



## ACADEMY POLICY MANUAL

<b>Policy Title:</b>	TSGB Cruise Access by non-licensed Faculty and Staff
<b>Policy Number:</b>	MP 04-001
<b>Policy Administrator:</b>	Provost/Captain of Training Ship
<b>Policy Initiator:</b>	Provost, Dr. Gerald S. Jakubowski
<b>Authority:</b>	<b>MARAD Contract MA-12062, Amendment No. 1</b>
<b>Effective Date:</b>	Immediate
<b>Revised Date:</b>	January 4, 2012
<b>Approved:</b>	President William Eisenhardt
<b>Approval Signature</b>	/s/

**Purpose:** The purpose of this policy is to assure safe, regulated and consistent access to the TSGB for Cal Maritime Faculty and Staff.

**Scope:** This policy applies to Cal Maritime faculty members who do not hold a current USCG License and licensed faculty not on the cruise calendar.

**Accountability:** The Provost/VPAA and Captain of the Training Ship.

**Policy:** It is the policy of the California Maritime Academy to encourage non-licensed faculty and staff to ride on the Training Ship GOLDEN BEAR (TSGB) during mini cruises and the annual summer training cruises. However, participation during summer cruise is subject to certain stipulations as defined in the procedures of this policy.

## **Procedures TSGB Cruise Access by non-licensed Faculty and Staff The California Maritime Academy**

It is the policy of the California Maritime Academy to encourage non-licensed faculty and staff to ride on the Training Ship GOLDEN BEAR (TSGB) during mini cruises and the annual summer training cruises. However, participation during summer cruise is subject to certain stipulations as defined below.

### **Procedures:**

1. Faculty teaching courses on the summer cruise will be hired as adjuncts or for special session as approved in the CBA.
2. Course requirements for summer cruise will be submitted by the department chair to the Academic Dean by the first week of September for his/her approval.
3. A list of courses will be disseminated to the faculty.
4. Faculty who wish to apply to teach these courses must submit their names to the appropriate department chair (the department for those courses) for his/her approval and recommendation.
5. The department chair will recommend the names(s) of faculty to the Academic Dean for his/her approval and the approval of the Provost/Vice President, Academic Affairs.
6. Faculty must teach a minimum of two three-unit courses, or a combination of teaching and other duties as assigned by the Captain of the Training Ship or the Provost/Vice President, Academic Affairs.
7. Faculty and staff (not employed by the Provost/Vice President, Academic Affairs) who wish to gain a familiarization with the operation of the ship and the summer cruise academic program may ride on a leg of the cruise if:
  - Space is available;
  - They obtain Coast Guard Documents (requires a physical and drug test);
  - They (or their department) pay for their room and board; and
  - They (or their department) cover their travel expenses to and/or from the ship.