



U.S. Department
of Transportation
**Maritime
Administration**

MANUAL OF ORDERS

MARITIME ADMINISTRATIVE ORDER

REVOKES

NO.

710-182

EFFECTIVE DATE

July 26, 1995

SUBJECT

PROFESSIONAL FACULTY POLICIES

Section 1. Purpose:

Pursuant to provisions of Pub. L. 96-453, 94 Stat. 1997 (Oct. 15, 1980) (Title XIII, Merchant Marine Act, 1936, as amended), this order establishes policies applicable to professional faculty members of the U.S. Merchant Marine Academy's (USMMA's) Department of Physical Education and Athletics.

Section 2. Personnel Covered:

2.01 This order applies to all professional faculty members of the USMMA's Department of Physical Education and Athletics. Professional faculty members are those employees holding the rank of Professional Faculty Instructor and performing duties as lecturers, instructors or teachers and as athletic coaches or trainers. They are distinct from academic faculty members who are those employees holding the rank of Instructor, Assistant Professor, Associate Professor or Professor, and performing duties as lecturers, instructors or teachers. To meet the needs of the USMMA, the Head, Department of Physical Education and Athletics, may be appointed in either the academic faculty or the professional faculty. Such an appointment in the professional faculty will hold the rank of Department Head.

2.02 Any present tenure-track member of the academic faculty of the Department of Physical Education and Athletics who is eligible for the professional faculty may exercise the option to change to the professional faculty on the effective date of this order. The resulting professional faculty appointment will be for a term of four years. If the option is not exercised, the individual will remain in his/her current status and thus remain subject to the provisions of Maritime Administrative Order (MAO) 710-181, Faculty Policies.

Section 3. Responsibilities of Administration:

3.01 The Superintendent, USMMA, shall provide overall supervision and management in support of the USMMA mission, explain to professional faculty members policies affecting them and keep them informed about such policies, and recommend or approve appointment, promotion, separation, and other personnel actions for professional faculty members. In the absence or non-availability of the Superintendent, the Assistant Superintendent for Academic Affairs shall exercise all of the authorities and responsibilities of the Superintendent as set forth herein.

3.02 The Assistant Superintendent for Academic Affairs shall provide professional faculty leadership and guidance on academic matters, carry out provisions of established orders and regulations, and recommend to the Superintendent changes in professional faculty policies consistent with the principles of good management. Subject to pertinent regulations of the Department of Transportation (DOT) and Maritime Administration (MARAD), the Assistant Superintendent for Academic Affairs shall evaluate the education, experience, ability, and general suitability of professional faculty members, and applicants for such positions, and, after considering the recommendation of the appropriate committee and department head, where applicable, recommend to the Superintendent appointment, promotion, separation, and other personnel actions for these faculty members.

3.03 The Head, Department of Physical Education and Athletics shall administer the department, exercising the same educational and personnel responsibilities within the department as the Assistant Superintendent for Academic Affairs exercises for the professional faculty as a whole.

3.04 The Academy Personnel Officer and the Office of Personnel shall take appropriate action on appointments, promotions, and other personnel actions.

Section 4. Responsibilities of Professional Faculty Members:

4.01 Introduction. Professional faculty members at the USMMA are civilian employees of the United States Government as well as faculty members of an accredited collegiate institution. They shall carry out their duties and responsibilities in a competent manner, maintaining high standards of conduct which reflect favorably upon the USMMA, MARAD, DOT, and the U.S. Government. As civilian employees of the U.S. Government, professional faculty members are subject to the policies, principles, and standards of conduct applicable to other employees of MARAD unless specifically excepted. Within the framework of such policies, principles and standards, MARAD subscribes to the 1970 statement of principles concerning academic freedom formulated jointly by the American Association of University Professors and the American Association of Colleges, as stated in 4.03, 4.04, and 4.05 below. Certain research, other outside activity and financial interests are subject to prior approval in accordance with DOT Order 3700.2, "DOT Regulations on Employee Responsibilities and Conduct" and MAO 770-735, "Employee Responsibilities and Conduct," as well as applicable sections of DOT Order 1210.5, "DOT Public Affairs Management Manual," DOT Order 2100.3A, "Employee Inventions," and MAO 770-735-1, "Employee Inventions."

4.02 Academic Responsibilities. Professional faculty members shall develop and conduct educational courses and programs, instruction, and academic counseling of Midshipmen. In addition to instruction in sport techniques, coaching assignments include responsibility for development of such personal growth qualities as teamwork and leadership. Additional responsibilities include development of a competitive program, establishment of team goals, national recruitment of qualified candidates, compliance with National Collegiate Athletic Association and USMMA regulations, development of community relations and involvement in the conference, regional or national level of sport administration, and sharing departmental and other academic responsibilities.

4.03 Professional Development. Involvement in professional development and currency in the field(s) of specialization are essential for all members of the USMMA professional faculty. This is necessary since continued effectiveness and vitality depend upon faculty members staying current in their professional fields. Furthermore, the credibility of the USMMA as an institution of higher learning depends to a large degree upon the professional standing of its faculty. Consequently, professional faculty members are required to remain current and contribute to their field(s) of specialization by being proactive among such activities as scholarly or professional studies, publications, participation in workshops and clinics, and involvement in leadership positions in local, regional, and national professional organizations. The primary objective, as well as the governing factor of such professional activity during regular working hours, must be the resulting enrichment and improvement of the USMMA's learning environment.

4.04 Freedom in Teaching. Consistent with established standards of conduct for U.S. Government employees, a professional faculty member is entitled to present and discuss relevant material in the classroom as he or she believes it to be most effective.

4.05 Private Activities. When any professional faculty member speaks or writes as a private citizen, he or she should remember that the public may judge his or her profession and the USMMA by the statements made. Therefore, every effort shall be made to indicate he or she is not speaking on behalf of the U.S. Government.

4.06 Bearing and Dress. Each professional faculty member, whether in uniform or civilian attire, has an obligation to maintain an acceptable appearance in bearing and dress. Uniforms, when required, are prescribed by MAO 750-594 and appropriate Superintendent's instructions.

Section 5. Appointments and Promotions:

5.01 Authority. Members of the professional faculty covered by this order are excepted from the competitive civil service under schedule A, section 213.3114(h)(10) of the Civil Service Regulations. Appointments made under this authority are "excepted appointments." Appointments, promotions, and other personnel actions involving professional faculty members must conform with the provisions of this order and applicable Office of Personnel Management (OPM) regulations for appointments under schedule A, rather than competitive civil service procedures.

5.02 Requirements.

- 1 General.** Appointments and promotions depend upon the availability of appropriated funds and personnel ceilings and the Superintendent's decision to utilize such resources for these purposes. When an appointment or promotion is to be made, except as may be otherwise authorized by law, the best qualified individual shall be selected based solely on merit and qualifications without regard to race, color, religion, national origin, marital status, sex, age, physical handicap (which does not interfere with the performance of the duties of the position), political affiliation, employee organization affiliation or personal favoritism.
- 2 Qualifications.** Appointments and promotions of professional faculty members, including the department head, shall be in accordance with qualification standards required for professional faculty Level I, Level II (see Section 11.02) and department head. Such standards are published by MARAD's Office of Personnel, based on recommendations submitted by the Superintendent. Each applicant for appointment or promotion must meet the requirements of this order and the appropriate qualification standards not later than the effective date of the appointment or promotion.
- 3 Effective Date.** Appointments shall normally be effective at the beginning of the first pay period of the academic year, but may be effective on other dates as circumstances require. Promotions from Level I to Level II shall normally be effective at the beginning of the first pay period of the next academic year.

5.03 Exceptions. Upon recommendation of the Superintendent and approval by the Director, Office of Personnel, MARAD, criteria for appointment and promotion may be waived in exceptional or meritorious cases when it is determined that applying said criteria would operate to the disadvantage of the USMMA.

5.04 Appointment of Professional Faculty Members. Appointments in the professional faculty are excepted appointments for specified time periods, up to five years. They are normally on a full-time basis but may be part-time or intermittent. The appointments terminate on their expiration (not-to-exceed) dates, and no reappointments are possible. When an appointment terminates, the position must be re-advertised for it to be filled again.

5.05 Appointment Procedure.

- 1 Selection Committee.** When an appointment is to be made to the professional faculty, the Assistant Superintendent for Academic Affairs shall appoint a Selection Committee consisting of three faculty members: the Head, Department of Physical Education and Athletics who shall serve as chairperson (if the vacancy is for department head see 5.05 4 below) and two other faculty members. To the maximum extent practicable, at least one of the faculty members shall be from the Department of Physical Education and Athletics. The Academy Personnel Officer shall provide technical guidance and assistance to the committee. The Selection Committee shall evaluate the qualifications and experience of all available candidates in accordance with the regulations and orders of OPM, DOT and MARAD, and prepare a list of qualified candidates, conducting personal interviews as required; and report on the candidates in rank order of merit and recommend the best available candidate to the Assistant Superintendent for Academic Affairs.

- 2 The Assistant Superintendent for Academic Affairs, after receiving the Selection Committee's recommendations and considering all available data, shall submit a recommendation, together with the committee's, to the Superintendent. If the Superintendent approves the selection, the appointment shall be submitted to MARAD's Office of Personnel, for processing and approval.
- 3 Upon Office of Personnel's approval of a professional faculty appointment, a new professional faculty member shall be advised in writing (duplicate) by the Assistant Superintendent for Academic Affairs of the terms and conditions of appointment, including the type of appointment, rank (Professional Faculty Instructor), effective date, termination date, starting salary and salary step, any waivers or special conditions which must be satisfied, U.S. Maritime Service rank, if applicable, and eligibility for a uniform allowance. The new appointee shall sign a copy of the appointment letter and return it to the Assistant Superintendent for Academic Affairs to indicate acceptance of the appointment.
- 4 In the event the vacancy is for department head, the Selection Committee shall consist of five members appointed by the Superintendent: normally, the Assistant Superintendent for Academic Affairs shall serve as chairperson, two faculty members appointed by the Superintendent, and two professional or academic faculty members elected by the Department of Physical Education and Athletics. The committee's responsibilities shall be the same as set forth above in 5.05 1, except that its report and recommendation shall be submitted to the Superintendent.

Section 6. Promotion Eligibility and Evaluation Procedures:

6.01 Eligibility. Professional Faculty members who meet the minimum qualification requirements for promotion from Level I to Level II, or who will meet the requirements prior to the date that such action would become effective, are eligible for consideration for promotion. The minimum qualification requirements for such promotions are set forth in the Qualification Standards for Professional Faculty Appointment and Promotion published by MARAD's Office of Personnel. In an exceptional case involving a professional faculty member who does not meet the minimum eligibility standards for promotion, the Assistant Superintendent for Academic Affairs, with the concurrence of the Superintendent, may refer the case to the Professional Faculty Personnel Committee for consideration. The committee shall consider the question of waiver concurrently with its evaluation for promotion.

6.02 Evaluation.

- 1 The Professional Faculty Personnel Committee shall consist of three members: one professional or academic faculty member elected from and by the members of the Department of Physical Education and Athletics, one member of the Academic Faculty Personnel Committee appointed by the chairperson of that committee, and one academic faculty member appointed by the Assistant Superintendent for Academic Affairs from outside the Department of Physical Education and Athletics.
- 2 Consideration of professional faculty members for promotions shall take place annually as necessary. Normally, not later than the Tuesday following Labor Day, professional faculty members will be notified by the Assistant Superintendent for Academic Affairs that applications for promotion and complete dossiers must be submitted to the Professional Faculty Personnel Committee by October 1.
- 3 The Academy Personnel Officer shall review each application against the appropriate qualification requirements set forth in 6.01 above to determine which professional faculty members are eligible for consideration and shall notify the committee of the names of eligibles, normally not later than October 10. Professional faculty members found not eligible for consideration shall be notified at the same time by the Academy Personnel Officer, in writing, and told the reasons for the finding of ineligibility.

- 4 The department head shall submit his/her evaluation and recommendation concerning each eligible candidate to the committee, normally not later than November 1, and a copy of the recommendation to the professional faculty member concerned.
- 5 The committee shall evaluate each eligible applicant taking into account the department head's evaluation, the criteria in the Qualification Standards and all other relevant information. The committee shall interview each eligible applicant and his or her department head, and may interview other faculty members. Committee recommendations shall be determined by affirmative vote of a simple majority of the members present, with all three members constituting a quorum. The recommendations for promotion, along with the applications and dossiers, will be submitted to the Assistant Superintendent for Academic Affairs, normally not later than the last business day in February. A copy of the recommendation will be provided also to the applicant concerned. The recommendations shall state the reason why the applicants are or are not recommended and the vote of the committee. All recommendations are advisory.
- 6 The Assistant Superintendent for Academic Affairs shall review the committee's recommendations and forward each application and dossier, his or her own recommendation, and the committee's and the department head's recommendations to the Superintendent for decision. The Assistant Superintendent for Academic Affairs shall provide a copy of his or her recommendation to the applicant concerned.
- 7 Normally not later than April 15, the Superintendent shall advise, in writing, each eligible applicant for promotion of the final decision. An individual denied promotion shall be informed of the reason.

Section 7. Incentive Awards:

7.01 The Professional Faculty Incentive Awards Committee shall perform the functions with respect to cash and honorary awards for professional faculty only, as described in MAO 740-451. The committee shall consist of three members: one professional or academic faculty member elected from and by the members of the Department of Physical Education and Athletics, one member of the Academic Faculty Incentive Awards Committee appointed by the chairperson of that committee, and one academic faculty member appointed by the Assistant Superintendent for Academic Affairs from outside the Department of Physical Education and Athletics.

7.02 The committee shall meet at least annually, when necessary, at a time or times specified by the Assistant Superintendent for Academic Affairs, to consider recommendations from the department head and from the Assistant Superintendent for Academic Affairs and may initiate recommendations for cash and honorary awards for professional faculty members based upon special or meritorious accomplishments or other valuable contributions to the mission of the USMMA, MARAD, and DOT. Committee recommendations shall be determined by affirmative vote of a simple majority of the members present with all three members constituting a quorum.

Section 8. Salary Step Increase:

8.01 The Professional Faculty Salary Step Committee shall perform the functions with respect to merit salary step increases as described in 11.03 below. The committee shall consist of three members: one academic faculty member outside the Department of Physical Education and Athletics elected by the members of the Department of Physical Education and Athletics, one member of the Academic Faculty Incentive Awards Committee appointed by the chairperson of that committee, and one academic faculty member appointed by the Assistant Superintendent for Academic Affairs from outside the Department of Physical Education and Athletics.

Section 9. Miscellaneous: Each committee described in sections 6, 7 and 8 is an administrative body reporting to the USMMA management.

9.01 All deliberations, reports and recommendations of the committees shall be administratively confidential and the contents of deliberations, reports and recommendations shall not be divulged or released except to the Assistant Superintendent for Academic Affairs or the Superintendent. Unauthorized release of information may result in disciplinary action. Faculty members concerned shall receive a copy of each recommendation by appropriate authorities as specified in this order.

9.02 The Assistant Superintendent for Academic Affairs shall keep the committee chairpersons informed of the current status of committee recommendations and the chairpersons shall inform members of the committees.

9.03 The Academy Personnel Officer shall provide technical guidance and assistance to each committee as necessary.

Section 10. Hours of Duty:

10.01 Professional faculty members are subject to hours of duty provisions of MAO 760-610. During working hours, when not engaged in actual teaching, coaching, office hours, committee work or other assigned tasks, professional faculty members may engage in course and lecture preparations, professional development and other related activities. Normally, such activities are to be performed on USMMA premises but may be performed elsewhere if a valid reason is given by the faculty member and when approved in advance by the faculty member's department head or higher authority. Such approval will normally be valid for the duration of the work project or for a specific period of time appropriate to the nature of the work being performed. If the request is disapproved a valid reason will be given.

10.02 Professional faculty members who are employed for less than full-time work should have a regular part-time tour of duty established when specific recurring hours of duty can be scheduled. When it is not practicable to establish a regular tour of duty of specified hours on a continuing basis, intermittent employment may be authorized on an occasional or irregular basis without regularly scheduled hours of duty.

10.03 Faculty Teaching Loads.

- 1 Professional faculty teaching loads shall be expressed in total weekly load hours. One load hour is defined as one scheduled 50-minute lecture period per week. Teaching assignments, and teaching loads, shall be made by the department head after consultation with the faculty member involved and approval by the Assistant Superintendent for Academic Affairs.
- 2 Professional faculty teaching loads should not exceed twelve load hours and should not involve more than three separate course preparations in any academic quarter. This means that the average teaching load for any professional faculty member over an academic year should not exceed twelve hours. For courses not in lecture format, 1 1/2 hours shall be counted as the equivalent of one load hour.
- 3 In assigning individual teaching loads, due regard shall be given to such factors as the total number of preparations required per week, coaching assignments, whether a professional faculty member is introducing a new course or repeating an old one, the difference in scope and/or difficulty of the course or courses being taught, class size, average teaching load over the full academic year, emergency conditions, budgetary limitations, and personnel ceilings. Subject to such considerations, load hour equivalents may be granted for approved research activities, remedial instruction, and special assignments.

- 4 In addition to the scheduled load hours, teaching duties include work preparation and equipment preparation required for conducting courses, administration of tests and examinations, grading, student evaluation, and the scheduling of at least one office hour per week for appointments with members of each section assigned, at an hour during which the section has no other assigned classes. Further, a professional faculty member is required to attend departmental meetings and faculty meetings and is expected to serve on faculty committees to which appointed or elected.

Section 11. Faculty Salary:

11.01 **Authority.** Under authority of 46 App. U.S.C. 1295g(d), members of the professional faculty who are subject to this order are compensated according to a faculty salary schedule approved by the Associate Administrator for Administration, MARAD. Each professional faculty member shall receive compensation according to his or her assigned professional faculty level (Level I or Level II), salary step, and the provisions of this section. Computation of biweekly salaries of faculty members is governed by 5 U.S.C. 5504, except as otherwise specifically provided by law.

11.02 **Faculty Salary Schedule.** The USMMA professional faculty salary schedule shall be based on the faculty salary schedule published by MARAD for academic faculty, including its cost of living increases. The designations for academic faculty rank (Instructor, Assistant Professor, Associate Professor, Professor, Department Heads) shall not be applicable. Instead, the professional faculty pay scale shall be comprised of steps 1 through 66 of the academic faculty schedule. Using the faculty pay schedule professional faculty members are placed in Level I or Level II. Those in Level I may be paid at salary steps up through step 33, and those in Level II may be paid at salary steps up through step 66.

11.03 **Salary Step Increases.**

- 1 Each professional faculty member shall be granted a one salary step increase annually provided the member is serving under other than a temporary appointment of one year or less; will have completed the preceding academic year as a faculty member at the USMMA as defined in this order (Persons entering on duty after the beginning of the academic year or who are in a non-pay status during the academic year are ineligible for a step increase for that academic year unless the individual participated in a USMMA mission-oriented program); has a performance rating of fully successful or better; and meets the acceptable level of competence required for the position and is so certified by his or her department head and the Assistant Superintendent for Academic Affairs. An acceptable level of competence is determined based on the requirements set forth in the Performance Management System issued by the MARAD.
- 2 Professional faculty eligible for an annual salary step increase may be granted one or two additional salary steps annually based on merit as evidenced by significant accomplishments under the primary criteria in section 2.1 of the Qualifications Standards for Professional Faculty Appointment and Promotion and a summary rating of Outstanding (level 5) on the faculty member's annual performance appraisal. A written recommendation for a merit increase of one or two additional salary steps shall be initiated by the Department Head, when he/she considers that such an increase is warranted. The recommendation shall be submitted to the Professional Faculty Salary Step Committee for its recommendation and forwarding to the Superintendent, via the Assistant Superintendent for Academic Affairs, for the final decision. A written merit increase recommendation for the Department Head shall be initiated by the Assistant Superintendent for Academic Affairs and submitted to the Superintendent for final decision. Professional faculty who receive a two-step merit increase are not eligible to receive a cash performance award for the same appraisal period. Those who receive a one-step merit increase may receive a cash performance award not to exceed 2% of their base salary.

11.04 Salary Policies for Certain Personnel Actions:

1 **On Initial Appointment.** A professional faculty member shall be appointed initially at a salary step in the Level to which appointed, either Level I or Level II. No professional faculty applicant shall be promised or led to believe that he or she may receive higher than the minimum salary step unless prior approval of a higher salary step has been obtained. The initial salary of a professional faculty member may be fixed above the minimum step of the salary schedule. Recommending officials shall assure that adequate attention has been given to relevant factors other than salary, such as the conduct of an adequate recruiting program, benefits to be gained from applying a higher rate, the effect of a higher rate on present professional faculty members in the same discipline, and pay relationships with professional faculty members in other disciplines. The recommendation for approval by the Superintendent of a rate of compensation above the minimum step shall be prepared in writing by the department head and the Assistant Superintendent for Academic Affairs and shall include the following:

- (1) An SF-52 "Request for Personnel Action"; the employment application showing the candidate's present salary and lowest salary the candidate will accept; the report of the Selection Committee; and other supporting documents, including information concerning the subjects to be taught and coaching or training assignments.
- (2) A statement of the relevant qualifications of the proposed appointee or special need of the USMMA for his or her service, if applicable, and the relationship of these qualifications and proposed salary to those of present professional faculty members in the same Level, listing those with a lower rate of compensation.

2 **On Promotion.** On promotion from Level I to Level II, a professional faculty member will be advanced three steps on the faculty salary schedule in addition to any annual step increase(s) to which otherwise entitled.

3 **On Reemployment After Military Service.** A professional faculty member who is entitled to restoration rights after military service shall be reemployed (1) at the Level he or she left to enter military service, at a salary rate which includes any step increases granted to him or her during the absence, or (2) if promoted while in the military service to a higher Level, at a salary rate which includes any step increases granted during the period between the date of promotion and restoration to duty.

4 **On Reemployment After Service in Other Than Professional Faculty Position in the Department or Elsewhere.** A professional faculty member who left or leaves a position to accept other employment and who was granted reemployment rights, upon exercise of those reemployment rights within time limits specified in writing at the time he or she left, shall be entitled to the salary step rate which he or she would have been receiving if he or she had rendered continuous, satisfactory service in his or her former professional faculty position.

11.05 Premium Compensation. When a professional faculty member is temporarily assigned or detailed to other than customary professional faculty duties and responsibilities requiring overtime, compensation may be authorized in accordance with MAO 760-610. Payment, when authorized, shall be computed in accordance with MAO 760-610.

Section 12. Faculty Training and Development:

12.01 Professional faculty development, education and training, and payment of travel, subsistence, or other expenses in connection with attendance at meetings, seminars and symposiums shall be in accordance with the policies and procedures set forth in MAO 740-410.

12.02 Leave Without Pay (leave of absence) for study, research, travel, teaching, or other experience may be granted when such leave would result in increased job ability which is expected to result in improvement in the education offered by the USMMA and the professional faculty member agrees to return to the USMMA at the end of the leave period.

- 1 A professional faculty member who is granted leave without pay for purposes of training, such as updating experience, technical knowledge, and skill, will have such time credited toward the requirement for a salary step increase.
- 2 Pursuant to current OPM regulations: credit toward civil service retirement is granted for all leave without pay which does not exceed six months in the aggregate in any calendar year, Federal employee life insurance continues without cost to the employee while he or she is in a non-pay status for up to 365 days, and an enrollment in a Federal health insurance plan continues without salary withholdings from the employee for a period not to exceed 40 hours in a non-pay status. The regular employee contribution is necessary after this period.

Section 13. Separations:

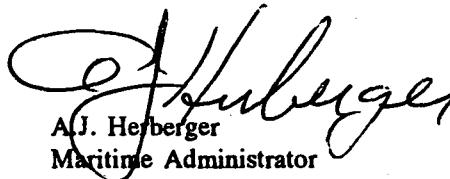
13.01 Reduction in Force. A reduction in faculty may be required as a result of a lack of work, shortage of funds, insufficient personnel ceiling, reorganization, the exercise of reemployment rights or restoration rights, or the reclassification of an employee's position due to erosion of duties. In such event, notification and other procedures shall be in accordance with law, rules and regulations, and negotiated provisions of the collective bargaining agreement.

13.02 Resignation and Retirement. Although professional faculty members may resign or retire voluntarily at any time, to the extent practicable at least six months written advance notice is expected and such separations should normally be arranged to become effective at the end of an academic year.

13.03 Separation for Cause. Separations for cause shall conform to the procedures required by law, rules, regulations, this order, and the negotiated provisions of the collective bargaining agreement. If a professional faculty member receives a proposal to remove him/her for cause, the faculty member may request a review before the Professional Faculty Personnel Committee (See section 6.02 of this order). The faculty member must request such a review, in writing, not later than five calendar days after receipt of the removal proposal. The request must be made to the Assistant Superintendent for Academic Affairs. Use of this review procedure does not preclude the faculty member from following the procedures in statute or the collective bargaining agreement for providing an answer to the removal proposal to the deciding official. Committee recommendations concerning removal shall be submitted in writing to the Assistant Superintendent for Academic Affairs within twelve working days of receipt of the faculty member's request for a review.

Section 14. Laws and Regulations Applicable to the Professional Faculty Members:

Section 1308(d) of the Merchant Marine Act of 1936, as amended, (46 App. U.S.C. 1295g (d)) provides that faculty members shall be subject to laws of general applicability to civilian employees of the United States except as specifically authorized by section 1308(d) or other provisions of law. Therefore, professional faculty members are subject to the provisions of this order and to all other MARAD and DOT orders pertaining to civilian employees unless specifically excluded from coverage. Thus, professional faculty members are subject to civil service provisions which pertain to such matters as veteran preference, performance ratings, annual and sick leave, health benefits, retirement, life insurance and incentive awards.


A.J. Herberger
Maritime Administrator