



CAL MARITIME

ACADEMY POLICY MANUAL

Policy Title:	CMA Cadet Campus Stewardship Policy
Policy Number:	AA 08-006
Policy Administrator:	Vice President, Student Affairs
Policy Initiator:	President
Authority:	President
Effective Date:	August 19, 2013
Revised Date:	

Approved:
Approval Signature:

Thomas A. Cronner, President

Purpose: Document to California Maritime Academy, Presidential Order 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 cadets and encourages cadets to participate in service work. This policy articulates the scope of the definition and mandates of cadet campus stewardship related to university programs.

Cadet led and supported campus stewardship, such as operation of crew services facilities, repair and maintenance of buildings, and other activities, is a key component of the academy's commitment to leadership development. This policy provides cadets with educational and experiential leadership opportunities and to promote our core values. Our maximum level of cadet initiative and leadership is required for all campus stewardship activities. Our planning and operations involving cadet campus stewardship will demonstrate our institutional values of dedication, respect and responsibility, which shall be evident in our campus facilities and community.

Procedures for Cadet Campus Stewardship:

Cadet campus stewardship is defined as a program, 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 4th Class cadets – 15 hours of service per academic term (effective from AY 2012-13)
- All 3rd Class cadets – 10 hours of service per academic term (effective from AY 2013-14)
- All 2nd Class cadets – 5 hours of service per academic term (effective from AY 2014-15)
- All 1st Class cadets – 0 hours of service per academic term (effective from AY 2012-13)

All 4th Class cadets and 3rd and 2nd Class cadets are expected to complete their stewardship hours in some capacity of leadership of their stewardship projects.

Unfulfilled cadet campus stewardship obligations (rounded to whole hours) that remain 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 an additional or 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. Completed 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