

# FACULTY HANDBOOK 2020-2021

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## Section One: General Information

### History

The Academy is a state university, one of twenty-nine public colleges and universities supported by the Commonwealth of Massachusetts.

The Academy was founded in 1891 as the Massachusetts Nautical Training School, a floating maritime trade school housed aboard the school ship USS *Enterprise* and berthed next to the USS *Constitution* in Boston Harbor. Upon moving to Cape Cod's Hyannis Harbor in 1942, the Academy assumed its present name, and by 1946 it was authorized by Legislature to grant the Bachelor of Science degree. In 1948, after utilizing a variety of training ships during World War II, the Academy obtained the USS *Charleston*, a U.S. Navy gunboat. Because the *Charleston's* draft exceeded the depth of Hyannis Harbor, the campus was moved that year to its present location in the village of Buzzards Bay.

During its 130-year history, the Academy has grown from an entering class of 40 cadets to a fully accredited, coeducational college offering undergraduate and graduate degrees and enrolling more than 1,600+ students, making it the largest uniformed maritime academy in the United States. While adhering firmly to its traditional mission as a maritime college, the Academy has diversified its degree offerings in response to a changing environment for higher education and the needs of a dynamic maritime industry. Accredited by the New England Commission on Higher Education, the Academy currently offers Bachelor of Science degrees in seven major programs, each of which emphasizes a blend of liberal arts and sciences with technical and professional studies. Graduates of the Academy's two oldest programs, Marine Transportation and Marine Engineering, earn twofold credentials: A Bachelor of Science degree and a professional United States Coast Guard license as Third Mate or Third Assistant Engineer, both unlimited as to waters or vessel size.

The first Bachelor of Science degrees in Facilities and Plant Engineering (now Facilities Engineering) were awarded in 1993, while the first Bachelor of Science degrees in Marine Science, Safety and Environmental Protection were awarded in 1995. Since then, the Academy has further expanded its degree offerings by awarding its first Bachelor of Science degrees in International Maritime Business in 2004, Emergency Management in 2005, and Energy Systems Engineering in 2016.

The Academy has also instituted three graduate degree programs: the Master of Science degree in Facilities Management in 2003, the Master of Science degree in Emergency Management in 2007, and the Master of Science in Maritime Business Management in 2018.

The Academy's training vessel, the USTS *Kennedy*, makes annual sea term voyages lasting approximately two months to the Atlantic Ocean, the Caribbean Sea, and occasionally to the Pacific Ocean.

### Mission Statement

The mission of the Massachusetts Maritime Academy is to provide a quality education for graduates serving in the merchant marine, the military services, and those who serve the interests of the Commonwealth, Nation and global marketplace. The Academy does so by combining a rigorous academic program with a regimented lifestyle that instills honor, responsibility, discipline, and leadership.

## Maritime Academy Status

Massachusetts Maritime Academy is one of six state maritime academies in the United States. It is designated a maritime academy under the Maritime Academy Act of 1958 (as amended) and the standards and regulations of the Maritime Administration of the United States Department of Commerce and the United States Navy and Coast Guard.

The Code of Federal Regulations (46 CFR Part 310) identifies Massachusetts Maritime Academy as one of the six state maritime colleges approved by MARAD to prepare graduates for federal license examination as third mate, ocean vessels, unlimited tons, or third assistant engineer, steam, gas turbine, and motor, unlimited horsepower. The Academy is federally recognized by MARAD in accordance with curriculum standards as directed by Section 1304(f)(1)(B) of the Maritime Education and Training Act of 1980 (Public Law 96-453). The Academy is subject to review every five years by the USCG/MARAD.

## Special Mission Status

The Board of Higher Education designated the Academy a Special Mission College in 2004, establishing at that time a partnership that permitted the Academy to determine a set of performance measures by which to gauge its success in meeting the broad objectives of its unique mission. The partnership further authorized the Academy to set and retain its student fees and tuition on campus. The Academy reports annually on its special mission goals to the Massachusetts Department of Higher Education and renews its special mission plan on a five-year cycle.

## Accreditation

Regionally, the school is accredited by the New England Commission of Higher Education (NECHE), formerly the New England Association of Schools and Colleges, Inc. (change effective 1 August, 2018). The Academy's undergraduate program in International Maritime Business is accredited through the International Accreditation Council for Business Education (IACBE). The Energy Systems Engineering bachelor degree program at Massachusetts Maritime Academy is accredited by the Engineering Accreditation Commission of ABET, [www.abet.org](http://www.abet.org).

The Academy receives additional support from the United States Department of Transportation's Maritime Administration (MARAD) and the Department of the Navy, which provide legal authorization and support for its maritime programs.

## Divisions and Departments

Brief descriptions of divisions, departments, and key offices appear below. The descriptions are not comprehensive, but intended to provide a general overview of each. The organizational chart for the Academy is found here: <https://drive.google.com/file/d/1Pf7e9rSIhi9uBLbE1S9d1UYzgCOgL7Nf/view>.

### Office of the President

The Office of the President, together with the senior leadership team, oversees the development and implementation of the Academy's strategic plan; works closely with sister public schools of the Commonwealth and a national consortium of maritime academies; partners with the local community; and collaborates extensively with the Department of Higher Education on statewide goals and initiatives.

### Office of Human Resources

Human Resources and Payroll promote a work environment that attracts and retains talented, high-caliber faculty and staff. Knowledgeable and approachable staff provide resources in the areas of employee relations, benefits & compensation, recruitment & retention, organizational development, and human resources management in support of the mission of the College and in compliance with state and federal laws.

### Division of Academic Affairs

#### **Office of the Provost/Vice President of Academic Affairs**

The Office of the Provost/Vice President of Academic Affairs oversees the Division of Academics and the Ship Operations Department, which is responsible for matters relevant to the Training Ship *Kennedy* and the Sail Training Ship *Ernestina-Morrissey*.

#### **Office of the Dean of Undergraduate Studies**

The Dean of Undergraduate Studies, working with the Academy faculty, is responsible for preparing and revising academic program plans, developing strategies to achieve educational goals and objectives, and maintaining high academic and teaching standards.

#### **Office of the Registrar**

The Registrar's Office assists students and faculty with registration, scheduling, academic records, and grading issues. The Virtual Registrar is available here: <https://www.maritime.edu/academic-resources/registrar>.

## **Office of the Assistant Dean of Academic Resources**

The Office of the Assistant Dean of Academic Resources oversees institutional effectiveness, academic support, and the production and updating of specific key campus publications, documents, and reports. Tutoring, Advising, and Disability Resources are located within Academic Resources, on the 3<sup>rd</sup> floor of ABSIC.

## **Office of Institutional Effectiveness**

The Office of Institutional Effectiveness helps the Academy maintain the quality of its programs, services, and resources and achieve its expectations as an institution of higher education. The Office promotes a culture of data-driven decision-making and continuous improvement through the planning, coordination, and implementation of institutional research and assessment practices. The Office also promotes a systematic, well-documented approach to maintaining and reporting official Academy information and data.

## **Academic Resource Center**

The Academic Resource Center seeks to improve student success by providing academic resources and support services to the campus community. The ARC comprises the Learning Resource Center, which provides assistance with courses in science, technology, engineering, mathematics, marine transportation, business, and other disciplines; the Writing Resource Center, which provides assistance and feedback for all types of written and verbal communication; Disability Resources, which provides support for students with disabilities and to ensure equal access to all college programs; and Advising, which provides general advising services to assist students as they make progress toward a degree. All are located on the 3<sup>rd</sup> floor of ABSIC. The main office number is x5120.

## **Undergraduate Academic Departments**

A brief description of the areas of responsibility for each undergraduate academic department follows:

**Engineering Department:** The Engineering Department delivers the curricula for three Bachelor of Science degrees: the Bachelor of Science in Marine Engineering, the Bachelor of Science in Facilities Engineering, and the Bachelor of Science in Energy Systems Engineering. The Department is also responsible for the Energy Management minor, the Facilities Operations minor, and the Marine Construction minor.

**Humanities Department:** The Humanities Department offers required and elective general education courses in several areas of the humanities, acquainting students with the humanistic traditions of a variety of cultures, encouraging higher-order thinking necessary for the study of courses in the humanities and other disciplines, and teaching students to articulate thoughts and ideas in both oral and written communication.

**International Maritime Business Department:** This Department delivers the curriculum for the Bachelor of Science degree in International Maritime Business Department and is responsible for the minor in International Maritime Business.



**Emergency Management Department:** This Department delivers the curriculum for the Bachelor of Science degree in Emergency Management and is responsible for the Homeland Security Minor, the Homeland Security Concentration, and the Occupational health and Safety Concentration.

**Marine Science, Safety and Environmental Protection:** This Department delivers the curriculum for the Bachelor of Science degree in Marine Science, Safety and Environmental Protection and is responsible for the Marine Biology Minor; the Marine Science, Safety, and Environmental Protection Minor; the Occupational Health and Safety Minor; the Shipboard Environmental, Health and Safety Officer Concentration; and the Marine Biology Concentration.

**Marine Transportation Department:** This Department delivers the curriculum for the Bachelor of Science degree in Marine Transportation.

**Science and Mathematics Department:** The Science and Mathematics Department is an academic department offering required and elective general education courses in the natural sciences and mathematics. These courses assist students in reaching a college-level competence in the areas of scientific and quantitative literacy.

**Social Science Department:** The Social Science Department is an academic department offering required and elective general education courses in several disciplines, including history, economics, political science, law, psychology, anthropology, geography and sociology.

**Naval Science Department:** The Naval Science Department is responsible for the Strategic Sealift Midshipman Program (SSMP), which commissions license major cadets into the United States Navy Reserve as Strategic Sealift Officers (SSO). It also delivers four Naval Science courses: Naval Science for the Strategic Sealift Officer, Strategic Sealift Officer I, Leadership and Ethics, and Strategic Sealift Officer II. These courses are mandatory for SSMP Midshipmen, but available to all students for elective credit.

## **Graduate Studies and Continuing Education**

Headed by the Dean of Graduate Studies and Continuing Education, DGCE comprises three subdivisions, each described below:

**The Department of Graduate Education:** Graduate Education offers three Masters of Science degrees at a satellite location in Waltham, Massachusetts: the Master of Science degree in Maritime Business Management, the Master of Science degree in Emergency Management, and the Master of Science degree in Facilities Management.

**Department of Continuing Education:** The Department of Continuing Education offers credit-bearing courses meeting after 1600 during the fall and spring semesters and is responsible for all credit-bearing courses offered during the summer and winter semesters.

**Center for Maritime and Professional Training:** The Center for Maritime and Professional Training offers non-credit-bearing courses throughout the year, including several USCG approved and industry recognized training courses for maritime and engineering professionals in private industry and government sectors.

## **Career and Professional Services Department**

The Career and Professional Services Department provides a coordinated continuum of services to students with assistance in professional and career development. The staff seeks to help students transition from their roles as academic learners to their roles as productive graduates with fulfilling careers. The Department

develops and promotes career-oriented experiential learning opportunities, including cooperative education and commercial shipping placements.

## **Mariner Credentialing Department**

The Mariner Credentialing Department oversees the Standards of Training, Certification and Watchkeeping (STCW) components, ensuring that the policies established by the USCG are implemented and followed by students in the Marine Engineering and Marine Transportation undergraduate programs. In addition to completing their academic coursework, students in each program must demonstrate competence in a broad array of such areas as medical first aid, firefighting, survival craft, and rescue boats.

## **Ship Operations**

Under the oversight of the Senior Vice President of Academic Affairs, The Ship Operations Department is responsible for all matters relevant to the operation and maintenance of the Academy's training vessel, the T.S. *Kennedy*. The Dean of Undergraduate Studies oversees matters relating to the Sail T.S. *Ernestina-Morrissey*.

### Division of Enrollment Management, Equity and Inclusion

The Division of Enrollment Management, Equity and Inclusion is responsible for the planning, strategies, and tactical coordination that shape overall enrollment at the Academy in accordance with established goals. The division Dean oversees Admissions and the Office of Intercultural Engagement.

### Division of External Affairs

The Division of External Affairs is responsible for Public Relations, Boat Donations, and Advancement. Advancement supports Massachusetts Maritime Academy's mission and strategic priorities by building partnerships with community stakeholders, such as alumni, parents, corporations, and friends, in order to raise financial support for students, faculty, and programs. The yacht and boat donation program receives donated vessels and auctions them off to raise money that supports education scholarships and training, including competitive offshore sail training.

### Division of Finance

The Division of Finance ensures the Academy's robust financial health by monitoring key financial indicators.

## **Student Financial Services**

The Student Financial Services is responsible for all financial business conducted at the Academy, including student accounts, accounts payable, general accounting, bank reconciliation, and budgeting activities. It also assists undergraduate and graduate students in financing their education, awards grants and scholarships, and facilitates federal work study and educational loans. In addition, the Office processes all veteran educational benefits and employee tuition waivers.

## **Office of Purchasing and Procurement**

The Office of Purchasing and Procurement procures all goods and services on the best available terms and at the lowest overall cost. Acquisition is made without favoritism and on a competitive basis, whenever practical, to obtain maximum value for each dollar expended.

### Division of Operations

The Division of Operations oversees tactical and strategic initiatives for the following departments: Camps & Conferences, Operations & Maintenance (formerly Facilities), Campus Police, the Marine Department, and Marine Projects. The Division is also responsible for major deferred maintenance and capital projects.

## **Department of Operations**

The Department of Operations (formerly Facilities) is responsible for campus-wide maintenance and repair of facilities and grounds. The Department provides set-up and maintenance of classrooms and other learning spaces. In addition, the Department issues keys, fulfills furniture requests, fulfills campus vehicle requests for official business, and provides janitorial services for all classrooms, offices, and other campus spaces.

## **Public Safety/Campus Police**

The function of the MMAPD office is to provide a reasonable expectation of safety and security for students, faculty, staff, and the campus community. The Office works closely with local law enforcement and with campus administration and student disciplinary professionals to provide a safe and secure learning environment at MMA. The emphasis of Massachusetts Maritime Academy police officers is on service, prevention, education and safety.

For emergencies, 9-1-1 can be dialed from campus telephones. Public Safety is available at all times to respond to safety and security issues. To reach Public Safety during daytime hours, dial extension 1025. After hours, dial (508) 726-0798.

## **Camps and Conferences**

Camps and Conferences handle all third-party events on campus, raising revenue for the Academy by renting underutilized spaces for such events.

## **Marine Department**

The Marine Department's responsibilities include support of all floating and marine fixed assets owned by the Academy, with the exception of T.S. *Kennedy*. The Department supports other departments on campus in numerous functions, including the Advanced Science and Leadership Program, Sea and Science Leadership Camp, summer boat classes, MSEP lab classes, and Sea Cadets.

### Division of Student Services

The Student Service Division supports the Regiment of Cadets through the Commandant of Cadet's Office, Health Services, the Office of Inclusive Excellence & International Programs, and the Athletic Department. While alternative student life models will co-exist at the Academy, especially in graduate and evening

programs, the Regiment of Cadets has for more than a century remained the central feature of undergraduate residence life. The mission of the Regiment is the development of cadets who personify character, honor, discipline, integrity, leadership, and self-discipline. The limited option of civilian status for non-traditional students is carefully managed to serve the needs of those students while avoiding unintended negative impacts on the Regiment.

## **Regiment of Cadets**

The Regiment of Cadets is the student-led command structure of the Massachusetts Maritime Academy. Throughout four years of training and education, cadets learn lessons in effective communication, accountability, and human resource management. The training, which provides invaluable management experience, also aims to instill respect, discipline and a solid work ethic in each cadet.

## **Health Services**

The Health Services medical clinic, located in Fourth Company, is a full-service health center that provides evaluation and treatment of illnesses and injuries, laboratory testing, office-based procedures, United States Coast Guard and “fit for duty” physical examinations, travel vaccinations, and health education to all cadets. The clinical staff includes a board certified physician and two board certified nurse practitioners.

On-campus counselors are licensed mental health professionals who offer individual and group counseling, provide training and education for cadets, and promote help-seeking behaviors. The Counseling Center is located in Third Company.

## **Office of Intercultural Engagement**

The Office of Inclusive Excellence and International Programs promotes and supports equity, social justice, and education abroad. To this end, the office provides accountability, training, and education while collaborating with partners, both domestic and abroad, to create and maintain programs and events that represent a spectrum of diversity.

## **Athletic Department**

The Department of Athletics provides students with valuable opportunities for personal growth, complementing the knowledge acquired in the academic arena and resulting in a well-rounded education. Through amateur competition, students learn standards of fair play, sportsmanship, and ethical conduct, and they obtain the skills and values to lead lives marked by high achievement and personal responsibility.

## **Division of Technology and Library Services**

The Technology and Library Services division provides customer-focused, high-quality technology and library services to all students, faculty and staff members. The division leverages technology in support of the mission of the Academy and its strategic plan. With the use of technology, the division enhances the teaching and learning process to help improve student outcomes. In addition, the division delivers secure and ubiquitous access to systems, information and scholarly research materials. The division strives to maintain a robust, reliable and cost-effective computing and information infrastructure for the Academy community.

## **Department of Enterprise Systems**

The Department of Enterprise Systems leads the design, coding, testing, debugging, and documentation of the Academy's administrative applications and websites. The department also includes the IT Help Desk, which is the Academy's customer service touch-point for IT and Library assistance.

## **Department of Infrastructure Technology**

The Department of Infrastructure Technology is responsible for data center operations, server and desktop virtualization, and systems administration. It is also responsible for network operations and security, enterprise user management and security, desktop and laptop computers, physical security systems (e.g., video surveillance and access control), and the campus telephone system.

## **Department of Instructional and Media Technology**

The Department of Instructional Media Technology is responsible for audio/visual equipment and services, simulation, and instructional technology. It maintains media equipment in all learning spaces and trains faculty, staff, and students in the use of instructional technologies. It also coordinates technology setup for special events.

## **Department of Library Services**

In addition to providing books, e-books, and journal article databases, the Library provides research instruction for classes, including subject area course guides that can be embedded in Blackboard. Library staff can place textbooks on reserve and assist the campus community with locating e-books or open education resources for courses.

## **Committees and Councils**

Standing committees and councils are established through the collective bargaining agreement between the Massachusetts Board of Higher Education and the Massachusetts State College Association (Art. 7). The composition of these committees and the process for appointing members are also determined by this agreement. The composition of committees and councils is communicated to the Academy annually by the President in an official memorandum (See Appendix A).

### **Standing Committees**

There are five standing committees, as outlined in the Massachusetts State College Association's Collective Bargaining Agreement (CBA): the All University Committee, the Curriculum Committee, the Graduate Education Council, the Student Affairs Committee, and the Academic Policies Committee. Each is described below.

### **All-University Committee**

The All-University Committee includes members from the administration, faculty, and student body. It meets monthly during the fall and spring semesters to consider matters submitted by persons within the university community or submitted by another standing committee. It then refers matters to the appropriate standing committee or to administration. Matters referred to other committees are then

returned to the All University Committee for review and further action, which may include continued review by committees or submission to senior administration as recommendations.

### **Curriculum Committee**

The Curriculum Committee comprises members of the faculty, administration, and student body. It receives recommendations specific to or affecting the various curricula in place for MMA degree programs. It consults with departments and makes recommendations to the Senior Vice President of Academic Affairs regarding the coordination of and improvements to the academic program.

### **Graduate Education Council**

The Graduate Education Council comprises administrators, graduate faculty, and graduate students. The Council reviews matters and makes reports and recommendations regarding the graduate programs and their curricula.

### **Student Affairs Committee**

The Student Affairs Committee receives recommendations from the All University Committee submitted by members of the campus community relating to student needs, activities, or participation in cultural or social activities. The committee shares such recommendations with the Vice President, after which the matters may be submitted through governance for review before being submitted for the President's review and possible approval.

### **Academic Policies Committee**

The Academic Policies Committee receives recommendations from the All University Committee submitted by members of the campus community, which are then re-submitted to the All University Committee for further consideration before forwarding to administration. Matters reviewed by the committee include those relating to the academic calendar; academic standards; standards for admission to the University; policies governing selective retention; educational services that the University should render to the local community; and library services.

### **Sea Term Council**

In addition to the above Standing Committees, MMA also has a Sea Term Council, which meets to review matters relating to the itinerary, training program, and staffing requirements for the annual Sea Term.

### **Other Committees and Task Forces**

At present, there are two additional committees formed in accordance with the MSCA CBA: the Assessment Committee and the President's Task Force on Diversity and Inclusion. A description of each follows:

## Assessment Committee

The Assessment Committee meets during the fall and spring academic semesters. The committee monitors assessment initiatives to ensure that the assessment cycle, collection of data, analysis of data, and implementation of corrective measures are applied to assessment practices; to review and approve new assessment concepts; and to investigate possible assessment alternatives.

## President's Task Force on Diversity and Inclusion

The President's Task Force on Diversity and Inclusion was created to develop and sustain a campus-wide effort to promote and support diversity and inclusion. By employing best practices and evaluating key data, the Task Force seeks to ensure that the Academy and campus community are engaged in consistent and effective dialogue and strategic planning that foster a positive and welcoming educational environment.

The Task Force, which meets monthly during the fall and spring academic semesters, comprises representatives selected annually: two representatives from senior staff, selected by the President; three APA representatives, selected by the chapter president; three MSCA representatives, selected by the chapter president; three AFSCME representatives, selected by AFSCME chapter stewards; and no fewer than three cadets, selected by the Vice President of Student Services. In addition, any individual who wishes to participate in the Task Force meetings is welcome to do so.

## Degree Programs

### Bachelor of Science Degree Programs

Massachusetts Maritime Academy offers Bachelor of Science degrees in seven academic programs:

**Emergency Management** This program provides graduates with the education and skills necessary for successful careers in public service and private industry. Career opportunities generated through this science-based curriculum include public sector positions in disaster management, law enforcement, fire science, and private sector positions in business continuity, health care, and risk management.

**Energy Systems Engineering** This program prepares graduates for careers in the fast growing conventional and alternative energy industries, including engineering and management positions in project planning, design and procurement, major equipment design, installation and testing, power generation and distribution, and control systems management. The Energy Systems Engineering bachelor degree program at Massachusetts Maritime Academy is accredited by the Engineering Accreditation Commission of ABET, [www.abet.org](http://www.abet.org).

**Facilities Engineering** This program prepares graduates for careers in facilities engineering, management, and operations. These positions provide for the safe, economical, sustainable and compliant operation of the equipment and systems found in large, complex facilities, such as manufacturing plants, office buildings, hospitals, and power plants.

**International Maritime Business** This program, accredited by the International Accreditation Council for Business Education (IACBE), provides students with a broad-based business education focused upon

maritime-related fields. Graduates serve in shore side and seagoing positions and careers in the fields of maritime operations, brokerage, management, analytics, logistics, transportation, and sales.

**Marine Engineering** This program prepares graduates for careers as USCG-licensed Third Assistant Engineers in the United States Merchant Marine on vessels of any size in any ocean. The major offers numerous opportunities in marine-related seagoing and shoreside engineering fields. The skill sets obtained by graduates are applicable within almost any engineering sector.

**Marine Science, Safety and Environmental Protection** This program prepares students for a wide range of rewarding government, non-profit, private sector, consulting, and research careers in the fields of environmental protection, environmental management, and marine and industrial health and safety.

**Marine Transportation** This program prepares students to embark on careers as USCG-licensed Third Mates in the United States Merchant Marine on vessels of any size in any ocean. In addition, the program provides students with the education and skills necessary to transfer into shore side management and operations positions within the transportation, intermodal, and petroleum industries.

## Master of Science Degree Programs

Massachusetts Maritime Academy offers Master of Science degrees in three academic programs:

**Master of Science in Emergency Management:** The Master of Science in Emergency Management provides graduates with the knowledge, skills, and tools necessary to implement both proactive and reactive strategies to reduce the cost of a disaster in life and property and thus to be successful emergency managers and leaders in both the public and private sectors.

**Master of Science in Facilities Management:** The Master of Science in Facilities Management program provides graduates with the knowledge and skills necessary to become creative problem solvers and thus to succeed in a variety of senior facilities management and leadership positions.

**Master of Science in Maritime Business Management:** The MSMB program is designed to produce highly skilled maritime business managers by providing graduates with the knowledge and tools necessary to become creative problem solvers and thus to succeed in a variety of senior maritime business management and leadership positions.

## Section Two: Faculty

### Teaching

Teaching is the primary responsibility of all faculty members. While each faculty member should be involved in the Academy community in other ways, teaching of cadets and contributing to the academic and intellectual development of those cadets is the faculty member's primary duty.



## Academic Teaching Schedule

In consultation with department chairpersons, the Registrar determines faculty member academic schedules prior to the start of the term. Faculty workload at MMA is determined by the collective bargaining agreement, Articles XII and XII.A. Faculty cannot be required to teach outside the hours of Monday-Friday, 8:00 am-4:30 pm. The link to the MSCA CBA can be found at [www.mscaunion.org](http://www.mscaunion.org)

## Office Hours

The Collective Bargaining Agreement (Article XII.A, Section 3) requires that full-time faculty maintain “at least three (3) posted office hours per week, on at least two (2) separate days. It further requires that faculty be present in their offices during posted times. Faculty office locations appear in Appendix B.

## Syllabi

Faculty are required to provide each student with a course syllabus, which should contain, at a minimum, the following information:

1. Course description
2. Contact information for the faculty member/instructor
3. Office location of faculty member/instructor
4. Required course materials
5. Course requirements
6. Grading policies/requirements
7. Office hours

## Faculty Advising

Faculty advising responsibilities are determined by the Collective Bargaining Agreement (Article XII.A, Section 3). Each student is assigned a faculty advisor, who meets with the student prior to enrollment for courses in fall and spring semester. The advisor must authorize the student’s upcoming schedule, after which the student is cleared to enroll using Self-Service. Faculty are also able to approve courses, view student progress, and make notes for students in Self-Service.

## Professional Development

The Academy encourages faculty professional development, the policies for which are established by the MSCA contract (Article XIV, Section B). Funds are made available annually, and requests for funding are reviewed twice annually by a committee appointed for this purpose.

## Continued Scholarship/Faculty Research

The Academy encourages continued scholarship. Faculty continued scholarship policies are established by the MSCA contract (Article XIV, Section G). Many faculty are engaged in research projects throughout the year and while on sabbatical. Such projects are at times funded by grant programs to which a faculty member has applied. Annual funds are also made available to all faculty.

## Grading

Faculty assign grades for coursework, and it is the responsibility of faculty to clearly articulate the grading scale and grading requirements for any course taught. The scale may vary, as deemed appropriate by the faculty member teaching the course. Specific information on grading standards and policies is available in the college catalog, which is revised and published annually.

For the purposes of calculating grade point averages, the Academy employs the following scale:

Alphabetical Grade	GPA Equivalent
A	4.00
A-	3.67
B+	3.33
B	3.00
B-	2.67
C+	2.33
C	2.00
C-	1.67
D+	1.33
D	1.00
D-	0.67
F	0.00
P (Pass)	---
I (Incomplete)	---
X (Exempt)	---
W (Withdrawn)	---

## Departmental Roles/Meetings

Department Chairs Meeting: Department chairpersons provide departmental leadership and manage departmental affairs. They meet routinely in the fall and spring semesters with the Dean of Undergraduate Studies. During these meetings, the Dean of Undergraduate Studies, department chairpersons, and specific

administrators discuss institutional and departmental matters relevant to academic programs. The MSCA contract provides additional information on these meetings (CBA 2017-2020, p. 66).

Department Meeting: The department chairperson convenes meetings during the fall and spring semesters. During these meetings, departmental faculty discuss matters specific to their departments.

Department Chairs: The department chairs for 2020-2021 are as follows:

Professor Tom Lennon, Emergency Management  
CDR Carlos Montanez, Engineering  
Dr. Nelson Ritschel, Humanities  
Dr. Paul Szwed, International Maritime Business  
Professor Francis Veale, Marine Science, Safety, and Environmental Protection  
CDR David Mackey, Marine Transportation  
LT Matthew Campbell, Naval Science  
Dr. Lori-Ann Noble, Science and Mathematics  
Dr. Qi Chen, Social Sciences

## Institutional Review Board MOU/Information

Massachusetts Maritime Academy (MMA) has entered into an agreement with Bridgewater State University (BSU) for the purposes of institutional review of research projects. The memorandum of understanding (MOU) with BSU entails specific requirements that must be satisfied by MMA faculty wishing to engage in human subject research. The requirements include training related to the protection of human subjects. More information on the IRB, the MOU with BSU, and the required training can be obtained by contacting the Office of Institutional Effectiveness.

## Faculty Rank

Professional maritime faculty wear military style uniforms as determined by the MSCA contract. Faculty rank and requirements for appointment and promotion (Professor, Associate Professor, Assistant Professor, Instructor, etc.) are established by the MSCA contract (Article XX).

## Licensed and Military Faculty

Military ranks and the wearing of military style uniforms by faculty and specific administrators are authorized within the faculty contract (Article XII-A, C.1).

USCG licenses are held by professional maritime faculty and are kept current by those who participate in the annual sea term. The term “Blue-Gold” applies to professional maritime faculty (e.g., those holding a current United States Coast Guard Merchant Marine License and valid STCW documentation for that license) who, as part of their obligations under the MSCA contract are required to participate in sea term in alternating years for six years. “Blue-Gold” status may be renewed every six years. “Blue” faculty participate in sea term during odd-numbered calendar years and “gold” faculty participate in sea term during even-numbered calendar years (Article XII.A, Section 5).

## Personnel Calendar

The personnel calendar establishes a schedule for personnel actions. It is available at [www.mscaunion.org](http://www.mscaunion.org).

## Appointment and Promotion

The MSCA Collective Bargaining Agreement establishes the criteria for appointment and promotion in Article XX. Also note the “Tenure with Promotion Advisory.”

## Section Three: Campus Policies and Procedures

### Admissions Requirements

To be considered for admission to Massachusetts Maritime Academy, candidates must be capable of effective college-level study and have successfully completed high school courses in the following six subject areas:

- *English*: Four courses. Courses should cover topics including grammar, composition, writing skills, and literature.
- *Mathematics*: Four courses, including Algebra I, Algebra II, and Geometry or Trigonometry (or comparable coursework). At least one course must be completed during the final year of high school.
- *Science*: Three courses, drawn from natural science and/or physical science and/or technology/engineering. At least three of these courses must include laboratory coursework. Technology/engineering courses must be designated as science courses (taken for science credit) by the high school. Courses in chemistry and physics are strongly recommended.
- *Social Science*: Two courses, including one course in United States History.
- *Foreign Language*: Two sequential, one-year courses in either a classical or modern language.
- *Elective Courses*: Two courses, from the above subject areas or from the arts and humanities or computer sciences.

### Current Students: Academic Good Standing

A student is considered in academic good standing when that student meets the following standards:

Year	Retention		Good Standing	
	Fall Semester CGPA	Spring Semester CGPA	Fall Semester CGPA	Spring Semester CGPA
1	1.0	1.5	1.5	1.8
2	1.5	1.8	1.8	2.0
3	2.0	2.0	2.0	2.0
4	2.0	2.0	2.0	2.0

## Satisfactory Academic Progress

Satisfactory academic progress refers to a student's completion of coursework toward the degree in accordance with, or reasonably in accordance with, a timeline determined by the program curriculum. A student is deemed to be making satisfactory progress toward a degree if the student maintains academic good standing and retains the same academic year designation for no more than three academic semesters.

## Students of Concern

The focus of Massachusetts Maritime Academy's Care and Action for Students Team (CAST) is the care and concern for students who may be in distress. The team's aim is to connect identified students with the resources and support needed to facilitate achievement of their personal and academic potential while at the Academy.

Members of the Massachusetts Maritime Academy community may refer students of concern to CAST by submitting an on-line referral or by contacting any member of CAST listed in the on-line directory (search online directory under "CAST"). If a student poses an immediate risk of harm to self or others, please call 911 or Public Safety at 508-726-0798 or Extension 1025.

## Code of Conduct

A high standard of conduct exists for all students, who are expected to follow rules and abide by an honor code stating that "cadets do not lie, steal, cheat, or tolerate these actions from others."

## Reporting Conduct Violations

Conduct offenses are entered into the discipline system through WebAdvisor. The documentation for doing so is referred to as a "tap" sheet. To complete a "tap" sheet, log into WebAdvisor and choose the link "Cadet Demerit Entry" link. In the form provided, enter the date, time, description, and any other relevant information, including the code for the offense, which can be found using the drop-down menu. The Regimental Handbook, which is available on the website, provides more information on conduct offenses.

## Academic Integrity

Plagiarism is a violation of academic integrity and the regimental honor code. The consequences of academic dishonesty are left to the discretion of the faculty member/instructor. Should the faculty member wish to pursue the infraction beyond the classroom (e.g., warning and counseling the student on the definition and consequences of plagiarism, failing the student for the graded assignment, failing the student for the course), the faculty member can use the regimental disciplinary system to report the offense (See "Reporting Conduct Offenses" in Section 3).

## Equal Opportunity

MMA is an equal opportunity employer and publishes related policies in the Employee Guide, which is available at the following link: [www.maritime.edu/division-policies-manuals](http://www.maritime.edu/division-policies-manuals).

## Diversity

MMA strives to maintain a diverse campus community and a climate of inclusion. The President has established the Task Force on Diversity and Inclusion, which is charged with developing strategies, programs, and practices that promote diversity and inclusion across campus. In addition, the Academy has instituted the Office of Intercultural Engagement, which serves as a center for diversity and inclusiveness resources and programs.

## Harassment

The Academy maintains a strict policy against harassment of any kind. Information on this policy is published in the Employee Guide. The Employee Guide is accessible on the MMA website.

## Sexual Harassment

The Academy maintains a strict policy against sexual harassment. Information on this policy can be found on the Human Resources web page.

## Title IX

Massachusetts Maritime Academy complies with Title IX of the Education Amendments of 1972 and publishes information on relevant policies in its Employee Guide. The Employee Guide is accessible on the MMA website. <https://www.maritime.edu/human-resources/Title-ix>

## Drug-Free Workplace Policy

Information on the Academy's drug-free policy can be accessed in the employee guide at the following link: <https://www.maritime.edu/human-resources/drug-free-workplace>. The Employee Guide states the following: "Massachusetts Maritime Academy seeks to maintain an environment that is safe and secure and that promotes productivity for all students and employees, Full time employee's offer of employment is contingent upon a successful drug screening process. Since the inappropriate or illegal use of alcohol and other drugs on college property or at college activities may impair the health and safety of students and employees, inhibit the personal and academic growth of students, lower productivity and the quality of work performed by employees, and undermine the public's confidence in the college, a strong policy prohibiting such use has been established" (p. 26).

## Travel

Faculty travel and related policies and procedures are managed by the Academics Division. Faculty travel paid by the Academy must be authorized in advance by the Dean of Undergraduate Studies or Senior Vice President of Academic Affairs After returning from the authorized trip, faculty must complete and submit a "Travel Authorization Request Form."

Travel reimbursement is managed by the Purchasing Office using a "Travel Accounting & Expense Report."

Note: All travel reimbursement requests must be completed and submitted within one month of the return date.

Also note: Tipping during travel is limited to 18% and cannot be claimed for alcoholic beverages purchased.

## Student Travel

The student conference travel policy dictates the purpose, scope, policy, responsibilities, and procedures relating to student travel for the purposes of attending conferences.

## Student Dismissal from Class Special Events/Activities

In some cases, such as for conference attendance and athletic competitions, students may be excused from classes. In these situations, students are responsible for all class materials, assignments, and quizzes or examinations missed as a result of the excused absence. The Dean of Undergraduate Studies or Senior Vice President of Academic Affairs will notify faculty via e-mail of such excused absences.

## Travel and Credit Card Use Policy

Travel and credit card use policy is outlined in a memo from the President (See Appendix E).

Note: The Academy is a tax-exempt institution. To make purchases and be reimbursed, employees must make purchases using a tax-exempt form. This applies to any cash or credit card purchases. The Purchasing Office, on the second floor of the Harrington Building, can provide more information on the policies and procedures that apply.

## Business Cards

Faculty business card requests are approved by the Dean of Undergraduate Studies and completed by the Purchasing Office.

## Meal Card

A meal card for each academic term can be purchased in the Chartwell's food services office.

## Weather Emergency

Employees receive automated notification of campus closure due to weather or other emergencies. To receive these notifications, an employee must have established an MMA account, including Portal Guard.

## Section Four: Campus Publications and Key Documents

### College Catalog

The College Catalog is published annually in print and on the MMA web site. It contains information on the Academy's mission and purpose, history, and accreditation. It also contains financial information and information on the campus, admissions, academic programs, academic support services, the program

curricula, academic courses, student life and activities, technology and library services, and faculty and staff.

### Academic Standards

The Academic Standards are published annually. A print copy is made available to each student, and the document is published on the MMA web site ([www.maritime.edu/academic-standards-class-2019](http://www.maritime.edu/academic-standards-class-2019)). The document provides information on programs, policies and procedures of direct concern for students enrolled at MMA.

### Faculty Handbook

The Faculty Handbook is intended as a guide that directs faculty to information about the campus, faculty roles and responsibilities, campus policies and procedures, campus resources and services, the regimental system, maritime resources and sea term, and campus buildings. The handbook is updated annually.

### Regimental Manual

The Regimental Manual contains information on the Regiment of Cadets and provides detailed information on practices, policies, and procedures specific to the Regiment of Cadets and the regimental system within which the majority of students participate. The manual can be found at the following link: <https://drive.google.com/file/d/1Yf9Fe9rLU5bqUnqhsZnFOF5d0VuFbTxL/view>.

### Chafing Gear

The Chafing Gear document is provided to all entering cadets, who are responsible for memorizing its contents during the regimental orientation process. It contains historical and current information relating to the Academy and the regimental system of direct concern to cadets as they transition into and participate within the Regiment of Cadets.

### *The Nautilus*

*The Nautilus* is an annual, peer-reviewed journal publishing scholarship on the literature, history, and culture of the sea. The journal publishes essays, notes, and documents on any literary or historical period as it relates to humankind's relationship with the sea through literary fiction or nonfiction; drama or poetry; naval, merchant, or cultural history; or musical or other forms of artistic expression. The goal of the journal is to provide a forum for scholarship in the humanities addressing the literary, historical, and other works prompted by our contact with the maritime world.

### *Enterprise*

Three times each year, the Advancement Division publishes *Enterprise*, a magazine highlighting Academy news and alumni accomplishments.

### Institutional Effectiveness Newsletter

The purpose of the Office of Institutional Effectiveness (OIE) newsletter is to keep the MMA community informed of the latest news, data, and information that support planning, decision making, program development, assessment of student learning, accreditation, and program review efforts across the institution.



## Website

The MMA website ([www.maritime.edu](http://www.maritime.edu)) provides information to the public and to members of the MMA community. It provides a broad array of information and resources that comply with reporting standards and serve the public at large, prospective and current students, prospective and current employees, and alumni.

## Public Disclosure

The campus maintains a consumer information web page that provides the public with information relating to the school, including student financial aid, the special mission status, accreditation, national rankings, access to campus publications, educational programs, faculty and staff, leadership and administration, governance, academic standards, admissions, support services, and a range of other topics.

## Plans and Reports

### Voyage Plan

The Voyage Plan is a two-year rolling strategic plan for the Academy that provides short-term goals and objectives. It is published annually and based on the Five-Year Special Mission Plan.

### Five-Year Special Mission Plan

The Five-Year Special Mission Plan is an agreement between the Academy and the Department of Higher Education by which the Academy establishes its goals as an institution with a special mission status.

### Annual Report

Divisions, Departments, and Offices submit an annual report on their activities during the academic year. The report describes achievements, initiatives, and activities for the academic year and conveys goals for the upcoming year.

## Section Five: Assessment and Learning

### Program/Departmental Assessment Activities

Departmental assessment is conducted on a regular cycle, with templates and feedback rubrics used for the purposes of program improvement. These activities are conducted with guidance from the Office of Institutional Effectiveness.

### Assessment Reports

Assessment reports are provided by departments on an annual basis. The criteria for such reports and the reporting format were developed with input from faculty in consultation with the Office of Institutional Effectiveness.

## Departmental Self-Studies

Departmental self-studies are submitted on a cycle determined by the Provost/Vice President of Academic Affairs. Typically, departments and offices complete self-studies on a six-year basis. A template can be found at [www.maritime.edu/departement-self-studies](http://www.maritime.edu/departement-self-studies).

## Institutional Learning Outcomes

Massachusetts Maritime Academy is committed to maintaining excellence and continuously improving the quality of the academic programs. Through assessment of core competencies and institutional student learning outcomes, the Academy assesses and monitors the effectiveness of instruction and learning to identify academic weaknesses and areas for improvement.

## Specialized Knowledge

Basic knowledge and understanding of the history, theories, scholarship, tools, technologies, methods, and/or specialized terms of a field of study.

## Broad and Integrative Learning

Basic knowledge and understanding of humanities, social sciences, sciences, and mathematics.  
Ability to explore concepts and questions that bridge different areas of learning.

## Intellectual Skills

- Ability to write, read, speak, and listen effectively.
- Ability to critically and creatively comprehend and evaluate new information and ideas.
- Ability to use quantitative reasoning skills, applying basic concepts of mathematics and science.
- Capacity for lifelong learning, including ability to utilize technology and information literacy skills.

## Applied and Collaborative Learning

- Ability to work and achieve goals as a member of a team.
- Capacity for leadership, including the ability to make rational decisions while complying with a set of standards.
- Ability to perform and behave in a professional manner acceptable for career goals.
- Ability to make appropriate future decisions based on past and present conditions and circumstances.

## Civic and Global Learning

- Basic knowledge, understanding, and appreciation of diverse social and political values.
- Capacity for ethical reasoning, including the ability to make decisions and act in a socially responsible manner.
- Ability to integrate knowledge and skills in civic and global contexts.
- Capacity for empathy, including an appreciation for diversity and inclusion.
- Capacity for civic action, including the ability to engage in service that benefits the public good.

## Core Competencies

These five areas comprise the essential skills and abilities that form the educational foundation for all other courses and allow for success beyond the Academy. These competencies are introduced, reinforced by, or incorporated into many courses throughout the curriculum. All students who graduate from MMA should achieve competency in these areas.

1. **Specialized Knowledge:** This competency reflects what students should be able to demonstrate with respect to their major or academic program.
2. **Broad and Integrative Learning:** This competency reflects basic knowledge and understanding related to humanities, social sciences, sciences, and mathematics. It also reflects students' ability to bridge different areas of learning.
3. **Intellectual Skills:** This competency reflects students' skills as related to communication, quantitative literacy, and higher-order thinking. It also includes technology and information literacy skills, creating a foundation for lifelong learning.
4. **Applied and Collaborative Learning:** This competency reflects what students can do with what they know. It reflects students' application of knowledge, skills, and abilities as demonstrated in classroom, workplace, and other settings.
5. **Civic and Global Learning:** This competency reflects the knowledge, skills, values, and abilities necessary for participation in civic and democratic life. It includes awareness, understanding, and appreciation of social and political values as well as respect for diversity and inclusion.

## Section Six: Campus Resources and Services

### Information Technology

Questions regarding telephones, computers, ID Cards, e-mail accounts, Blackboard, and other employee IT functions can be directed to Service Desk (extension 5308). Detailed policies and procedures for information technology are provided at the Academy's information technology web page: <https://www.maritime.edu/academic-resources/technology/>.

#### Telephones

IT will assist with office telephones and can train faculty in their use. For assistance, visit the Service Desk on the first floor of the ABS building or at extension 5308. Employees who wish to use Jabber software to forward call to their laptops or desktops should submit a Service Desk ticket to get started.

#### Keys

The Department of Operations is responsible for keys, which can be requested using a Facilities Work Request (Visit MMA Home Page, choose "Resources For" drop-down at top of page, then "Faculty and Staff," then "Facilities Work Request." For issues related to keys or for key requests, submit a work order or contact the locksmith at extension 5190.

## Printing and Copying

Printing and copying functions are under the oversight of the Division of Information Technology. Faculty are able to print from computers or at copiers. Related policies and procedures can be found at the following web page: <https://www.maritime.edu/academic-resources/technology/staff/printing-copying>.

Larger printing jobs are completed off campus, by FedEx, in a process overseen by the Purchasing Office. Information on large print orders can be found at the following website: <https://www.maritime.edu/academic-resources/technology/staff/printing-copying>. Large copy orders may also be sent directly to [usa0386@fedex.com](mailto:usa0386@fedex.com). The turnaround time for FedEx is usually about 48 hours.

## SSTA

The system for employees of the Commonwealth to record and account for time worked and other timekeeping and payroll functions is “SSTA,” found under the Resources for Faculty and Staff tab on the MMA website. Faculty do not have to account for their time in the SSTA system.

## Self-Service

The Self-Service system gives faculty and students access to MMA academic functions at the MMA web site. Select the “Faculty and Staff” drop down menu at the top of the page, then select “Self-Service.” There faculty can view their advisee list, view rosters, submit grades, and more.

## Blackboard

Questions regarding Blackboard access and use should be directed the Service Desk on the first floor of the ABS Information Commons (extension 5308). To review Blackboard and its offerings, visit <https://massmaritime.blackboard.com/ultra/institution-page>.

## Instructional Technology

Instructional Technology provides support and training for faculty. Information on classroom technology and instructional services can be accessed at the following link: <https://www.maritime.edu/academic-resources/technology/staff>.

## Classroom or Conference Room Reservations

Room and conference room reservations are made through “25 Live.” The system can be accessed under “Faculty and Staff” drop-down menu on the home page of the MMA website. For assistance in using the system, visit the Service Desk in on the first floor of the ABS building or contact the Help Desk at extension 5308.

## Purchase Requisitions

For items and services other than office supplies, a Request to Purchase form must be completed. These forms can be found in the Purchasing Office located on the second floor of the Harrington Building. A

quote for the items should be attached to the requisition, which should then be signed by the department chairperson and placed in the Academic Resource Center (ARC) mail box for processing. It can also be delivered to the Academic Resource Center office in the ABS building on the third floor.

### Ordering Office Supplies

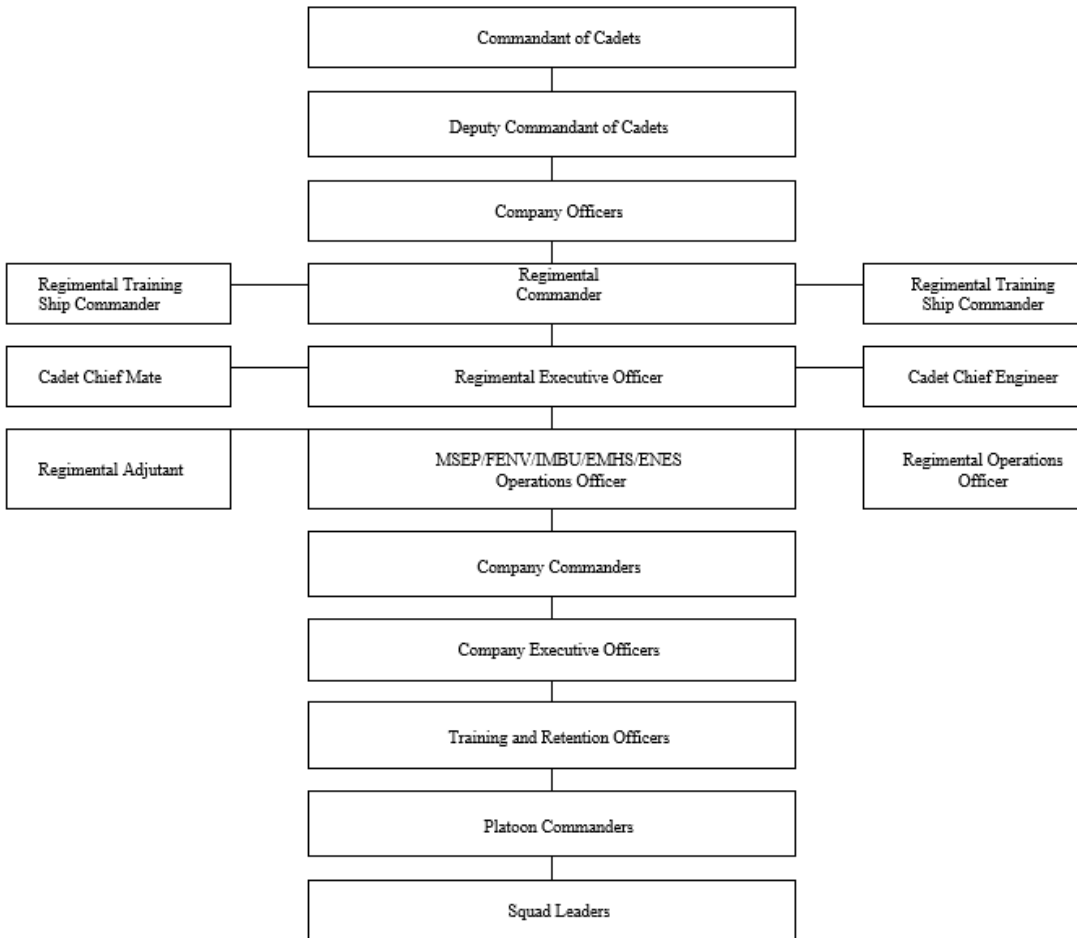
The Academy's vendor for office supplies is WB Mason. To order office supplies, a WB Mason supply requisition form must be completed. The department chairperson should have the required form. It can also be obtained from the Academic Resource Center office (3<sup>rd</sup> floor, ABS building). The requisition requires the signature of the department chairperson and should be placed in the Academic Resource Center (ARC) mail box for processing or delivered to the Academic Resource Center office.

## Section Seven: Regimental System

### Structure

The Regiment of Cadets comprises seven companies, with three platoons in each and three squads within each platoon. Two battalions comprise the seven companies. The Regiment is overseen by the Commandant of Cadets and regimental staff officers. A staff officer is assigned to each of the seven companies, and each company has a regimental command component comprising cadet officers. These cadet officers are appointed from within the senior class (known as "first class"). They are charged with leadership duties and granted the privileges normally associated with seniority. In the performance of these duties, the Cadet Officers exercise authority and assume responsibilities as they relate to command, watches, maintenance of discipline, and the routine of military drill.

## The Regimental Command Structure



## Regimental Personnel

	Number of Stripes
Regimental Staff (MMA Employees)	
Regimental Commander	6
Regimental Executive Officer	5
Cadet Chief Mate	5
Cadet Chief Engineer	5
SGA President	5
Regimental Adjutant	5
Regimental Operations Officer	5
Regimental Training and Retention Officer	5
Regimental MSEP Operations Officer	4
Regimental FENV Operations Officer	4
Regimental IMBU Operations Officer	4
Regimental EMHS Operations Officer	4
Regimental ESEN Operations Officer	4
Senior Class President	4
Regimental Community Service Officer	4
Regimental Exchange Officer	4
Regimental Intramural Officer	4
Regimental Company (Cadet Officers)	Number of Stripes
Company Commander	4
Company Executive Officer	3
Training and Retention Officer	3
Platoon Leader (3 per company)	2
Adjutant, DO, and DCO	2
Band, Honor Guard, Drill Operations Officers	2

## Regiment of Cadets

The majority of undergraduate students attending MMA are members of the Regiment of Cadets, participating in a regimented student life program and observing customs and traditions similar to those within military academies. All regimented cadets are assigned to one of seven companies. With the exception of regimental commuter students and non-regimental commuter students (see below), cadets reside on campus.

## Regimental Commuter Students

Regimental commuter students participate in the Regiment of Cadets and wear the cadet uniform, but they do not reside on campus. To be designated as regimental commuters, such students must meet certain qualifications outlined in the Regimental Manual and College Catalog.

## Non-Regimental Commuter Students

Non-regimental commuter students do not participate in the Regiment of Cadets. They reside off campus and wear civilian clothing. To be designated as “non-regimental commuters,” such students must meet certain qualifications outlined in the Regimental Manual and College Catalog.

## Cadet Uniforms

Each cadet is required to be in the complete Uniform of the Day (UOD) whenever he/she is on the 00 deck (first floor) of the dormitory or outside of the dormitory complex. The uniform of the day must be worn in the mess deck and all buildings outside the dormitory complex; this applies to the Harrington Building, Information Commons, Business Office, Academy Store, etc. Authorized exceptions to this policy include the following:

- A. Boiler suits may be prescribed for certain labs, classes, or watches by the Commandant of Cadets or by individual instructors.
- B. Authorized gym gear is allowed when engaging in recreational athletics or gym class. Authorized gym gear is MMA gear only. Civilian gym gear or athletic apparel with the logos of other colleges or teams is not authorized.
- C. The MMA travel suit and MMA PT gear may be worn to the ARC and Information Commons between 1900-2200. The MMA travel suit is the issued windbreaker jacket and pants, sneakers, and issued MMA PT shirt underneath.
- D. If the uniform of the day cannot be worn for medical reasons, the MMA travel suit must be worn in lieu of the uniform of the day. This authorization will be determined by Health Services staff.
- E. Cadets attending summer or winter classes must wear the "At Sea" uniform or the Uniform of the Day.

Note: The Commandant of Cadets has authorized cadets to wear “MMA Gear” during study hours when studying in or seeking tutoring at the Academic Resource Center. This affects item “C” above.

## Cadet Rank

Cadet rank is determined as follows: seniors are first class (1/C) cadets, juniors are second class (2/C) cadets, sophomores are third class (3/C) cadets, and freshman are fourth class (4/C) cadets. Specific privileges and responsibilities are associated with year and rank.

## Student Government

The Student Government Association (SGA) is the entity that coordinates all extracurricular activities, including trips, social events, and community service opportunities. The SGA is the liaison between the administration, regiment, outside organizations, and the student body. The student government comprises representatives from each class and elected officers. SGA funding is allocated from an assessed student fee.

## Athletics

Massachusetts Maritime Academy has a NCAA Division III athletics program. The academic performance of student athletes is closely monitored within their companies. Company officers receive deficiency reports after midterms and finals. These reports allow the Commandant’s staff to monitor the “at risk” students and



intervene, providing resources as necessary. The Athletics staff follows up with student athletes in much the same way, with student athlete academic performance monitored by coaching staff and administrators.

### Watchstanding

One of the oldest traditions of the sea, watch keeping is integral to the student experience at MMA and an essential component in the education of future industry leaders. It provides experience in responsibility, observing authority, following a chain of command, and attention to detail. It also provides students with a sense of accomplishment upon successfully completing a watch.

Watch bills are posted well in advance because watch keeping obligations supersede all other obligations, including academics. Students are, however, expected to make arrangements to have assigned watches covered by another cadet when they encounter a scheduling conflict.

### Maintenance Duties

The USCG license track cadets (Marine Engineering and Marine Transportation) are required to provide a designated number of hours of shipboard maintenance for each semester that they are enrolled. Shipboard maintenance satisfies a sea time requirement necessary to fulfill sea time required for licensure. The Cadet Chief Mate and Cadet Chief Engineer coordinate the assignment of maintenance and watch duties with the Chief Mate, Chief Engineers and the training coordinators of their majors.

## Section Eight: Maritime Resources and Sea Term

### Training Ship *Kennedy*

The training ship *Kennedy* sails annually on a sea term voyage, during which cadets in maritime license programs (Marine Transportation and Marine Engineering) accrue sea time, while cadets in other programs are afforded opportunities to participate in the seagoing experience. The ship also routinely embarks on a mini-cruise during summer months to showcase the vessel and the Academy.

### Ship Specifications

<b>Owner</b>	United States of America, Maritime Administration
<b>Operator</b>	Massachusetts Maritime Academy
<b>Builder, 1967</b>	Avondale Shipyards New Orleans, Louisiana
<b>Converted, 2002</b>	Bender Ship Repair Mobile, Alabama
<b>Completion, 2009</b>	Crowley Liner Services, Buzzards Bay, MA
<b>Length Overall</b>	540'00"
<b>Beam, Molded</b>	76'00"
<b>Height, from Baseline</b>	119'00"
<b>Draft, Design</b>	27'06"
<b>Light Ship, Tons</b>	12,892 LT
<b>Loaded Displacement</b>	18,549 LT
<b>Gross Registered, Tons</b>	13,886 GT
<b>GT-ITC</b>	13,886 GT
<b>Total Persons</b>	710
<b>GMDSS</b>	Areas I, II, III
<b>Fuel Oil, Tons</b>	2,503
<b>Water, Potable, Tons</b>	850
<b>Shaft Horsepower</b>	15,500
<b>Speed, Knots</b>	20
<b>Boilers</b>	2-D-type
<b>Propeller, 4 blades</b>	21'09"
<b>Propelling Machinery</b>	Steam, De Laval Turbine
<b>Generators</b>	2-GE ATI Turbine 1-ABB Wartsila Diesel 1-Emergency Caterpillar
<b>Lifeboats</b>	6-(76 person) Total Enclosed, Gravity Davits 2-(53 person) Total Enclosed, Gravity Davits
<b>Liferafts</b>	8-(25 person) Davit launched

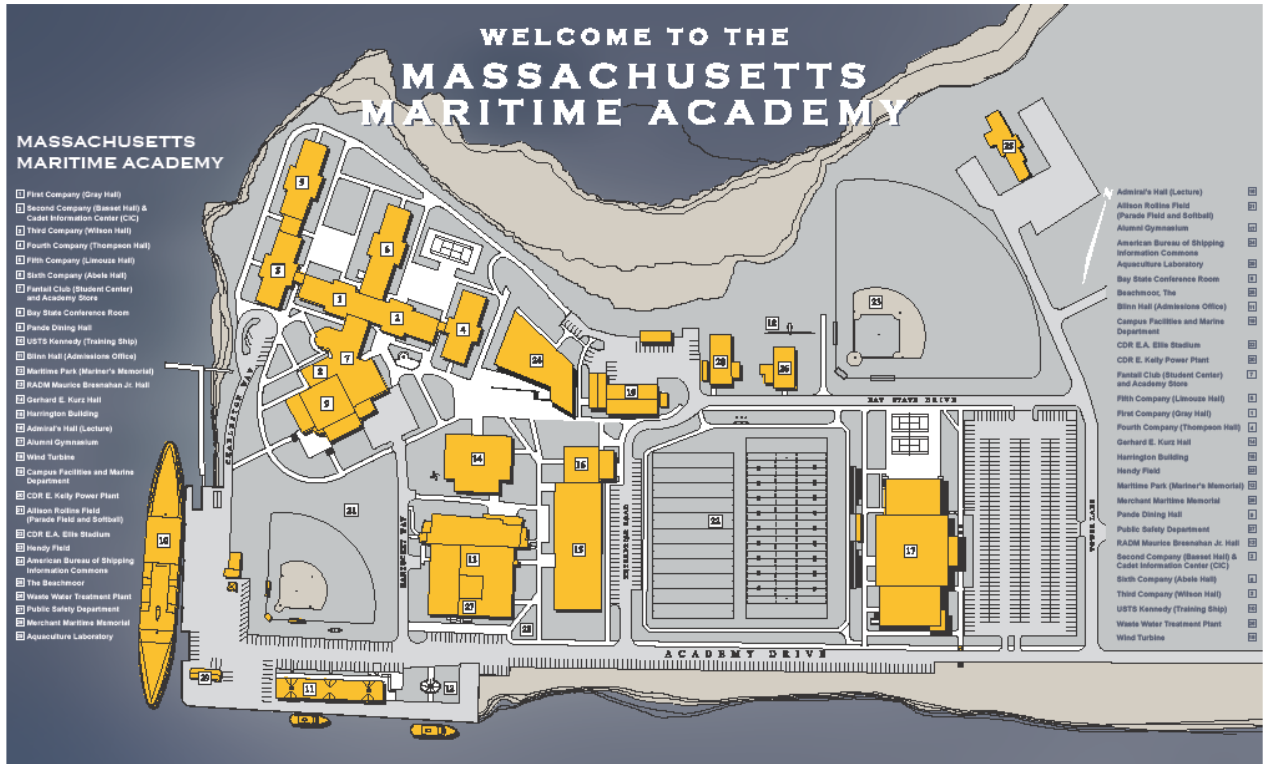
### Sea Term

An annual sea term is conducted during the months of January and February, between the two Academic Semesters. Cadets embark soon after the New Year holiday and prepare the T.S. *Kennedy* for sailing by loading provisions in the freezers and dry stores spaces.

The Sea Term is not a pleasure cruise and averages 52 days. During the voyage, each cadet will rotate through classroom and laboratory training and participate in ship operations, including deck and engine watches, maintenance, and emergency drills. Port visits offer cadets a time to relax, but still include watch responsibilities and ship's maintenance.

Cadets who select majors in Marine Engineering and Marine Transportation must complete at least four sea terms to accrue no less than 180 approved days over the four years of matriculation. Typically, 4/C, 3/C, and 1/C cadets in the license majors complete sea term on the T.S. *Kennedy*. A majority of the Second Class Cadets fulfill their Second Class Sea term on commercial vessels of the US Merchant Marine.

## Section Nine: Campus Buildings and their Functions



Below is an alphabetical list of campus buildings and facilities and their functions.

### Alison Rollins Softball Field

- Softball facility

### American Bureau of Shipping Information Commons

- Library
- Archives
- Help Desk
- 360-Degree full-mission bridge simulator
- Academic Resource Center
- Advising Office
- Office of Institutional Effectiveness
- Constitution Room (conference room)
- 50-seat smart classroom
- Computer classroom
- Office of the Assistant Dean of Academic Resources

### Aquaculture Lab

Located at the main pier, the Aquaculture Lab is a facility that supports student and faculty undertaking aquaculture and related projects.

### Beachmoor

The Beachmoor is an event facility adjacent to campus that includes some lodging on the second floor.

### Bresnahan Hall

- Multiple Engineering Labs for Marine Engineering, Facilities Engineering, and Energy Systems Engineering
- Simulators for Marine Transportation
- Engineering Classrooms
- Engineering Faculty Offices
- Division of Graduate and Continuing Education
- Center for Marine and Professional Training
- Campus Police

### Clean Harbors Athletic Center

- Athletics Offices
- Athletics Facilities

### Clean Harbors Stadium

- Sports Stadium

### Commodore Hendy Baseball Field

- Baseball facility

### Dormitory Complex

- Dormitories
- Office of the Commandant of Cadets

- Offices of Regimental Staff Officers
- Cadet Watch Station
- Office of Inclusive Excellence and International Programs
- Fantail Lounge
- ATM Machine
- Mail Room
- Health Services
- Student Government

### Fantail Lounge

The Fantail Lounge, located near the entrance to the dining facility, is a student area that provides some food and beverages and an informal common area for students.

### Flanagan Hall

- Admissions
- Financial Services
- Marine Biology Laboratory
- Auditorium-style Lecture Hall
- Marine Science, Safety, and Environmental Protection classroom

### Gerhard E. Kurz Hall

- MMA Bookstore
- Advancement Office
- Department of Career and Professional Services
- Naval Science Department
- International Maritime Business Center
- Office of Instructional and Media Technology
- Humanities Faculty Offices
- International Maritime Business Faculty Offices
- Emergency Management Faculty Offices
- Marine Science, Safety and Environmental Protection Faculty Offices
- Social Sciences Faculty offices
- Ship Model Display Room
- Conference Rooms

### Harrington Hall

- Primary Classroom Facility for MMA Campus
- Marine Engineering Faculty Offices
- Marine Transportation Faculty Offices
- Science and Mathematics Faculty Offices
- Office of the President
- Office of the Vice President of Academic Affairs
- Office of the Vice President of Operations
- Office of the Dean of Undergraduate Studies
- Office of the Vice President of External Affairs
- Office of the Vice President and Chief Information Officer
- Office of the Master of the Training Ship *Kennedy*

- Office of the Master of the Sail Training Ship *Ernestina-Morrissey*
- Enterprise Systems Office
- Office of Infrastructure Technology
- Office of the Dean of Human Resources
- Registrar's Office
- Marine Credentialing Department
- Payroll
- Finance
- Business Office
- Purchasing Office

#### Keith Hartford Sailing Center

- Manned model maritime training vessels
- Competitive sailing/rowing craft

#### Pande Dining Hall

- Cafeteria

#### Tamarack Building

The Tamarack Building, near the Bourne rotary, is an off-campus facility that houses operations, marine operations, and the boat donations program.

#### Waterfront

The campus waterfront provides berthing for the training ship and tugs, docks for small craft, and a hydrokinetic test platform.

## Appendix A: Instructional Faculty Office Locations

### Emergency Management

Professor T. Lennon; (Chair); Office: Kurz Hall 212  
Instructor M. Brock; Office: Kurz Hall 241  
Associate Professor G. Cadwalader; Office: Kurz Hall 220  
Instructor S. Coonan; Office: Kurz Hall 203  
Assistant Professor M. Gutierrez; Office: Kurz Hall 208  
Assistant Professor S. Montano; Office: Kurz Hall 203  
Assistant Professor D. Murphy; Office: Kurz Hall 217  
Assistant Professor M. Tallman; Office: Kurz Hall 208  
Assistant Professor E. Valla; Office: Kurz Hall 213

### Engineering

LCDR C. Montanez; Associate Professor; (Chair); Office: Harrington 219A  
CAPT J. Albani; Assistant Professor; Office: 208A  
CDR J. Bausch; Professor; Office: Harrington 222A  
Assistant Professor P. Carroll; Office: Harrington 210A  
Instructor T. DeMoranville; Office: Harrington 216A  
Professor D. DiMassa; Office: Harrington 215A  
Professor M. Frain; Office: Harrington 214A  
LT R. Gill; Associate Professor; Office: Harrington 217A  
CDR A. Gillis; Professor; Office: Harrington 211A  
CDR W. Haynes; Professor; Office: Harrington 220A  
LT W. Hibbard; Assistant Professor; Office: Harrington 218A  
CDR T. Hibbert; Professor; Office: Harrington C210A  
LT O. Humphrey; Assistant Professor; Office: Harrington 212A  
Associate Professor F. Maleki; Office: Harrington 216A  
LT K. McClellan; Assistant Professor; Office: Harrington 215A  
LCDR J. McDonnell; Associate Professor; Office: Harrington 218A  
CDR F. Murray; Professor; Office: Harrington 222A  
Assistant Professor G. Russell; Office: Harrington 209A  
LCDR D. Splaine; Associate Professor; Office: Harrington 221A  
Associate Professor G. Stephens; Office: Harrington 213A  
LCDR D. Trudeau; Associate Professor; Office: Harrington 218A  
Assistant Professor M. Whalen; Office: Harrington 214A  
Associate Professor W. Yu; Office: Harrington 209A

### Humanities

Professor N. Ritschel (Chair); Office Kurz Hall 223  
Assistant Professor S. Moon; Office: Kurz 227  
Assistant Professor Jenna Morton-Aiken; Office Kurz Hall 225  
Professor K. Mudgett; Office Kurz Hall 224  
Assistant Professor C. Pendygraft; Office Kurz Hall 222  
Associate Professor A. Smith; Office Kurz Hall 226

## **International Maritime Business**

Professor P. Szwed; (Chair); Office Kurz Hall 207  
Professor A. Dasgupta; Office Kurz Hall 209  
Professor M. Ghosh; Office Kurz Hall 205  
Professor L. Goulet; Office Kurz Hall 204  
Professor P. Ndlovu; Office Kurz Hall 211  
Associate Professor A. Pandey; Office Kurz Hall 206  
Associate Professor S. Tian; Office Kurz Hall 210

## **Marine Transportation**

CDR D. Mackey; Professor; (Chair); Office: Bresnahan 307  
CDR J. Belle; Professor; Office: Harrington 317A  
LCDR G. Benway; Associate Professor; Office: Harrington 318A  
CDR T. Brady; Professor; Office: Bresnahan 305  
LT K. Chicoine; Associate Professor; Office: Harrington 319A  
LT P. Cunningham; Associate Professor; Office: Harrington 306A  
LT K. DeCicco; Associate Professor; Office: Harrington 306A  
CDR J. Fitzpatrick; Professor; Office: Bresnahan 304  
CDR L. Letourneau; Professor; (Chair, Spring Semester); Office: Harrington 320A  
LT A. Llewellyn; Assistant Professor; Office: Bresnahan 303  
LCDR C. McRae; Associate Professor; Office: Harrington 307A

## **Marine Science; Safety & Environmental Protection**

Professor F. Veale; (Chair); Office: Kurz Hall 221  
Associate Professor K. Hefferan; Office: Kurz Hall 216  
Associate Professor H. Burton; Office: Kurz Hall 219  
Professor K. Jop; Office: Kurz Hall 215  
Assistant Professor K. Osborne; Flanagan Hall Science Lab

## **Naval Science**

LT M. Campbell; Professor/OIC; (Chair); Office: Kurz Hall 238  
LT D. Sands; Associate Professor/Assistant OIC; Office: Kurz Hall 228  
T. Franks; CIV, USN, HR; Instructor; Office: Kurz Hall 228

## **Science and Mathematics**

Professor L. Noble; (Chair); Office: Harrington 312  
Professor R. Aguilar; Office: Harrington 316A  
Associate Professor G. Colón; Office: Harrington 314A  
Associate Professor V. D'Orazio; Office: Harrington 308A  
Instructor M. French; Office: Harrington 308A  
Assistant Professor J. Gosselin; Office: Harrington 312A  
Professor J. Hyatt; Office: Harrington 313A  
Associate Professor R. Lam; Office: Harrington 310A  
Professor M. Loomis; Office: Harrington 314A  
Assistant Professor R. Nanna; Harrington 313A  
Associate Professor L. Norman; Office: Harrington 310A  
Assistant Professor R. Norton; Office: Harrington 315A  
Professor C. O'Donnell; Office: Harrington 309A  
Associate Professor J. Rego; Office: Harrington 309A  
Professor F. Tishkevich; Office: Harrington 311A  
Professor A. Woods; Office: Harrington 315A



## **Social Science**

Professor Q. Chen (Chair); Office: Kurz Hall 230  
Assistant Professor S. Baden; Office: Kurz Hall 235  
Assistant Professor J. Dennehy; Office: Kurz Hall 229  
Associate Professor T. Dilliplane; Office: Kurz Hall 234  
Professor C. Hannan; Office: Kurz Hall 231  
Professor R. Krishnasamy; Office: Kurz Hall 233  
Professor R. O'Leary; Office: Kurz Hall 232  
Assistant Professor J. Taft; Office: Kurz Hall 239

## **Laboratory Technicians**

W. Dunn; Office: Bresnahan 114  
L. Jones; Office: Harrington 217A  
C. Troupe; Office: Harrington 303A

## **STCW Compliance Officers**

E. Mayhofer; Office: Harrington 305B  
A. Perron; Office: Harrington 305B  
E. Vacha; Office: Harrington 305B









