

FACULTY HANDBOOK

2023-2024

A Message from the Academic Senate Executive Committee

Colleagues:

On 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 academia and the maritime world. You will probably have many questions - perhaps about our place in the California State University (CSU) System, or

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CAMPUS

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

Cadet Leadership?

Interim VP of Cadet Leadership and Development



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CHAPTER 1

INTRODUCTION TO THE 2023/2024 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

Dean of the School of Letters and Sciences- Dr. Alex Parker

The Dean manages all academic programs for the School of Letters and Sciences 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/she reviews the academic standing of

collegial role in the Academic Senate. Must be a business or other Academic Senate member. tech



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.

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.



professional development activities such as, but not limited to, conferences, workshops and seminars;

2. evaluates proposals and makes recommendations to the Provost regarding 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 in shared governance

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Limitations on Additional Employment

A faculty unit employee shall be limited in CSU employment to the equivalent of one (1) full 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-time funded sources (a) (b) (c) (d) (e) (f) (g) (h) (i) (j) (k) (l) (m) (n) (o) (p) (q) (r) (s) (t) (u) (v) (w) (x) (y) (z) (aa) (ab) (ac) (ad) (ae) (af) (ag) (ah) (ai) (aj) (ak) (al) (am) (an) (ao) (ap) (aq) (ar) (as) (at) (au) (av) (aw) (ax) (ay) (az) (ba) (bb) (bc) (bd) (be) (bf) (bg) (bh) (bi) (bj) (bk) (bl) (bm) (bn) (bo) (bp) (bq) (br) (bs) (bt) (bu) (bv) (bw) (bx) (by) (bz) (ca) (cb) (cc) (cd) (ce) (cf) (cg) (ch) (ci) (cj) (ck) (cl) (cm) (cn) (co) (cp) (cq) (cr) (cs) (ct) (cu) (cv) (cw) (cx) (cy) (cz) (da) (db) (dc) (dd) (de) (df) (dg) (dh) (di) (dj) (dk) (dl) (dm) (dn) (do) (dp) (dq) (dr) (ds) (dt) (du) (dv) (dw) (dx) (dy) (dz) (ea) (eb) (ec) (ed) (ee) (ef) (eg) (eh) (ei) (ej) (ek) (el) (em) (en) (eo) (ep) (eq) (er) (es) (et) (eu) (ev) 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When Cal Maritime faculty unit employees are required to wear a uniform, Cal Maritime shall authorize a uniform replacement allowance not to exceed \$500 a year, for eligible employees. (See Memorandum of Campus Agreement, California Maritime Academy 2022-27, page 2533 3 1 Td () Tj -0.008 Tc 0.013 Tw 0.217 0 Td [(25)-t0.1 9] TJ 0 Tc 0

CHAPTER 5

FACULTY PROGRAMS AND SERVICES

Athletic Facilities

Faculty are encouraged to use the athletic facilities, and depending on space availability,

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MaritimeAcademythroughdocumentsphotographs~~and~~artifactsin its Campus-history



CHAPTER 6

STUDENT INFORMATION, RESPONSIBILITIES AND RESOURCES

Associated Students
The Associated Students of

Services Coordinator

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

The following rules apply when a student selects a CR/NC

CHAPTER 8

TEACHING – CLASSROOM POLICIES

Classroom Attendance

Students are expected to attend all classes unless an absence is properly authorized. It is up

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 University'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?

CHAPTER 9

ADDITIONAL INFORMATION

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

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 website. In addition, each year the campus approved budget plan is available electronically on [the web](#) 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, meet ~~annually~~ 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 9302](#) (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 9.52.8 (

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>

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

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

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CHAPTER 11

PROFESSIONAL AND EXTENDED LEARNING (PaCE) and RESEARCH INNOVATION OFFICE (RIO)

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Extended Learning


Extended Learning offers professional development and training programs to individuals and organizations. Courses are offered on site 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.

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<https://www.csum.edu/gbrc/index.html>







APPENDICES

Appendix A – Institutional Learning Outcomes



INSTITUTIONAL LEARNING OUTCOMES

Consistent with the mission of the California Maritime Academy to provide a college education combining intellectual training, applied technical skills, leadership development and global awareness, students will develop the following nine core competencies:

 <p>A. COMMUNICATION</p> <p>Communicate effectively and persuasively and share information.</p>	 <p>B. CRITICAL AND CREATIVE THINKING</p> <p>Comprehend, analyze and objectively evaluate information and ideas; apply this process to new and different ways, often through synthesizing or applying information.</p>	 <p>C. QUANTITATIVE REASONING</p> <p>Use numerical information to identify, analyze and solve problems.</p>
 <p>D. LIFELONG LEARNING</p> <p>Demonstrate a commitment to personal and professional development.</p>	 <p>E. DISCIPLINE-SPECIFIC KNOWLEDGE</p> <p>Demonstrate knowledge of concepts chosen field, particularly its relationship to the maritime world.</p>	 <p>F. INFORMATION LITERACY</p> <p>Define a specific need for information; evaluate, and apply, the needed information efficiently and ethically.</p>
 <p>G. LEADERSHIP AND TEAMWORK</p> <p>Work towards common goals and motivate and empower others to achieve them; foster collegiality, goodwill and cooperation among a diverse group.</p>	 <p>H. ETHICAL AWARENESS</p> <p>Use critical and logical reasoning in personal, professional, and social decision-making.</p>	 <p>I. GLOBAL AWARENESS</p> <p>Recognize and appreciate cultural differences and the impact of global sustainability on local sustainability.</p>



PAF Personnel Action File – maintained in the

Appendix C – Commonly Used Terms at Cal

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. Reports can also be made via Maxient, the cloud software of choice for managing behavior records.