striping is the anchor or propeller as appropriate.

Salt and Pepper:

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

2. Male: Black trousers, black web belt with brass buckle, white short-sleeve shirt, hard shoulder boards, black socks, black plain-toed lace-up shoes and white combination cover.
3. Hard shoulder boards displaying the faculty member's academic rank and service insignia (anchor or propeller) shall be worn.
4. A gold Cal Maritime-issued nametag over the right breast pocket.

Dress Khaki:

1. Female: Cal Maritime Bookstore khaki trousers, khaki short-sleeve or long sleeve shirt, khaki web belt with brass buckle, black plain toed shoes, black socks. In lieu of trousers, socks and shoes, a khaki skirt, hosiery and plain black pumps may be worn.
 - a. Cover will be worn and shall be the female-style khaki combination cover or garrison cover (as prescribed).
2. Male: Cal Maritime Bookstore khaki trousers, khaki short-sleeve or long sleeve shirt, khaki web belt with brass buckle, black plain-toed, lace-up oxford-type shoes, black socks.
 - a. Cover will be worn and shall be the male-style khaki combination cover or garrison cover (as prescribed).
3. Academic rank insignia is worn on the wearer's right collar with the "house flag" insignia on the left collar.
4. A gold Cal Maritime-issued nametag over the right breast pocket.

Working Uniforms

Working Khaki:

1. Working khaki, regardless of brand, should be cotton, or of a predominately cotton blend.
2. Cal Maritime-approved (Bookstore or Carhartt) khaki trousers, khaki short-sleeve or long sleeve shirt, khaki web belt with brass buckle, work boots/shoes or black plain toed shoes (as appropriate), black socks.
3. Cover, shall be the Cal Maritime baseball cap (or Cal Maritime watch cap when prescribed).
4. Academic rank insignia is worn on the wearer's right collar with the "house flag" insignia on the left collar.
5. A gold Cal Maritime-issued nametag over the right breast pocket.

Tropical Khaki

1. Worn at sea, when authorized.
2. Khaki shorts (no cut-offs) may be worn in lieu of trousers, khaki web belt with brass buckle, short sleeved khaki shirt or monogrammed blue faculty/staff Cal Maritime polo (or blue faculty/staff T-shirt with silk-screened faculty/staff name when authorized), white ankle-high socks, and work boots/shoes, plain-toed black shoes, or white sneakers, as appropriate and authorized.
3. Cover, if prescribed by the TSGB Captain, is the Cal Maritime baseball cap.

Working Blue:

1. Worn for shipboard operations and operational/practical classes only. Blue trousers, blue shirt (short or long sleeve), black web belt with brass buckle, and work boots/shoes, or plain-toed black shoes, or white sneakers as appropriate.

2. Cover is the Cal Maritime baseball cap (or Cal Maritime watch cap when prescribed).
3. Embroidered name tape sewn above right breast pocket will be embroidered to display the manner in which each faculty wishes to be identified and addressed based upon academic or professional rank.

Boiler Suit:

1. Cal Maritime-approved 100% cotton (white or khaki, as approved) boiler suit, safety boots/shoes with cotton socks.
2. Embroidered name tape sewn above right breast pocket will be embroidered to display the manner in which each faculty wishes to be identified and addressed based upon academic or professional rank.
3. "Cal Maritime" will be embroidered on name tape sewn above left breast pocket.
4. The right breast will be embroidered to display the manner in which each faculty member wishes to be identified and addressed based upon academic or professional rank.
5. Faculty may elect to have "Faculty" and/or their department, and/or their position embroidered under their name.
6. Suit will remain zipped up or buttoned up in public areas and when interacting with cadets.
7. Cover shall be the Cal Maritime-issued white hard hat, baseball cap, or Cal maritime watch cap as appropriate.

Outerwear

Cal Maritime Faculty/Staff Standard Jacket:

1. The blue Faculty/Staff jacket shall be made available to all Cal Maritime faculty/staff, not just uniformed faculty/staff.
2. Non-uniformed faculty/staff must pay for their jackets at their own expense.
3. "Cal Maritime" will be embroidered on the left breast.
4. The right breast will be embroidered to display the manner in which each faculty member wishes to be identified and addressed based upon academic or professional rank.
5. Faculty may elect to have "Faculty" and/or their department, and/or their position embroidered under their name.
6. The Faculty/Staff jacket may be worn with:
 - a. Salt and Pepper
 - b. Dress Khaki
 - c. Working Khaki
 - d. Tropical Khaki
 - e. Working Blue
 - f. Boiler Suit

Cal Maritime Faculty/Staff Working Jacket:

1. Shall be of approved style and color.
2. Shall be embroidered the same as the Faculty/Staff Standard Jacket.
3. Shall be of durable shell construction, resistant to tears, snags, and stains from petroleum products, and with a removable liner for warmth, (ex. Carhartt and Dickie, Duluth Trading cotton duck work jackets).

Cal Maritime Black Sweater:

1. Faculty may wear the Cal Maritime-authorized sweater with:
 - a. Service Dress Blue when jacket is removed.
 - b. Salt and Pepper
 - c. Dress Khaki
 - d. Working Khaki
 - e. Tropical Khaki
 - f. Working Blue
 - g. Boiler Suit
2. "Cal Maritime" will be embroidered on the left breast.
3. The right breast will be embroidered to display the manner in which each faculty member wishes to be identified and addressed based upon academic or professional rank.
4. Faculty may elect to have "Faculty" and/or their department, and/or their position embroidered under their name.

Black Raincoat/Overcoat:

1. Faculty and staff may wear a black raincoat/overcoat over all uniforms during inclement weather.

Personal Protective Equipment (PPE)

PPE is considered part of the Cal Maritime uniform. Various articles of PPE must be carried and worn as part of the uniform when conducting shipboard or pierside operations, as well as when conducting certain operational classes and other evolutions. All PPE must meet ANSI standards and, where applicable, be U.S. Coast Guard-approved. PPE may be stowed on the member's person when not in immediate use during these evolutions. All PPE must be approved by Cal Maritime Administration.

Items displaying an asterisk (*) are items which faculty are to purchase using their uniform allowance. All other PPE items shall be issued by Cal Maritime and replaced as necessary.

Faculty are responsible for maintaining and replacing their purchased PPE as necessary. Faculty are responsible for informing Cal Maritime Administration as soon as possible when an issued PPE item is broken, worn out, soon to be out of compliance, or needs replacing.

*Safety Work Boots/Shoes:

1. May be brown or black, may be steel-toed, oil-resistant, heeled or flat-soled, lace-up or slip-ons, be required to meet ASTM standards, or have other characteristics as determined to best suit the safety needs of the wearer and the evolution. Safety footwear must be approved by Cal Maritime Administration.

*Working Rain Gear:

1. When conditions require rain gear, faculty who are required to work outside or aboard Academy vessels, will wear Cal Maritime-issued rain gear when teaching classes.
2. The Cal Maritime issued rain gear will be of a safety color distinctly different from cadet or non-maritime staff rain gear (ie: international orange, red, etc.) so that faculty are clearly and immediately identifiable at a distance.

3. The front of each raincoat will be stenciled similar to the blue faculty/staff jacket.
4. The back of each raincoat will be stenciled with the faculty member's last name.

Eye Protection:

1. Faculty members are required to wear Cal Maritime-approved safety glasses during shipboard/pier side operations, as appropriate.

Hearing Protection:

1. Faculty members are required to wear Cal Maritime-approved ear protection (either "foamies" or "Mickey Mouse ears") to suppress noise during high-intensity deck and engine operations and to avoid long-term hearing loss. Personal hearing protection will be issued to each faculty member requiring such protection, and will be worn whenever exposed to 85 decibels or greater.

Cranial Protection:

1. Faculty members will be issued a Cal Maritime-approved personal white "hard hat." Each hard hat will be stenciled on the back to indicate the faculty member's last name.
2. Faculty members requiring fast rescue and overboard operations gear will be issued a proper Cal Maritime-approved fast rescue boat crash helmet.

Hand/Finger Protection:

1. Faculty members will be issued a personal set of Cal Maritime-approved industrial work gloves. It is the responsibility of each faculty member to stencil their names on personal hand protection.

Flotation:

1. Faculty requiring a float coat will be personally issued a Cal Maritime-approved float coat. Each member is responsible for caring for their float coat. The Academy will cover the cost of maintaining the vest in compliance with U.S. Coast Guard, training ship, and manufacturer safety directives, such as replacing hydrostatic triggers, replacing reflective tape, renewal certifications, etc.
2. Faculty must notify CMA Administration in a timely manner when floatation coats and vests need attention, replacement or repair.
3. Faculty members requiring fast rescue and overboard operations gear will be issued proper Cal Maritime-approved personal flotation devices (PFDs) to include float coat/jacket, inflatable vest PFD and/or high-speed vest PFD.
4. The front of each float coat/jacket will be stenciled similar to the blue faculty/staff jacket. The back of each float coat/jacket will be stenciled with the faculty member's last name.

Faculty/Staff Grooming Standards

Grooming standards for Cal Maritime cadets are practically the same as those expected of professional faculty. Faculty members are invited to exercise their judgment and maturity from years of experience knowing that a neat, well-groomed appearance fosters professionalism, enhances our university's reputation and, most importantly, sets the standard for our cadets.

Hair should be kept neatly cut and off the collar for both men and women. Hair colors that do not appear natural are not authorized. Facial hair is allowed and should be kept neatly trimmed. Strongest consideration must be given to the proper fitting of emergency breathing devices and masks when aboard ship.

Uniform Cost Reimbursement

The uniform items listed herein are reimbursable for faculty members in accordance with the California State University collective bargaining agreement with the California Faculty Association via the current Memorandum of Understanding.

Initial issue, scheduled replacement, and repair of PPE will be, to the maximum extent possible, borne by Cal Maritime. Replacement cost for the loss of Cal Maritime-approved and issued PPE due to negligence, carelessness or misuse will be the responsibility of the individual faculty member.