

SEAVER COLLEGE

F A Q Book

for Faculty, 2008



This handbook is intended to provide the answers to the most Frequently Asked Questions posed by full-time faculty members at Seaver College

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A MESSAGE FROM THE DEAN EMERITI

In 1858, John Henry Cardinal Newman described the ideal university as a residential community of students and teachers devoted to intellectual and spiritual matters. Unfortunately, few institutions of higher education today have managed to approach this ideal. There are widespread reports, nationwide, of low morale among teachers who feel overwhelmed and under-appreciated, performing work that seems mindless and mechanical. At the heart of this problem is the lonely work of teachers who often feel disconnected from administrators, colleagues, and many of their students.

Many in higher education speak of creating learning communities to address this issue. This idea of community is so appealing to many of us at Seaver College that my office has embraced it and has adopted the theme of “Building Community” as our focus for the college for the next few years. This is a challenging agenda. However, I am convinced that the building of a residential, liberal-learning community is an essential step in the larger goal of academic excellence within the context of Christian mission.

We are also fully aware that building community is an ongoing process and will always be unfinished work. As Martin Buber reminds us, “The empirical community is a dynamic fact. It does not take away (a person’s) solitude but fills it, makes it positive. It thereby deepens the consciousness of responsibility for the individual. The community does not have its meaning in itself.” As many of us know, one of the joys of teaching is the joy of participating in learning communities. I hope you will join us in one or more of the many programs we will initiate in the coming years and fully experience the joy of working as a co-learner in a collaborative setting.

W. David Baird
Dean Emeriti of Seaver College

A MESSAGE FROM THE DEAN

The vocation of a faculty member is simultaneously an exhilarating and intimidating endeavor. The challenges have never been greater for the scholar teacher; the explosion in information and the increasing expectations of the professoriate demand the utmost from today's professor.

Seaver College strives for excellence in all areas of the academic enterprise and attempts to weave seamlessly the curricular and co-curricular expectations. We earnestly long to participate fully in the intellectual, spiritual, emotional, and psychological growth of our students. We desire to help empower our students to seriously consider the implications of a life that loves the Lord our God with all our heart, soul, strength, and mind, and our neighbor as ourselves.

Higher education today remains paradoxically one of the most admired and yet critiqued institutions in America. Colleges and universities suffer no lack of constituencies offering advice, encouragement, and criticism. At Seaver College, we take our vocation as professors most seriously; we recognize and acknowledge that we have been entrusted with a most precious treasure – the future of our global community. As we live our lives among our students, and share the wisdom we have gained through our rigorous study and reflection, may God grant us the energy and discernment to serve this university and our profession with honor and integrity.

Rick R. Marrs
Professor of Religion and Dean of Seaver College

CHAPTER I

OUR MISSION

CHAPTER I

OUR MISSION

A. INTRODUCTION

As members of the Seaver College faculty, we have special opportunities and benefits. As teachers, we prepare future generations for full and successful living, or for what George Pepperdine called “a life of usefulness.” To see students realize some of their God-given potential is the purest of pleasures. We teach in beautiful surroundings and enjoy a scholarly community of talented and gracious colleagues. And we are part of an institution that has a “will to excellence, a growing reputation for quality, and a sense of optimism for the future.” Of course, our quest for truth and perfection is always elusive, but as teacher-scholars we find significant meaning in the search rather than in the attainment of ultimate goals.

This edition of the *FAQ Book for Faculty* is intended to serve as a ready reference for the faculty on important areas of College and University policy. The *FAQ Book* reflects official policy on the matters covered, but it is not meant to be comprehensive. Other important documents such as accreditation standards, internal procedural statements, and standards of legality are sources of College and University policy as well.

Faculty members, especially new faculty members, should read the pages that follow inasmuch as they, along with the faculty contract and supplemental policy and procedure statements, will largely determine faculty rights and duties with respect to the University, College, and students. The definition of policies and procedures should provide guidance and avoid misunderstandings. Acceptance of a faculty appointment constitutes an agreement by the faculty member to abide by the policies and procedures of the University, including all amendments thereto. The provisions of this handbook are subject to change through normal College and University processes.

The 2006 and 2008 editions of the *FAQ Book for Faculty* were compiled and modified with the help of a committee of the Seaver Faculty Association Executive Committee. Indeed, nothing appears here that has not been reviewed, although not necessarily approved by members of the SFA Executive Committee. Future editions of the *FAQ Book* will follow this collaborative process. Readers will find that the text of the 2006 and 2008 editions have been annotated with notes citing when particular sections first appeared in the handbook and when they were amended. These notes will demonstrate that the *FAQ Book*, like most organic documents, has been evolutionary in its development.

B. THE MISSION OF PEPPERDINE UNIVERSITY

Pepperdine is a Christian university committed to the highest standards of academic excellence and Christian values, where students are strengthened for lives of purpose, service, and leadership. The mission of Pepperdine University has remained consistent during its history. The statements of mission, direction, and values that the University affirms today are built on George Pepperdine's founding address (1937), the Pepperdine University Affirms statement (1970), and The Mission of Pepperdine University (1999).

1. HISTORY

A successful businessman, Mr. Pepperdine founded George Pepperdine College to implement his vision of a college based upon Christian values for men and women from all walks of life. He donated the funds to purchase thirty-four acres in Los Angeles. With 167 students, the College was dedicated on September 21, 1937. Mr. Pepperdine was an active leader in the Churches of Christ, with which the University has maintained a vital relationship since its inception.

From 1937 to 1970, Pepperdine was primarily a small, undergraduate liberal learning college. In 1971, with the addition of professional schools, the College became Pepperdine University. Through the generous support of Mrs. Frank Roger Seaver, the current 830-acre Malibu campus was dedicated in 1972. Seaver College (the undergraduate school), the School of Law, the School of Public Policy, and the University's principal administrative offices are located on the Malibu campus.

The George L. Graziadio School of Business and Management and the Graduate School of Education and Psychology are professional schools headquartered in Los Angeles, with multiple education centers located throughout Southern California. Though primarily focused on educating adult professionals, both schools offer residential programs on the Malibu campus.

2. PEPPERDINE UNIVERSITY TODAY

Today, Pepperdine University is a selective, mid-size, comprehensive university offering bachelor's, master's, and doctoral degrees in a wide range of disciplines. Pepperdine enrolls approximately 8,000 full-time and part-time students, with a full-time faculty of more than 300 professors and scholars. The University is particularly proud of its role in the greater Los Angeles area, one of the most vibrant and exciting regions of the world, providing students with enriched learning and service opportunities.

Pepperdine owns and operates campuses in Argentina, England, Germany, and Italy, and for study-abroad programs. It offers regular programs in many other countries for both graduate and undergraduate students and has developed strategic alliances

with world-class universities throughout Europe, Asia, Australia, and Latin America to facilitate student and faculty exchanges.

The University continuously improves the quality of its educational programs and facilities. The new Drescher Graduate Campus in Malibu is designed to include The Graziadio School of Business and Management, the Graduate School of Education and Psychology, and the School of Public Policy.

3. VALUES

The most distinctive feature of Pepperdine University is its commitment to academic excellence in the context of Christian values. Mr. Pepperdine's original statement of purpose in 1937 continues to resonate with the mission of the University today:

"Therefore, as my contribution to the well-being and happiness of this generation and those that follow, I am endowing this institution to help young men and women prepare themselves for a life of usefulness in this competitive world and to help them build a foundation of Christian character and faith which will survive the storms of life."

This dual commitment to academic excellence and Christian values is more fully articulated in the affirmation statement in the University's catalogues and publications:

Pepperdine University Affirms

That God is

That He is revealed uniquely in Christ

That the educational process may not, with impunity, be divorced from the divine process

That the student, as a person of infinite dignity, is the heart of the educational enterprise

That the quality of student life is a valid concern of the University

That truth, having nothing to fear from investigation, should be pursued relentlessly in every discipline

That spiritual commitment, tolerating no excuse for mediocrity, demands the highest standards of academic excellence

That freedom, whether spiritual, intellectual, or economic, is indivisible

That knowledge calls, ultimately, for a life of service.

4. GOVERNANCE

The University is governed by a forty-member, self-perpetuating Board of Regents. To maintain the University's vital relationship with the Churches of Christ, the majority of regents are active members of that faith community. Regents are selected to represent a broad diversity of community and professional interests. The authority of the regents and the relationship with the Churches of Christ are defined in the Articles of Incorporation and Bylaws. The impact of this religious affiliation permeates the University and its programs.

5. EDUCATIONAL PROGRAMS

The University implements its mission through a variety of educational programs. In each school and program, the University strives for: (1) an excellent and demanding educational experience that focuses on the student as the heart of the learning experience, and (2) a Christian values focus that challenges the student to examine the moral, ethical, and spiritual dimensions of learning and life.

Seaver College, a highly selective undergraduate college of approximately 3,000 students, offers a rigorous core curriculum with majors in a variety of disciplines. A majority of Seaver students live on the Malibu campus, enabling participation in a broad range of activities beyond the classroom, ranging from the arts to athletics. More than half the undergraduates study abroad. Seaver College also offers selective master's degree programs.

The University's four professional schools offer graduate programs in management, education, psychology, law, and public policy. While providing a values-centered education within their disciplines, each of the four professional schools emphasizes the University's mission of service to others through societal leadership. Beyond the traditional graduate programs in these fields, the University offers a broad range of programs for adults engaged in lifelong learning.

6. THE FACULTY AND STAFF

Faculty and staff members support the University's mission of academic excellence and Christian values. They serve as role models and mentors, as well as teachers and scholars; the faculty members are committed to the primacy of teaching and learning. Virtually all tenured or tenure-track faculty members have earned terminal degrees in their disciplines. Students and alumni consistently cite the quality, accessibility, and caring nature of the faculty and staff as among Pepperdine's major strengths.

7. THE STUDENTS

Pepperdine students come from all fifty states and more than seventy nations. The students represent a wide variety of religious, cultural, ethnic, and socioeconomic

backgrounds. The University embraces this diversity, which enriches the educational process. Students of all ages are enrolled, reflecting the University's commitment to lifelong learning.

8. ALUMNI, PARENTS, FRIENDS, AND ADVISORS

Pepperdine is supported by a strong and vibrant constituent network composed of alumni, parents, friends, donors, volunteers, and advisors. The more than 80,000 alumni of Pepperdine University are highly successful in both graduate study and in a wide variety of professional interests. Alumni join parents, friends, and donors in serving the University through a variety of volunteer advisory boards, support councils, and committees.

9. DISTINCTIVENESS

The University is blessed with many assets to achieve its aspirations: a clear vision and mission, a consistent and guiding spiritual heritage, an intellectually vibrant and caring faculty and staff, excellent students, small student-focused classes, a strong core curriculum combined with leading-edge programs, a unique global perspective and emphasis, an embracing of diversity, a beautiful and spiritually uplifting campus in the world's most exciting region, and strong alumni, community, and financial support.

Among the 3,500 colleges and universities in the United States, and the thousands more abroad, Pepperdine aspires to establish its distinctive place in higher education. Pepperdine University seeks global recognition as an academically outstanding, mid-size, comprehensive university grounded in Christian values, dedicated to strengthening its graduates for lives of purpose, service, and leadership in the twenty-first century.

10. ACCREDITATION

Pepperdine University is accredited by the Accrediting Commission for Senior Colleges and Universities of the Western Association of Schools and Colleges. In addition, a number of Seaver College academic programs are nationally accredited.

C. THE MISSION OF SEAVER COLLEGE

1. FOREWORD

It has been rightly observed that we never rise higher than our dreams. Nor are we likely to stumble accidentally into greatness. Rather, we must illuminate the path we intend to take with as much clarity as possible. In March 1998, the Pepperdine University Strategic Planning Committee adopted the Seaver College Integrated

Strategic Plan. Although currently under revision, this plan presents a comprehensive picture of the College as it is and an image of what it hopes to become.

Set out below is the all-important introduction to that larger plan. The goal of this introduction is to paint with a broad brush what is detailed with considerable specificity in the complete planning document – laying out what we believe ourselves to be and helping us see our way into the future.

2. THE MISSION OF SEAVER COLLEGE

Seaver College exists to provide a link between the knowledge and wisdom of the past and present with the challenges of the future. The College is a community within the larger Pepperdine University community which integrates several groups: teachers committed to a life of instruction and scholarship; students preparing to assume responsible roles in contemporary society; staff members, volunteers, and donors committed to advancing the goals of the community; and administrators and regents charged with helping to achieve these goals.

Seaver College is primarily undergraduate and residential. It is selective in enrollment and committed to high academic standards. Its task is to prepare persons of diverse economic, social, ethnic, and religious backgrounds to become moral and intellectual leaders and to challenge them to value service above material success. To accomplish this task, Seaver faculty members, administrators, and staff members serve as role models, both as professionals and as human beings who are committed to excellence and motivated by personal faith in God. Students benefit from many small classes, a nurturing campus environment, opportunities for diverse social interaction, and individual attention from these teacher-mentors.

Seaver is a liberal arts college. As such, it nourishes and transmits the noblest ideas of Western culture – the achievements of science and technology as well as the artistic, intellectual, and ethical heritage of the Western world. At the same time, the Seaver curriculum and co-curriculum also reflect a modern, global worldview much broader than that of the West and more complex and egalitarian than in former times. Nor does it isolate itself from the nature of life and the economic realities of our own age. Therefore, many subjects are studied that are not included in the traditional categories of the liberal arts. Nevertheless, the College is completely committed to the spirit and intent of the traditional baccalaureate: the sharpening of the mind, the ennobling of the heart, the broadening of the vision, and the cultivation of the arts of speaking and writing which result in civilized and fruitful discourse. It is likewise devoted to the relentless search for truth in an atmosphere of freedom of inquiry: to think, to question, to doubt, to believe, and to affirm.

Seaver College places the students' total development at the heart of its educational strategy. The College therefore recognizes the importance of both the curriculum and the co-curriculum. It strives to effect the total development of the student –

intellectual, physical, emotional, social, and spiritual – and to lay the foundations of lifetime learning. It recognizes that learning takes place constantly, in every facet of the student's life, and therefore seeks to integrate and direct this complex of experiences toward its developmental goals.

Since there is a significant correlation between the degree of individual student involvement in the life of the college and success in effecting student development, concerted effort is made to maximize the involvement of each student in the larger life of the College.

Seaver is a Christian college. As such, it affirms in undergraduate and graduate programs that there are sources of truth deeper than those of secular culture: Moses, purveyor of divine laws; Amos, crying out for social justice and unfeigned piety; Paul, overwhelmed with both the reality of sin and the joy of forgiveness; and ultimately, Jesus of Nazareth, in whom God is uniquely revealed, and by whose death and resurrection all humankind can receive reconciliation with God. The study of religion and the opportunity for corporate worship are integral elements in the Seaver experience. A commitment to Christian beliefs regarding the origin, nature, and destiny of humanity permeates the curriculum. The College's ties to the Churches of Christ call it to a serious commitment to Biblical Christianity. Thus, in its mission, Seaver College seeks to remain true to the most profound insights of the religious movement which constitutes its heritage.

3. THE SEAVER ADMINISTRATION AND STAFF

a. COMMONALITY

Administrators and staff members at Seaver College plan, structure, organize, supervise, coordinate, and carry out tasks which facilitate the work of the faculty and the interaction of faculty members and students, and which provide the co-curricular environment in which student development occurs. They share with the faculty the responsibility for achieving the college's goals within the framework of its mission statements. They must therefore share many of the same qualities and values which characterize the faculty. These include:

Thorough preparation. Seaver administrators and staff members have adequate experience and/or professional preparation to perform with excellence, and a strong interest in constantly improving performance and skills.

Strength of character worthy of emulation. Administrators and staff members interact with students daily and in those interactions teach by example. In demonstrating a service orientation, maturity, and ethical clarity, they serve as role models along with the faculty. This aspect of their responsibility is no less important than the specific tasks which they perform.

A devotion to Christian moral and ethical values based upon a personal spiritual commitment. The power of these values is dependent upon an honest allegiance to them. Consequently, Seaver College, as an independent, church-related institution, appoints administrators and staff members who are themselves unreservedly committed to such values and who discipline their own lives by them. A significant majority of them base their commitment to such values, and their daily lives, on an active personal faith in Jesus Christ, and live out that faith in their churches and communities.

A sense of servanthood. Administrators and staff members understand themselves to be servant leaders, recognizing that commitment to Seaver's mission and the welfare of the Seaver faculty and students is the primary factor in every decision made, every task accomplished, and every personal interaction undertaken inside or outside the college.

b. DIVERSITY

Diversity is as significant among administrators and staff members as among the faculty and students. These groups, therefore, all exhibit diversity in cultural and racial heritage. Men and women are both represented. The makeup of the administration and staff reflects the University's Christian character, and within Christianity its strong historic relationship to Churches of Christ, while fully recognizing the valuable contributions of others who complement and share a commitment to the mission of Seaver College. Regardless of race, creed or cultural origins, all staff members and administrators will demonstrate a high level of competence.

Implementation and Evaluation. It is the responsibility of those who hire, supervise, and evaluate staff and administrators of the college to ensure that those under their supervision reflect the qualities noted above.

4. THE SEAVER FACULTY

a. COMMUNITY

Seaver College of Letters, Arts, and Sciences is a community of scholars within Pepperdine University sharing the ongoing process of intellectual discovery and personal growth. The faculty forms the nucleus of this community, and its interaction with students is the community's central activity. The Seaver faculty draws its strength from both its commonality and its diversity.

b. COMMONALITY

Seaver faculty members share the following qualities and values:

Excellence and satisfaction as teachers of undergraduate students. Seaver's primary mission centers on its impact on students, especially undergraduate students. Seaver faculty members therefore strive to be excellent teachers – well prepared, fair, enthusiastic, innovative, and constantly improving. The priority which they place on teaching can be seen in such things as the level of energy expended in preparing for instructional activities, creativity in using varied methods of instruction, and sensitivity to student needs and questions in and out of the classroom.

Thorough academic preparation. Seaver faculty members have acquired the highest appropriate degrees in their areas of teaching and research. This initial preparation becomes the basis for continued intellectual growth, active participation in professional organizations, and contributions to the disciplines of academic specialization.

Strength of character worthy of emulation. The ideal relationship between teacher and student at Seaver College is more than mere academic interaction; therefore, faculty members at Seaver seek to be role models as well as academicians. While this fact does not imply that faculty members lack the right to private lives beyond the confines of the college, it does call attention to the Seaver philosophy of educating the whole person and recognizing that such an education extends beyond the classroom. The faculty's strength of character, maturity, and ethical clarity are integral to the heritage it seeks to pass on to students.

An inquisitive spirit. The love of learning and a critical approach to knowledge are the beginning of scholarship. The Seaver faculty views learning and discovery as exciting and takes special joy in them. The faculty is in fact a community of life-long learners who have never stopped growing intellectually. Research at Seaver is not a sterile professional exercise but rather the natural fruit of an inquisitive spirit. Seaver faculty members often share their research with the wider scholarly community through publication or oral presentation, and the spirit which generated these discoveries is highly valued.

A devotion to Christian moral and ethical values based upon a personal spiritual commitment. The power of these values is dependent upon an honest allegiance to them. Consequently, Seaver College, as an independent, church-related institution, gathers scholars who are themselves unreservedly committed to such values and who discipline their own lives by them. Most Seaver faculty members base their commitment to such values, and their daily lives, on a personal faith in Jesus Christ, and live out that faith in their churches and communities.

A sense of servanthood. One of the paramount Christian values is this: "Whoever wants to become great among you must be your servant." While it is the responsibility of the University to provide adequate support and compensation to the faculty, excellence in the respected serving professions comes from within.

This fact not only influences the activities of the Seaver faculty within the University but also results in service to the larger community through the religious, civic, political, social, and cultural life of the local communities in which faculty members live.

c. DIVERSITY

The strength of the Seaver faculty consists not only in its commitment to shared values, but also in its diversity. This diversity broadens the students' horizons and contributes to an objective search for truth. The faculty exhibits a balance between age and youth, varied levels of experience, and differing rank and tenure status. Men and women are both represented. Faculty members have varied undergraduate and graduate experiences, cultural and racial heritages, and areas of special interest and expertise. Individual faculty members excel in various ways and with varying combinations of teaching, research, and service. The makeup of the faculty reflects the university's strong historic relationship to the Churches of Christ while fully recognizing the valuable contributions of those who, while not members of the Churches of Christ, complement and share a commitment to the mission of Seaver College.

5. THE SEAVER STUDENT

Seaver College is committed to the concept that the total development of the student is the heart of the educational enterprise. The student body of Seaver College consists primarily of full-time residential students. A description of the Seaver student must include both those qualities that initially won admission to a selective program and those that the student and society at large should expect the college to add or to enhance during the period of matriculation.

- a. All incoming students should share the following characteristics:
 - An outstanding record of academic performance and service activities that indicates emerging maturity and promise of continuing growth.
 - Strong moral character evidenced by past actions, such as explicit examples of mature ethical and moral decision-making, responsible and productive behavior, exhibition of a spirit of servanthood, and commitment to volunteer participation in institutions such as church, school, and nonprofit public service agencies and projects.
 - An inquisitive mind and a willingness to learn.
 - Creativity and special talents, especially the capacity for leadership – professional, personal, and social.

Exposure to intellectual, social, and cultural diversity is also essential in the liberating process of education. The student body of Seaver should therefore include persons of differing economic and social status; geographical origins, both foreign and domestic; and racial and cultural heritage. The Seaver student body should represent a diversity of religious heritages, Christian and non-Christian, while at the same time reflecting the University's Christian character and its relationship with Churches of Christ.

The Seaver curriculum emphasizes both breadth (through general education) and depth (through a concentration in one discipline).

- b. All graduating students should share the following characteristics:
- The ability to continue the quest for knowledge and insight and to adapt to constant changes spurred on by the excitement of discovery and aided by an understanding of the nature and techniques of intellectual research.
 - The ability to think clearly, logically, independently, and critically – to synthesize and integrate knowledge, not simply to accumulate it.
 - The ability to communicate and to understand the communication of others: to read, to listen, to speak, and to write effectively.
 - A broad cultural perspective, defined by an exposure sufficiently broad to ensure familiarity with the history, literature, philosophy, and achievements of Western culture, as well as a sense of the global interaction between Western and non-Western civilizations. This would naturally include a developed aesthetic sense capable of appreciating the arts, a grasp of the basic process of scientific discovery, and knowledge of the present state of human understanding of the physical and social world.
 - Moral integrity and a sense of personal values, seen as a capacity and willingness to make value judgments based on a serious consideration of Christian ethics. While students may or may not accept these views as their own, they will be encouraged to consider seriously the question of Christian values in making life decisions.
 - An enhanced potential for service in a chosen profession, in public life, and in the support of cultural life of a chosen community. Seaver students will be leaders – leaders, however, of a special kind, exercising leadership for the common good rather than for mere personal or material gain.

CHAPTER II

ADMINISTRATIVE AND ACADEMIC ORGANIZATION

CHAPTER II

ADMINISTRATIVE AND ACADEMIC ORGANIZATION

A. FACULTY STATUS

(Included since 1978; modified 2002, 2006)

Faculty status at Seaver College takes the following forms:

1. ADJUNCT

Adjunct appointments are made on a term-to-term basis and carry the designation of adjunct instructor or adjunct professor. Teaching responsibilities usually involve only one course per term and are limited to a maximum of two. The policies outlined in the regular faculty handbook do not always apply to adjunct teachers. A separate handbook is prepared for adjunct teachers and may be obtained from the Dean's Office.

2. DISTINGUISHED

Occasionally, the University may designate a faculty member who has had a long and distinguished career as distinguished professor. This rank is reserved for the most meritorious. To qualify, one will normally have spent nine years at the rank of professor. In addition to the requirements for professor, candidates for this rank have to be of recognized standing among specialists in their respective field of study. Review by the Rank, Tenure and Promotion Committee includes evaluation by three external peers of recognized standing in the candidate's field of specialization. Appointment to distinguished professor is for a period of five years and carries with it a salary increase equivalent to that of a rank promotion. To be reappointed, the candidate must apply for and receive a favorable recommendation from the Rank, Tenure and Promotion Committee and the dean of the College. Reappointment to Distinguished Professor follows the same procedures as the five-year review (see Section XI of the RTP handbook). Reappointment may be either at the same salary level or at a level increased by the amount of a step advancement. The salary for those not reappointed will be frozen at its current level until the Professor III salary surpasses it.

3. EMERITUS

(Approved by University Faculty Council, March 5, 2003; University Education Council, December 17, 2003)

Any professor or associate professor with ten or more years of full-time experience may, at the point of retirement, apply for and be granted the honorary rank of Professor Emeritus. The professor may choose to have his/her application supported

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by letters of recommendation from faculty and/or from recommendations by the appropriate school's Rank, Tenure and Promotion (or Tenure) committee. The dean will review the application of the candidate and forward the appropriate comments and recommendations to the provost who, in consultation with the president, will determine whether to grant the rank of Professor Emeritus.

The minimum criteria for consideration to receive the honorary rank of Professor Emeritus are as follows:

- a. Ten or more years of full-time, professorial service within the University;
- b. Holding the rank of associate professor or professor upon retirement;
- c. A record of excellent service in one's field of academic specialization and within one's school and department;
- d. A record of positive moral and ethical behavior, both inside and outside the University; a record of support for the University's mission;
- e. A desire to remain associated with the school and the University.

Once bestowed, the privileges and benefits associated with the rank of Professor Emeritus may be declined by the retired faculty member for personal reasons. The rank may also be withdrawn by the school or the provost, but only for just cause.

The University will recognize and support its faculty emeriti in the following ways:

- a. Special recognition at a graduation ceremony at the time of retirement;
- b. Notification of retirement, and the awarding of the honorary rank of Professor Emeritus, in both internal and external media;
- c. Name listed in the school catalog;
- d. Presentation of a special medallion to be worn at future graduations, or whenever academic regalia is worn;
- e. Continued access to a University e-mail address;
- f. Invitations to attend public University events and functions;
- g. Continued access to University libraries, athletic events, and recreational activities commensurate with other full-time faculty as determined by the Provost.

Deans, department chairs, program directors, and other University administrators will be encouraged to use faculty emeriti as mentors and as a source of intellectual and moral support for members of the faculty.

4. FACULTY PERFORMANCE AWARDS

(Approved by Seaver College Cabinet, RTP, and SFA, Spring 2001; amended according to SFA Executive Committee proposal, Spring 2005)

a. Eligibility

At the time of their five-year, post-tenure review, faculty members undergoing the review who hold the rank of Associate Professor III or Professor III are eligible for a performance award.

b. Process

i. FPAs will be determined by the Dean of Seaver College. In making FPA decisions, the Dean of Seaver College shall review the following:

- The applicant's Faculty Data Form;
- The portfolio and supporting materials submitted by the applicant during his or her five-year review;
- The division chairperson evaluation submitted during the five-year review; and
- The evaluative report prepared by the RTP committee upon completion of the five-year review.

ii. The Dean of Seaver College should assess all applicants in the following areas:

- Teaching effectiveness;
- Scholarly activity;
- Service;
- Support for the mission of the University.

c. Evaluation

(Updated in 2005)

i. Based upon the independent review of the Dean of Seaver College, each applicant will be ranked into one of six categories. Candidates who have not displayed a consistent pattern of support for the mission or who do not support the mission in their submitted materials will be placed into Category VI (see below). Therefore, the following category descriptions focus upon the areas of teaching effectiveness, scholarly activity, and service.

The evaluation process assumes the use of the following descriptors:

Poor Marginal Good Very Good Outstanding

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Category I (\$5,000): Faculty member must be Professor III and have minimum rating of 1 “very good” in teaching, 1 “very good”, and 1 “outstanding”.

Category II (\$4,000): Faculty member must be Professor III and have minimum rating of 2 “very good” (in teaching) and 1 “good”.

Category III (\$3,000): Faculty member must be at least Associate Professor III and have minimum rating of 1 “very good” and 1 “good”, with at least “good” in teaching, but with no “marginal” or lower.

Category IV (\$2,000): Faculty member must be at least Associate Professor III and have minimum rating of 2 “goods” (1 in teaching), and 1 “marginal”.

Category V (\$1,000): Faculty member must be at least Associate Professor III and have 1 “good” (in teaching), and no “poor” in any category.

Category VI (\$0): Faculty member not meeting Categories I-V will be placed in Category VI.

- ii. Once granted, an FPA becomes a permanent addition to a faculty member’s base salary. Faculty members are eligible for an FPA at the time of each five-year review. Faculty members who leave Pepperdine and subsequently return to the University will not have their FPA reinstated until the time of their eligibility for a five-year review.
- iii. Upon completion of the FPA process, the Dean of Seaver College will inform applicants of their rankings. The specific award for any applicant shall remain confidential between applicants, their chairpersons, and the Dean of Seaver College. All submitted material shall be returned to the RTP Committee for distribution, storage, or destruction as dictated by the Seaver College RTP Handbook.

5. FULL-TIME, TENURE-TRACK

Full-time, tenure-track appointments are so designated on the faculty contract and carry an academic rank of instructor, assistant professor, associate professor, or professor. Appointments will be designated on the contract as tenure or probationary tenure-track. This status requires that, during the nine-month academic year, the holder devotes substantially all working time to teaching, scholarly activity, or other responsibilities assigned by the University. In its evaluation of faculty, the Rank, Tenure, and Promotion Committee (RTP) weights these activities as 50% (teaching), 25% (research), and 25% (service). Outside business or professional activities, if any, must have the relevant division chairperson's and dean's approval and are limited to those which relate to the instructor's major academic interests or enrich the

instructor's capacity as scholar and teacher, or are of service to the public generally, and do not interfere with the fulfilling of all the responsibilities of a full-time faculty member. A complete handbook of policies and procedures in matters dealing with full-time faculty rank, step advancements, promotions in rank, and tenure may be obtained from the chairperson of the Seaver College Rank, Tenure, and Promotion Committee. See Appendix G for a copy of the Pepperdine University tenure policy or visit the website of the University Provost at <http://www.pepperdine.edu/provost/content/tenurepolicy.pdf>.

6. MARKET STIPENDS

(Included since 2000; edited 2006; 2008)

a. METHOD FOR DETERMINING ELIGIBILITY FOR STIPENDS

- i. Salary stipends are to be used for both the recruitment and retention of faculty members.
- ii. Faculty members receiving stipends should continue to receive stipends as long as they continue to teach in their discipline or specialty on a full-time basis, subject to the provisions in sections c-f below.
- iii. To qualify for a stipend, newly hired faculty members must have the appropriate degree in the discipline or specialty or have a comparable terminal degree along with a demonstrated track record of excellence in the qualifying discipline or specialty (i.e., publications, teaching, and/or professional experience).
- iv. Stipends should be awarded by discipline, or specialty within a discipline, in areas where a demonstrated problem in hiring and retention has occurred because of market conditions.
- v. The criteria for designating specialties and the recipients within those specialties must be objective and related to market conditions.

b. METHOD FOR AWARDING STIPENDS TO NEW FACULTY MEMBERS

- i. The division chairperson specifies a recruitment/hiring problem, presenting objective data indicating that the market conditions for the discipline justify a stipend.
- ii. The chairperson submits a potential candidate providing the necessary information:
 - The faculty member to be recruited has an academic specialty or discipline that qualifies for a market stipend.

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- The chairperson presents the prospective faculty member's vitae, the proposed classes to be taught, and any other pertinent information.
- iii. The Benefits, Salary, and Stipends Committee responds to the chairperson's request by using its established, accessible guidelines to approve and award a stipend. The guidelines should be fair, flexible, and rational.
- c. METHOD FOR COMPUTING STIPEND AMOUNTS
- i. The College and University Personnel Association *National Faculty Salary Survey* by Discipline and Rank in Private Colleges and Universities (CUPA Survey) is to be the primary data source. The salary factor for a given discipline and rank (discipline-rank) is defined as the ratio of the average salary for the discipline-rank to the all-discipline average salary for that rank.
- ii. Specifically, if A_1 denotes the average salary for a given discipline-rank and A denotes the all-discipline rank average for all institutions, then (A_1/A) is the numerical value of the salary factor for that discipline-rank. The CUPA Survey publishes the salary factor for each discipline-rank. The three-year-moving-average salary factor for a discipline-rank is denoted a_1 . The stipend factor for a given discipline-rank is defined as the three-year-average salary factor (a_1) minus 1.05, or $a_1 - 1.05$
- iii. The stipend amount for a qualifying discipline-rank is obtained by multiplying the Seaver salary times the stipend factor for the discipline-rank, with the maximum stipend factor to be capped at the following percentages:
- Assistant Professor 15%
 - (New Ph.D., Assistant Professor I: 1st year 22%, 2nd year 18%, 3rd year 15%)
 - (New Assistant Professor II: 1st year 18%, 2nd year 15%)
 - Associate Professor 9%
 - Professor 11%
- iv. In special cases where the discipline-rank salary factors exceed the capped percentages, with the approval of the Benefits, Salary and Stipends Committee, Seaver College may implement market-driven stipends that exceed the caps in order to hire and retain qualifying faculty.

d. METHOD FOR REVIEWING CURRENT STIPEND RECIPIENTS

The Benefits, Salary, and Stipends Committee will recalculate and adjust stipend amounts for those faculty members receiving market stipends each year according to the procedure elaborated in Section c.

e. METHOD FOR REVIEWING STIPENDS PROCEDURES

- i. The Benefits, Salary, and Stipends Committee will review the guidelines for awarding stipends every three years, and the guidelines will be modified if the committee recommends and the faculty approves.
- ii. Stipend recipients will have their stipends reevaluated and adjusted to new guidelines.
- iii. Each year the Benefits, Salary, and Stipends Committee will send the relevant CUPA discipline-rank salary factors to each faculty member receiving a stipend and to all division chairpersons. The committee will provide the CUPA data to any regular faculty member who requests the data.
- iv. Faculty members who have been denied an eligible rank promotion, but are otherwise eligible to receive a stipend, will have their salary frozen until their current salary falls to the Seaver base salary for their particular rank. The salary freeze will not begin until the second year after the promotion was denied, which will give the faculty member one more year to secure the promotion. Faculty members may appeal the decision to the Benefits, Salary, and Stipends Committee.

f. STIPENDS APPEAL POLICY
(Adopted November 2000)

In cases where a faculty member's stipend is reduced due to not being granted a rank promotion for which he or she is eligible, the faculty member may initiate an appeal to have their full stipend reinstated. The following steps outline the procedure by which the appellant can file an appeal and the grounds on which the appeal will be judged.

- i. Upon being notified by the RTP Committee that the faculty member has been denied a rank promotion, the chair of the stipends committee will send a letter informing the affected faculty member that:
 - His/Her salary will be frozen effective with the contract that follows the upcoming academic year until it returns to the salary level designated by his/her rank. (The reason the freeze does not begin with the contract immediately following is to allow the faculty member an opportunity to apply for promotion in the following year.)
 - The faculty member will have his or her stipend reinstated to the full level allowed by the stipends document when the faculty member receives a favorable rank promotion decision.

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- He or she may appeal the reduction in stipend by following the described appeal procedure.
- ii. If the faculty member decides to appeal this decision, the faculty member then can seek the support of his or her division chair for the appeal.
- iii. In March of the grace year, the division chair shall submit to the stipends committee a statement, along with supporting documentation, attesting that the reduction of the affected faculty member's stipend creates a strong possibility that Seaver College may not be able to retain the faculty member at this reduced salary level.

Documentation should include evidence of marketability of the faculty member, which may include, but is not limited to:

- Recent Seaver search and retention history in the faculty member's discipline;
 - Market data for discipline;
 - National salary information;
 - Measures of vacancies in the field;
 - Articles from professional journals and popular publications;
 - The difficulty of replacing the appellant if he or she is not retained.
- iv. The stipends committee will review the chairman's statement and documentation. The goal of the committee's review will be to judge whether or not the appellant's denied promotion reflects a reduced marketability.

If the committee decides to support the appeal, the full stipend to which the faculty member is entitled under the stipends document will be reinstated for two years. The two years of reinstatement will include any sabbatical years, but will not include years for which the faculty member is on leave. After two years, the faculty member may reapply for continued reinstatement of the stipend if he or she still has not received an eligible rank promotion by submitting a letter from the division chair and evidence of marketability.

If the appeal is denied, the faculty member may reapply to the stipends committee the following year.

In view of new evidence of the faculty member's marketability, the case may be re-evaluated at any time at the request of the faculty member's division chair and the Dean of Seaver College.

7. NAMED CHAIRS, PROFESSORS, AND FELLOWS (CPF)

(Approved by the Seaver Cabinet, September 15, 1999; included since 2002; revised 2008)

a. Assumptions:

- i. The Challenge to Lead Campaign (1994-1999) made it possible for Seaver College to appoint twelve named chairs, twelve named professors, and five named fellows, for a total of twenty-nine positions.
- ii. Named chairs, professorships, and fellowships (CPF) distinguish the donor, the University, and the designated teacher/scholar.
- iii. Named chairs and professorships are intended to honor and promote exceptional teaching as well as notable scholarship (defined according to the Boyer model), with specific criteria for appointment determined by the faculty of the College.
- iv. Normally, only tenured faculty members hold named chairs and professorships; generally, only pre-tenured faculty members hold named fellowships.
- v. Holders of named chairs and professorships support the Christian mission of the University and accept the University's historic relationship with the Churches of Christ.
- vi. Holders of named chairs, professorships, and fellowships are active participants in their own disciplines and national professional organizations.
- vii. Holders of named chairs, professorships, and fellowships contribute to the intellectual life of the University community by making periodic, public presentations.
- viii. Chair holders will style themselves as follows: "Professor Tom Smith, Blanche E. Seaver Chair of Humanities." Holders of named professorships will style themselves as, "Dugan Professor of Business Joe Jones," while holders of named fellowships will style themselves as, "Dr. Don Jackson, Seaver Fellow in Natural Science."
- ix. A named chair, such as the Fletcher-Jones Chair of Great Books, is reserved for a distinguished teacher/scholar who holds the rank of professor. Normally the holder of such a chair will have a reputation that extends beyond the Pepperdine community. To determine whether she or he continues professionally active following appointment, the holder of a named chair is

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reviewed every five years by the Rank, Tenure, and Promotion Committee. Assuming that the RTP evaluation is positive, the holder of the named chair retains the position until she or he leaves the University or retires.

- x. A named professorship is reserved for a distinguished teacher/scholar who holds the rank of associate professor or professor. Normally the holder of such a professorship will have a reputation that extends beyond the Pepperdine community. Unlike a named chair, a named professor is appointed for a term of five years only and cannot succeed herself or himself in the position. A limited term permits the named professorship to circulate within the college.
- xi. A named fellowship is normally reserved for pre-tenured assistant professors who offer evidence of becoming outstanding scholars and teachers and seek assistance to complete major research projects. Fellows are appointed for one year, although they are eligible for successive appointments (but no more than two in succession).
- xii. Named chairs, professorships, and fellowships will carry with them annual stipends (chairs \$6000; professorships \$4000; fellowships \$2000) derived from endowment funds that will underwrite research, travel, and other professional costs. Holders of these appointments will access these funds through the Assistant Dean for Research. Named chairs and professorships will receive these funds *in lieu* of money normally allocated to them for professional travel, etc., from the division's general operating budget. Put differently, named chairs and professorships will not be eligible to draw upon the division's budget to finance professional travel, research expenses, and the like. However, holders of named fellowships will be eligible for funds from within the division. Of the total stipend, academic divisions will retain \$1000 in the case of chairs and \$500 in the case of professorships to encourage scholarship among the faculty within the division.
- xiii. Assuming suitable candidates, each Seaver division will receive at least one chair position and one professorship.
- xiv. Holders of named chairs, professorships and fellowships will receive no reduction in teaching "load" responsibilities, nor will chairs and professors normally be eligible for overload pay or summer teaching appointments (although with permission of the chair and dean, they may accept assignments to International Programs, off-campus programs such as the M.Div., summer research grants/contracts like SURP, or on-campus summer teaching appointments, but not more than twice in five years). In exceptional circumstances, however, named chairs and professors may "buy" a reduced course load by foregoing their stipend (assuming that the stipend equals the cost of an adjunct replacement).

- xv. Holders of named chairs and professorships may not simultaneously hold the rank of “Distinguished Professor.”

b. Operating Procedures:

i. Division Personnel Committees

- *Chairperson:* Division personnel committees will be chaired by division chairpersons. In the event the division chairperson is nominated for a CPF position the division personnel committee will select a chairperson from the division personnel committee membership.
- *Committee Members:* The faculty in each division will have the autonomy to determine the composition of and faculty representatives on the division personnel committee using the following guidelines.
- *Conflict of Interest:* Individuals nominated for a CPF position may not be a member of the division personnel committee.
- *Diversity:* Faculty representation on the personnel committee should adequately reflect the diversity of academic areas found within the division.
- *Size:* A minimum of three faculty members is required to form the division personnel committee.
- *Selection Criteria:* The division personnel committees will establish criteria for nomination and selection of the CPF candidates within each division.
- *Seaver Personnel Committee / Seaver Research Council:* Each division personnel committee will select one member of its committee to serve on the Seaver Personnel Committee / Seaver Research Council.
- *Division Specific CPFs:* Each division personnel committee may select a single candidate for the division-specific chair position (eight in total) and a single candidate for the division-specific professorship position (eight in total).
- *At-Large CPFs:* When at-large positions are open, each division personnel committee may nominate a single candidate for each at-large CPF position. For example, in Phase I of the initial implementation (1999/2000) there were three at-large positions open (1 professorship; 2 fellowships). Thus, each division personnel committee could nominate

only one individual for the professorship position, but could nominate two individuals for the fellowship positions.

- *Previously Assigned CPFs:* Since three positions are discipline-specific (Fletcher-Jones, Flora Thornton, and Howard A. White) and have already been assigned, they are simultaneously additional and exceptions to this procedure.

ii. Nomination/Selection Procedures

- The call for nominations for all open CPF positions will be announced by the Dean of Seaver College at the start of each academic year and no later than September 1. Seaver College faculty may nominate individuals for CPF positions both within and outside their respective academic division. Nominations should be submitted to the chairperson of the division of the nominated faculty member. All nominations will be submitted no later than September 14.
- Nominations for all open CPF positions will be forwarded to the division personnel committees by September 15. The division personnel committee will invite nominated faculty to prepare an appropriate portfolio (similar to that required for the rank of distinguished professor), which will be submitted to the committee for evaluation by October 1. The division personnel committee will review all submitted materials and forward a single candidate for each position to the Seaver Personnel Committee / Seaver Research Council by October 15.
- The Seaver Personnel Committee / Seaver Research Council will review candidates selected for division-specific CPFs and insure that an equitable set of standards has been used in the selection of all candidates. The Seaver Personnel Committee / Seaver Research Council also will review all candidates for each open at-large CPF position and select a single candidate for the position. The names of the candidates and the appropriate materials will be forwarded to the RTP Committee by November 1.
- After evaluating the credentials of the candidates according to the criteria listed above, the RTP committee will recommend to the Dean of Seaver College appointments for each CPF position.
- Either the Seaver Personnel Committee / Seaver Research Council or RTP Committee may reject the selection of a candidate for division-specific CPFs. If a candidate is rejected for a division-specific CPF, the division personnel committee may submit another candidate to the Seaver Personnel Committee / Seaver Research Council.

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- The RTP Committee also may reject the selection of the Seaver Personnel Committee / Seaver Research Council for any at-large CPF positions. If a candidate is rejected for an at-large CPF, the Seaver Personnel Committee / Seaver Research Council may select another candidate from the pool of original nominees.
- The dean will consult with the RTP Committee regarding its recommendation, expecting to achieve consensus on each appointment. The Dean will forward his or her recommendation, along with the recommendation of RTP, to the provost of the University.
- The provost and the president make final appointment (as in the case of distinguished professors).

iii. The Dean of Seaver College will undertake appropriate review of the CPF program.

iv. Implementation Schedule:

Phase I 1999-2000		Phase II 2000-2001		Phase III 2001-2002	
Com. Chair (Miller)	\$6000	Hum. Chair	\$6000	White Chair (History)	\$6000
Rel. Chair	\$6000	Bus. Chair	\$6000	Jones Chair (Great Books)	\$6000
SoSc Chair	\$6000	FA Chair	\$6000	Thornton Chair (Nutrition)	\$6000
Nat. Sci. Chair	\$6000	Chair (at large)	\$6000	Chair (at large)	\$6000
Hum/TE Prof.	\$4000			Prof. (at large)	\$4000
FA Prof.	\$4000	Nat. Sci. Prof.	\$4000	Prof. (at large)	\$4000
Bus. Prof. (Dugan)	\$4000	Com. Prof.	\$4000	Prof. (at large)	\$4000
Professor (at large)	\$4000	Rel. Prof.	\$4000	Prof. (at large)	\$4000
Fellow (at large)	\$2000	SoSc. Prof.	\$4000	Fellowship (at large)	\$2000
Fellow (at large)	\$2000	Fellow (at large)	\$2000	Fellowship (at large)	\$2000
				Lela Armstrong Fellow	\$2000
Totals	\$44,000		\$42,000		\$44,000

8. SPECIAL APPOINTMENT

Upon mutual agreement and special circumstances, the College may extend a special appointment to retired full-time faculty members for teaching, research or service purposes. Contracts for such appointments are made on a year-to-year basis.

9. VISITING (modified 2006)

Visiting appointments are so designated on the faculty contract and carry an academic rank of visiting lecturer, visiting instructor, visiting assistant professor, visiting associate professor, or visiting professor. Visiting appointments are nontenure-track and must be renewed on a year-to-year basis at the discretion of the College. As a general rule, visiting appointments will not extend beyond six annual contracts.

B. SEAVER COLLEGE ORGANIZATION

1. ORGANIZATION STRUCTURE

The organizational structure of Seaver College is both traditional and non-traditional. It is traditional in that a single dean, with the support of associate and assistant deans, is charged with providing academic leadership. This leadership is exercised in cooperation with chairpersons of eight divisions. It is non-traditional in that the deans of student affairs, admission and enrollment management, international programs, and alumni and development also report to the Dean of Seaver College.

2. ADMINISTRATIVE OPERATION

With the characteristics of a full-service undergraduate school, Seaver College has an organizational chart that implies a complex administrative process. In actuality, however, that process is fairly simple. Central to the operation of the school is the Seaver College Cabinet (SCC), made up of the various deans (six in 2008), division chairpersons, president of the Seaver Faculty Association, the director of Summer School and Special Academic Programs including Seaver Graduate Programs, and the chief budget officer of the College. Chaired by the Dean of Seaver College, the cabinet meets monthly and reviews, assesses, and decides issues of importance to the College.

Issues associated with the curriculum of the school are considered by the Seaver Academic Council (SAC). Chaired by the associate dean of the College, the SAC reviews proposals for new majors and courses and supervises curriculum assessment during its monthly meetings.

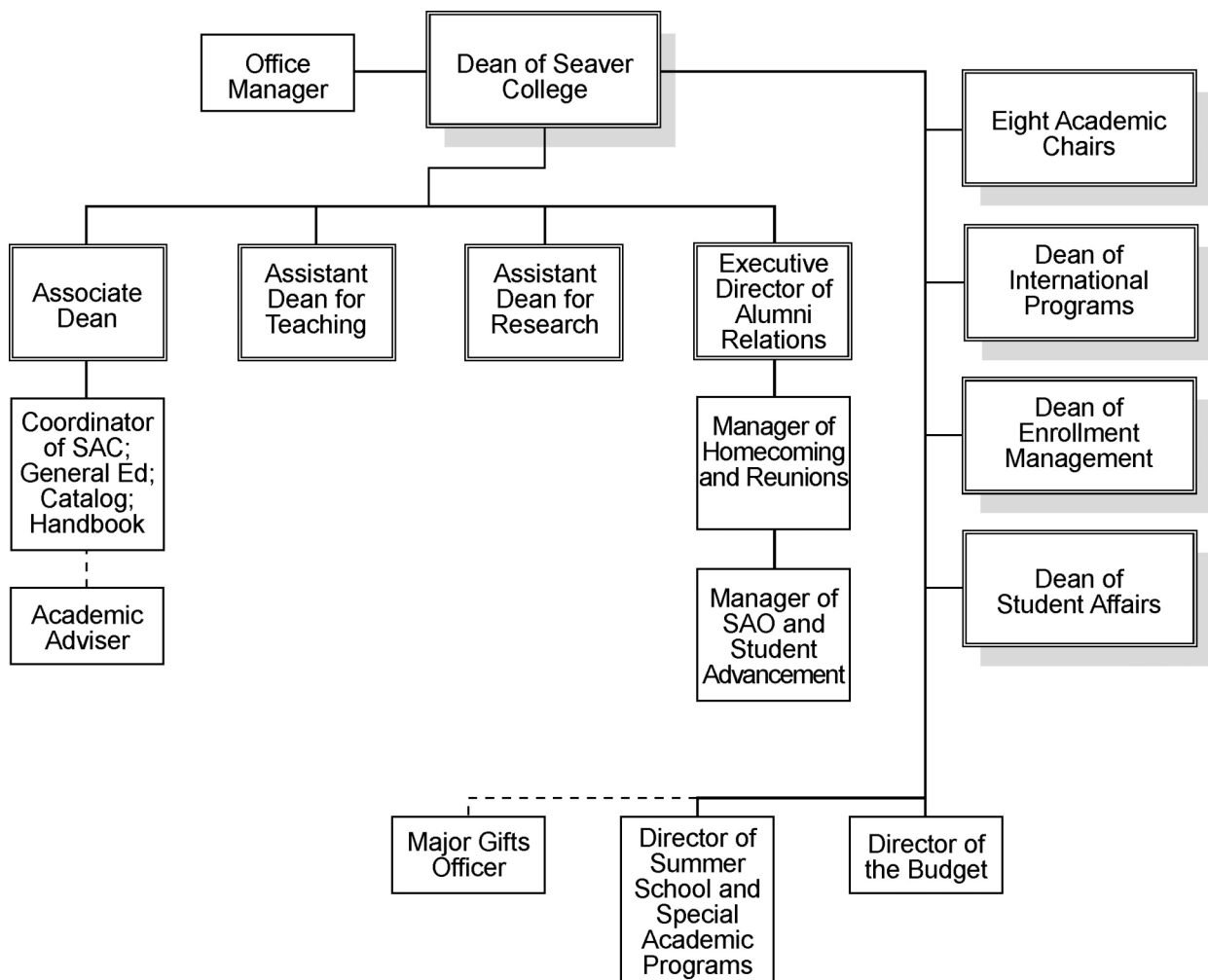
The Seaver Faculty Association (SFA) operates independently of the SCC and SAC. It addresses issues of specific concern to the faculty, including professional development, curriculum, administrative issues, and budget matters. The president of SFA and the dean of the college meet regularly and work collaboratively on issues of importance to faculty, administration and students.

3. TERMS OF SERVICE

Associate and assistant academic deans for the college, like division chairs, serve for limited periods of time. They are appointed initially to a three-year term of office, which, given positive evaluations by the Seaver College dean, the faculty, and other stakeholders, can be extended for as many as three additional years. No appointment of an academic associate or academic assistant dean shall extend, however, for more than six years. Division chairs are appointed to an initial four-year term, which can be extended up to three additional years. Serving at the pleasure of the University president and provost, the Dean of Seaver College is appointed to a five-year initial term, which, following input from the faculty, students, and College and University administrators, can be extended for additional terms.

4. SEAVER COLLEGE

Organizational Structure, 2008



C. UNIVERSITY ADMINISTRATION

Seaver College is one of the five schools of Pepperdine University. The others are the Graduate School of Education and Psychology, the Graziadio School of Business and Management, the School of Law, and the School of Public Policy. Although each functions somewhat independently under its dean, the five are tied together by the leadership of the University Provost and joint participation of the Deans Council. The Provost is the chief academic officer, has the overall responsibility for the academic activities of the University, and is the principal link between the central administration and the academic areas.

D. UNIVERSITY FACULTY COUNCIL

Chartered in 2001, the University Faculty Council (UFC) is a 12 member body with elected representatives from all five schools of Pepperdine University. Seaver College has four elected representatives to the UFC. The primary purpose of the UFC is to establish a formal relationship between and among faculties of the five schools of the University and the University administration. The charter of the UFC can be found at <http://www.pepperdine.edu/ufc/content/charter.pdf>.

CHAPTER III

FACULTY RESPONSIBILITIES

CHAPTER III

FACULTY RESPONSIBILITIES

A. ACADEMIC ADVISEMENT

(Included since 1978; modified 1988; updated 2006)

Seaver College considers academic advising to be a collaborative effort between faculty and staff. As it is important for students to be advised effectively in their general studies requirements as well as in their major, each student has at least three advisors during the course of her/his Pepperdine experience. The following outline briefly describes the program of advisement.

1. Incoming first-year students will be advised by their first-year seminar professor and/or academic advisor in the Academic Advising Center (AAC) for the first semester of enrollment. After completion of the first semester, students who have declared a major will be assigned an additional faculty advisor within their discipline (major). Those students who have not declared a major after the completion of the first semester will continue to be advised by the first-year seminar professor and academic advisor in the AAC.
2. When students change majors, OneStop and/or AAC will work with the division offices to assign a new faculty advisor.
3. Credit summaries (Degree Audit Reports) are maintained electronically via the software package ON COURSE, which is accessible to all faculty members via the University computer network.
4. The faculty advisor may monitor the continued career of each advisee, utilizing semester grade reports and noting the student's progress toward graduation on the credit summary and through ON COURSE.
5. When a student submits an application for graduation, the AAC will assume responsibility for approving the application, taking into account (1) general studies requirements, (2) total units requirements, and (3) grade point average.
6. During academic advisement, or at other times, a faculty member may conclude that a particular student needs additional counseling concerning personal problems. Faculty members are encouraged to develop mentoring relationships with students in which they provide support and advice. At times, professional counseling is also needed. If a student's personal problems seem severe, impact health or safety, and/or do not seem to be improving in time, faculty are encouraged to refer students to the Counseling Center.

B. CHAPEL ATTENDANCE

(Included since 1978; language modified in 1988 and 1998)

Regular attendance at the weekly chapel held on Wednesday at 10 a.m. is a professional responsibility at Seaver College. The faculty demonstrates support for the special mission of Seaver College by attending these programs which affirm Christian faith and values. Faculty members are especially encouraged to participate in the weekly assembly at the Firestone Fieldhouse, where the majority of students choose to attend. In addition, regular chapel programs provide faculty members the opportunity to worship with students and colleagues.

C. CLASS ROSTERS

(Included since 1978)

Faculty members will receive a tentative class roster (either electronically or in hard copy) soon after registration day. Following the add/drop period a second class roster will be sent out. Instructions accompanying this roster must be followed promptly and explicitly. Discrepancies between the second roster and the students actually in attendance must be reconciled immediately so that the final grade roster will be accurate.

D. CODE OF ETHICS POLICY

(Adopted Jan 2, 2007)

1. Introduction

Pepperdine University is a Christian University committed to the highest standards of academic excellence and Christian values. Members of the Pepperdine University community—faculty, staff, students, administrators, members of the Board of Regents, members of the University’s advisory boards, and volunteers—are responsible for maintaining the standards of the institution and of the various communities in which they live. We value integrity, honesty, and fairness and strive to integrate these values into our daily practices.

Our ethical expectations are found in Holy Scripture, the University Mission Statement, the founding vision of George Pepperdine, and the University Affirmation Statement. Holy Scripture provides the ultimate source for our ethical standards, including the two great commands taught by Jesus: the duty to love God and love one’s neighbor as one’s self (Matthew 22: 37-40).

In this spirit, we commit ourselves to the highest standards of ethical conduct. We act with integrity; we treat others with respect and dignity; we carefully steward the University’s resources; we avoid conflicts of interest or commitment; we maintain confidentiality; and we comply with legal and professional obligations. We are individually accountable for our own actions, and we are collectively accountable for upholding these standards of behavior and complying with all applicable laws,

CHAPTER III

Faculty Responsibilities

policies, standards, and regulations. While human and therefore fallible, we constantly strive to meet our ethical expectations. Moreover, because the Pepperdine community is composed of many distinct constituencies, we understand that, beyond the general ethical principles outlined in this document, we may be subject to additional rules of conduct specific to our respective roles within the community.

2. Acting with Integrity

We seek to be people who are honorable, forthright, and upright at all times. Our commitment to integrity demands more than mere satisfaction of legal and ethical obligations, although we comply with the law and conform to the highest standards of ethical conduct. Our commitment to integrity means that we actively discern what is right from what is wrong; that what we do flows directly from who we are; and that we seek consistency between our inner self and our outward conduct. We value people; we speak the truth; we have the courage of our convictions; and we keep our commitments. We do not condone any form of dishonesty—such as fraud, theft, cheating, or plagiarism—as described more specifically in student, faculty, and staff handbooks and policies.

3. Treating Others with Respect and Dignity

Members of the community are committed to principles of equality and fairness. We follow the profound truth found in the Golden Rule, “In everything do to others as you would have them do to you” (Matthew 7:12).

We do not unlawfully discriminate on the basis of any status or condition protected by applicable federal or state law. Consistent with our affiliation with the Churches of Christ and our faith heritage, we do seek to hire and promote persons who support the goals and mission of the University, including, but not limited to, those who are members of the Churches of Christ.

We respect the inherent worth of each member of the community. We do not engage in any forms of harassment of others. Those in positions of authority, including administrators, supervisors, faculty members, and student leaders exercise their authority fairly and appropriately.

Other expectations about how we treat others with respect and dignity can be found in University policies and in each school’s faculty and student handbooks.

4. Stewarding the University’s Resources

We are good stewards of the University resources entrusted to us and we prepare accurate and clear reports about those resources. University resources are reserved for business purposes on behalf of the University. We exercise reasonable judgment in

the use of University resources, acting with care and prudence. We do not use University resources for personal gain.

We prepare correct and clear financial records and research reports. All entries in University books and accounts accurately reflect each transaction. In reporting on the University's resources, we do not hide, conceal, or mislead; and we promptly report such misconduct when it is discovered.

5. Avoiding Conflicts of Interest and Commitment

We do not have direct or indirect interests or commitments, financial or otherwise, which conflict with the proper discharge of our duties to the University. The primary professional allegiance of all full-time employees lies with Pepperdine University and the advancement of its mission. We do not solicit or accept any gift, service, or favor that might reasonably influence the discharge of our duties or that we know or should know is being offered with the intent to influence our official conduct. We do not accept other employment or engage in business or professional activities outside of the University when such work might reasonably cause real or apparent conflicts of interest or conflicts of commitment. We do not transact business in our official capacity with any business entity of which we are an officer, agent, or member, or in which we own a substantial interest without the explicit prior knowledge and approval of the appropriate senior University officer. We disclose potential conflicts of interest to the appropriate supervisor or officer as soon as possible after we realize that a conflict may have arisen. Additional information is located in the University conflicts of interest policy.

6. Maintaining Confidentiality

We observe and respect the confidentiality rights of all other members of the community, and this duty continues even after we are no longer affiliated with the University. This right of confidentiality applies to all academic, financial, health-related, personnel, or other non-public information protected either by law or by University policy. However, the right does not preclude the consensual release of information or the disclosure of information within the University when there is a legitimate need for its disclosure. E-mail or other uses of the University's computers or computer network are for business purposes and are not presumed confidential. Additional information is located in the University's Computer and Network Responsible Usage Policy.

7. Complying with Legal and Professional Obligations

We comply with all state and federal laws and conform to the highest standards of professional conduct. We transact University business in compliance with all applicable laws, regulations, and University policies and procedures. We do not misrepresent our status or authority in our dealings with others. To the extent that we

belong to professions that are governed by standards specific to the profession (such as attorneys, psychologists, or certified public accountants), we adhere to such professional standards. We conduct ourselves in accordance with professional principles for scholarly work, including upholding academic codes of conduct and professional standards for research.

8. Reporting Violations of the Code

In order to maintain the integrity of the community, we report observed or suspected violations of this code of ethics with a spirit of fairness, honesty, and respect for the rights of others. Those who report alleged misconduct and those against whom allegations are reported are afforded all rights provided by University policies, as well as all applicable state and federal laws. Those who are found to have violated this code will be subject to appropriate disciplinary action, up to and including expulsion, termination of employment, or termination of relationship. Information about reporting violations of this code may be found in the University policy “How to Report a Violation of the Code of Integrity.”

9. Conclusion

We are governed by an ethos of care and respect, virtues that transcend the provisions of this code. We are called to something greater and nobler than mere compliance with the law or a written code of integrity. We are called “to live a life worthy of the calling [we] have received . . . , bearing with one another in love” (Ephesians 4:1-2). We are called to “dedicate ourselves anew to the great cause of beautiful Christian living” (George Pepperdine’s Dedicatory Address). We are called, ultimately, to lives of service (University Affirmation Statement). As the University motto instructs us: “Freely ye received, freely give.”

10. How to Report a Violation of The Code Of Ethics

This section provides guidelines for reporting violations or raising concerns about possible violations of the Pepperdine University Code of Ethics (the Code). The purpose of the Code is to set forth the ethical expectations of members of the Pepperdine University community. Other University policies provide specific rules and regulations that govern the conduct of University community members and the Code does not modify the application or enforcement of those policies in any way.

Reports about violations of the Code should be made with a spirit of fairness, honesty, and respect for the rights of others. The University encourages the use of informal processes when appropriate to resolve questions or concerns about violations of the Code.

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Violations of the Code should be reported in accordance with the process provided under the applicable University policy. Examples of University policies that set forth procedures for reporting misconduct include, but are not limited to, the University

Tenure Policy Statement, the University Policy for Responding to Allegations of Scientific Misconduct, the Seaver College Student Handbook, the School of Law Honor Code, the Employee Grievance Procedure (Section 30.1, University Policy Manual), and the Student Records Policy. Under certain circumstances, reports of violations may be made anonymously as provided under existing University policies (see, for example, the policy on Submitting Confidential and Anonymous Complaints to the Audit Committee of the Board of Regents [section 18, University Financial Policies]).

For violations or concerns that do not fall under an existing University policy or that do not have an established reporting process, the following guidelines should be followed:

- *Faculty Members:* Faculty members should report violations or concerns to their division or department chair or to their dean.
- *Staff Members:* Staff members should report violations or concerns to their immediate supervisor. If it is not appropriate to report the violation to one's immediate supervisor for any reason, the staff member should report the violation to the supervisor's superior.
- *Students:* Students should report violations or concerns to the office of the dean of their school.

Student employees should report violations or concerns related to their employment to their immediate supervisor. If it is not appropriate to report the violation to one's supervisor for any reason, the student employee should report the violation to the supervisor's superior.

- *Members of the Board of Regents and Advisory Boards:* Board members should report violations or concerns to the chair or to the University liaison of their respective board.
- *Volunteers:* University volunteers should report violations or concerns to the University employee who coordinates their volunteer activity with the University.

E. COMMITTEE ASSIGNMENTS

(Included since 1978; updated language in 1988, 1991, 1998, and 2006)

1. Pepperdine University encourages participation by faculty on a number of SFA, Seaver administration, and University standing and ad hoc committees. Participation in committee work is an important part of a faculty member's responsibilities in the broadly cooperative endeavor of a residential, liberal-learning college and is a vital part of each faculty member's contribution to the University and Seaver College.

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2. Representatives to the SFA Executive Committee, the Rank, Tenure and Promotion Committee, and the University Grievance Committee are elected by vote of the entire Seaver faculty. Committee assignments for remaining standing SFA committees are made by divisional elections or by SFA Executive Committee appointment. A list describing SFA faculty committees is found in Appendix E of this handbook and is available on the SFA website under 'files.'
3. A separate list of faculty committee assignments for any given academic year will be provided by the Dean's Office and is available on the SFA website under 'files.' The following procedures are in place to ensure effective committee activity:
 - a. A regular Wednesday morning meeting schedule is published at the beginning of each academic year specifying the dates reserved for SFA faculty meetings, SFA Executive Committee meetings, and SFA faculty committee meetings.
 - b. The SFA Executive Committee assigns one of its members to act as a liaison for each SFA Faculty Committee. The appropriate committee liaisons report Executive Committee concerns to the relevant faculty committees, report to the Executive Committee on issues arising in faculty committees, and make committee progress reports to the Executive Committee.
 - c. SFA faculty committees present proposed solutions and reports to the Executive Committee, to appropriate administration officials, and/or to the Seaver faculty.

F. COURSE SYLLABI

(Included since 1988; language edited in 1998)

Faculty members are required to prepare a syllabus for each course. A summary of course goals and learning objectives, a description of the course's relevance to the University's mission, an outline of topics to be covered, reading assignments, attendance requirements, dates of major examinations and assignments, and other course requirements are extremely helpful to students. Many misunderstandings can be prevented by clearly stating assignments and policies at the beginning of a course.

G. COURSEWORK ACCOMMODATIONS FOR ATHLETES AND DEBATERS

(Included since 2002; updated 2006)

1. When students are required to be absent from class for NCAA intercollegiate athletic competitions, debate team trips, or other co-curriculum activities sponsored by the College, the University has an obligation to help the student negotiate these conflicting responsibilities. In such cases, professors will make reasonable efforts to accommodate those absences. These accommodations may include, but are not limited to:

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- a. assigning alternate work to be done that captures the spirit of the assignment,
 - b. apportioning the weight of missed assignments among the remaining assignments, when one or more of a series of graded assignments are missed because of travel requirements,
 - c. creating make-up tests or assignments when feasible.
2. It must be acknowledged that for some classes, the class time or lab time learning experience is irreplaceable and some course requirements cannot be compensated. If a significant number of class hours are to be missed because of required competition in NCAA intercollegiate athletic competitions, debate team trips, or certain co-curricular activities, students will be encouraged to take the course during a semester when such conflicts do not exist.

H. FACULTY ORGANIZATION

(Included since 1988; updated in 2006)

1. All full-time faculty members are voting members in the Seaver Faculty Association (SFA). The SFA Constitution is printed in Appendix F of the handbook and is posted on the SFA website on WaveNet under Groups. Faculty-wide meetings are called by the SFA president a minimum of one time per semester to present committee reports and discuss concerns of the faculty.
2. The SFA through its Executive Committee presents the faculty's position to the appropriate administration officials on proposed policies and concerns regarding academic matters such as teaching, research, and scholarship, as well as matters relating to faculty welfare.

I. FINAL EXAMINATIONS

(Included since 1978; modified 1989 and 2002)

1. A final examination or concluding evaluative activity must be held for each regular course at the time and place published in the finals schedule. **EXCEPTIONS MUST BE APPROVED IN WRITING BY THE DEAN.** Failure to comply is a serious dereliction of duty as a member of the Seaver faculty, subject to disciplinary action.
2. All students are required to be present during the final exam period. Exceptions may be granted only in case of emergencies or very special circumstances. Faculty members are not required to give a student permission to take a final at any time other than the time scheduled. However, in exceptional cases, such as when a student has three exams scheduled on the same day, students may obtain a form from the divisional office or the Seaver Dean's Office to petition to change the time or day of their exam. Students must obtain the faculty member's approval prior to submitting their petition to the Dean's Office.

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3. Final reports of student grades are due in the Registrar's Office the first Monday following the last day of finals. For spring term graduation, grades of graduating seniors must be turned in on Friday at noon of finals week. Grades must be turned in online via WaveNet.
4. The grade of "I" may be given only (1) when the student is passing the course at the time an illness or emergency arises; (2) when the student does not have excessive unexcused absences; and (3) when the only work unfinished by the student is the final exam or a final major project. An incomplete grade is not intended to give students with poor grades additional time to improve their grades. Faculty-initiated grade changes (other than mere computation errors) must be submitted to the Credits Committee in writing, with justification for the change and the division chairperson's signature.
5. Faculty members who consistently award an unusually large percentage of high or low grades, when compared to colleagues will probably wish to reevaluate their grading standards. A statistical analysis of grades given by instructor, course, and division, is maintained and made available in the Dean's Office.

J. GRADE DISPUTE POLICY

(Included since 2000)

1. PREMISE

Grades measure student performance and serve as a means of determining graduation eligibility and honors. As such, Seaver College recognizes that a fair and rigorous assessment of student coursework is vital to the mission of the school and wishes to ensure that disagreements that arise over assigned grades are handled promptly, fairly, and professionally. This policy outlines the procedure that students must follow in the event that they wish to dispute the grade received in a course at Seaver College.

2. PROCESS

This process must be initiated by the student **before the midpoint** of the next non-summer semester which immediately follows the course in question.

Most grade issues can and should be resolved privately between the student and instructor. This is the starting point with all grade disputes. In case the matter is not satisfactorily resolved by this means, the following appeals procedure shall apply:

- a. The student shall submit a written appeal to the division chair with a copy to the instructor, identifying the course, semester, grade received, and the reason for the appeal.

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- b. The student shall assemble all relevant class materials (syllabi, returned assignments, tests, papers, etc.) distributed or returned by the instructor to the student. These materials need to be put together within two weeks of the date of the written appeal. In case the student cannot produce all such documents, the grade dispute ends here with no grade change.
- c. Concurrently, the instructor will assemble all relevant class materials retained for this student (e.g. final exam, midterms, etc.) within two weeks of the date of the written appeal. A copy of these documents along with the syllabus, gradebook, and the instructor's written response to the student appeal is to be forwarded by the instructor to the division chair. In case the instructor cannot produce all relevant documents pertinent to the student's work in the course, the grade dispute will be taken up by the instructor's division chair in consultation with the associate dean.
- d. The chair will appoint an ad hoc committee of two faculty members within the division who teach the course (or a similar one) in question. This committee will then evaluate the student's course materials based on the following criteria:
 - i. Have all assignments and examinations been administered in accordance with the guidelines set forth in the class syllabus?
 - ii. Has all student work been graded fairly, consistently, and accurately?
- e. At the conclusion of the committee's evaluation of the course material, it will submit a written recommendation and explanation to the division chair in one of the following forms:
 - i. Uphold the grade given by the instructor, or
 - ii. Require that the instructor re-grade one or more assignments, followed by a re-calculation of the student's grade, or
 - iii. Require that the instructor formulate a repeat of one or more class assignments or assessments, followed by a re-calculation of the student's grade, or
 - iv. Recommend a specified grade change
- f. Based on the ad hoc committee's findings, it shall be the division chair's decision, in consultation with the associate dean, as to whether the grade shall be changed. This decision will be final. No further appeal is possible.

K. GRADUATION

(Included since 1978)

All faculty members are expected to attend graduation exercises. This is a professional responsibility. The marshal of the faculty is responsible for all academic processions and will provide detailed instructions at least three weeks before each event to enable faculty members to rent or purchase academic regalia. Those interested in renting or purchasing caps and gowns may make arrangements through the Associate Dean's Office (see "Academic Regalia" in Services and Facilities Available to the Faculty section of this handbook, Chapter VII, Section A).

L. INDEPENDENT STUDY

(Included since 1988)

Instructors directing students' independent study must prepare a written contract specifying the requirements, deadlines, and basis for grading. Copies of this contract, signed by both instructor and student, should be in the possession of both parties. Other copies signed by the chairperson should be on file both at the divisional office and the College Dean's Office.

M. MEETING CLASSES

(Included since 1978; modified 1988)

Faculty members are expected to meet all classes promptly at the time scheduled. Necessary absences must be reported to the relevant chairperson in advance whenever possible. Absences of more than two class days, for purposes not directly connected to college duties, must be approved in advance by the division chairperson. Failure to meet scheduled classes and chronic tardiness are serious lapses of professional behavior.

N. MIDTERM PROGRESS REPORT

(Included since 1988)

Students doing unsatisfactory work should be advised of their academic status no later than the eighth week of classes for the fall and spring semesters.

O. OFFICE HOURS

(Included since 1978; modified 1998 and 2006)

Availability for student consultation is one of the most significant aspects of the work of a liberal-learning, residential college. Faculty members are expected to make themselves available to students at regular times at least three days each week. Office hours should not only be included in the class syllabus and posted prominently at the faculty member's office, but also filed with the division office.

P. OUTSIDE EMPLOYMENT

(Included since 1978; modified 1988; language edited 2006)

1. A full-time contract at Seaver College requires most of the faculty member's working time for teaching, scholarly research and writing, counseling, committee work, and administrative duties. Salary increments and promotions are dependent on the fulfilling of these responsibilities.
2. Limited outside employment, counseling, professional private practice, etc., are sometimes possible, especially during the summer months. However, academic responsibilities to Seaver College must receive priority in time management. Furthermore, all outside employment must be reported to and approved by the relevant division chairperson and the dean of the College. This includes teaching assignments undertaken in other schools within the University.

Q. REGISTRATION

(Included since 1988; modified 1989; updated 2006; 2008)

1. The AAC and representatives from each academic division work together to register all incoming first-year students prior to the students' arrival and faculty members from each division will register all incoming transfer students (by major/division) during New Student Orientation. During pre-registration periods in the fall and the spring, students may register themselves on WaveNet or in person at OneStop. No faculty member may register a student for classes without the student's express, written permission.
2. All faculty members who register students must adhere to the established policies and procedures related to information security and confidentiality. It is every faculty member's responsibility to perform his or her job utilizing the security procedures of the University and of the Information Resources Department.
3. Faculty members wishing to have access to the primary administrative systems must request it through the Dean's Office, and must sign the security agreement which details the rights and responsibilities of all users of the system. In addition, faculty members should be aware of the following policies:
 - a. Information obtained from the systems may be used only for advising students. It may not be used for research or for other projects or reports.
 - b. Information obtained through the systems may not be given out to unauthorized individuals within the University (who do not have a legitimate education interest, as defined by FERPA), and under no circumstances may such information be released to individuals outside the University.

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- c. No printed copies of information obtained through the systems may be given to any party, either within or outside the University.
- d. For additional information and a copy of the Security Agreement, contact the Dean's Office.

R. SALE OF REQUIRED COURSE MATERIALS TO STUDENTS

(Included since 2002 upon vote of SFA.)

1. Pepperdine University encourages its faculty members to develop instructional materials as a part of their professional responsibility for scholarship and teaching. The University also considers the selection of required course materials to be primarily the right and responsibility of the faculty. However, when faculty members require students enrolled in their classes to purchase materials they themselves have developed, issues arise regarding both academic responsibility and real or perceived conflicts of interest. Therefore, except as provided below, it is the policy of Seaver College that no faculty members shall receive compensation from the sale of instructional materials that they require students to purchase. The term “instructional materials” includes, but is not limited to, syllabi, outlines, custom-published course-packs, workbooks, books, CDs, audio or videotapes, or material accessible on the Internet. Furthermore, all sales of such materials should be handled by either the University or the divisional offices and never by the faculty member directly.
2. An exception is recognized for the receipt of ordinary royalties earned from the sale of traditionally published textbooks or their equivalent, i.e. works of scholarship in any medium that are available outside as well as within the University and that have been subjected to some form of independent review generally recognized within the scholarly community. In order to avoid even the slightest appearance of conflict of interest, faculty members are encouraged to consider returning to the students, or contributing to the University, any such royalties earned by sales to students enrolled in their classes.

S. TEACHER EVALUATION

(Included since 1978)

In accordance with a vote of the faculty, a program of student evaluation of teachers and courses at Seaver College has been instituted. A few weeks prior to the end of each semester, divisional office managers will distribute evaluation forms to each faculty member. At a class session during the last weeks of class, at the beginning of the class period, a proctor should distribute the evaluation forms for the class. Course instructors should not be in the classroom when the forms are being completed. The proctor should read the paragraph of instructions to the students. The completed forms should be placed in the envelope with the course title and instructor's name written on it. The proctor should seal the envelope and deliver it to the division office. Faculty members should

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assure students that the evaluation forms will not be reviewed until course grades for the term have been submitted. After the deadline for submitting grades is past, evaluation forms will be returned to the division chairpersons for review. The division chairpersons, in turn, will pass them on to the respective faculty members. Division chairpersons should use discretion concerning private discussions of the results of the forms with individual members of their divisions. Under ordinary circumstances only the division chairpersons and each individual teacher will have access to these evaluation forms. In cases in which a teacher is being considered for promotion or tenure, the teaching evaluations from the previous academic year will be shared with the Rank, Tenure, and Promotion Committee; the dean; appropriate administrators; and the Board of Regents. All faculty members are expected to participate in the teacher evaluation program.

T. TEACHING LOAD

(Included since 1978; updated 1998 and 2008)

For pre-tenured assistant professors at Seaver College, the full-time, two-semester teaching load is twenty units, or three courses one semester and two the next. All other faculty members teach twenty-four units, or three courses each semester. Some members of the faculty receive reduced teaching loads to carry on research activities or special administrative tasks. A few are paid stipends for extra administrative assignments. Subject to written permission from the division chairperson, Seaver faculty members may supervise independent study students without additional remuneration. In very rare cases, a divisional chairperson may specifically request that a faculty member supervise one or more independent study students. In these cases, the faculty member will be paid a stipend. Payment will only be made if the chairperson initiates the request. Faculty members who supervise internships or supervise or read graduate theses will usually do so as a part of their regular contracted load. In rare cases they may be reimbursed for overloads but only when permission has been granted by the chairperson and dean at the time of student registration. Normally, faculty members receive one unit of teaching credit for each 50-60 minute class period per week for which they have academic responsibility. Exceptions are as follows:

1. Classes with enrollments of fewer than eight students are counted as one-eighth the usual teacher credit for each student enrolled. The dean must authorize exceptions.
2. Faculty members teaching large classes with unrestricted enrollment may receive extra teaching credit. The exact amount is determined by the dean and division chairperson based on the relevant factors but generally faculty teaching 120 to 175 students in one class without grading assistance or teaching between 120 and 175 students with grading assistance will count as regular workload.
3. Faculty members teaching laboratory courses receive teaching credit as follows:
 - a. A three-hour lab = 2.5 teaching units;
 - b. A two-hour lab = 1.75 teaching units;

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- c. First section of a multiple-lab course = "a" or "b";
 - d. Additional sections of a multiple-lab course = 2 teaching units for each three-hour lab and 1.5 teaching units for each two-hour lab.
 - e. Exceptions to the above may occasionally occur and will be determined by the division chairperson and approved by the dean.
- 4. Physical education activity courses of one unit = 1½ teaching units.
 - 5. Direction of a student teacher = ½ teaching unit.
 - 6. Private music lessons with three units of instruction = 1 teaching unit.
 - 7. Art studio classes are treated as laboratory classes (see above).
 - 8. Other special cases are as follows:
 - a. Directing thesis = 1 unit;
 - b. Reading thesis = 1/3 unit;
 - c. Directed Studies = 1/8 unit (per student unit);
 - d. Internships = 1/8 unit (per student unit);

The success of the first phase of the “3/2 teaching program” inaugurated in 2008 and, hopefully, to be expanded in 2009, requires the following administrative parameters:

- i) Released time for administration must be strategically curtailed. All released time for administrative purposes must be approved by the Dean of Seaver College.
- ii) Divisional chairs and academic deans will teach at least two courses per academic year, excepting the Dean of the college, who will teach one.
- iii) Faculty members receiving released time during any one year under the 3/2 program cannot expect additional released time for administrative duties unless authorized by the dean, although a stipend might be appropriate in case the need arises.
- iv) Under no circumstances will a tenured faculty person, excepting deans and chairs, teach less than four courses per year.
- v) Visiting faculty will have a teaching load of four courses per term.

U. TESTING AND GRADING

(Included since 1978; modified 2002)

Grades must be assigned accurately and fairly. Careful records of student progress should be kept on file. All records pertaining to students' work should be retained for one semester following conclusion of a class. Students deserve a clear understanding of their status and progress. This requires a systematic evaluation program on the part of the

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instructor. Evaluation should begin early in the semester and continue at reasonable intervals. Students may appeal grades to the relevant divisional chairperson, but only with a charge of incompetence or malicious intent. (Please refer to Chapter III, J. Grade Dispute Policy).

V. UNIVERSITY-WIDE FACULTY CONFERENCE (Included since 1988)

Pepperdine University encourages wide participation of the faculty in decisions related to all of its academic processes. In order to facilitate this wide involvement, the University faculty participates in a faculty conference, scheduled once a year and arranged by the provost. All full-time faculty members are expected to attend this University-wide conference as a part of their professional and personal responsibility to the University. The faculty is informed of the date and place of the faculty conference in writing. Classes held on the day of the conference are cancelled.

W. WORKLOAD ALLOCATION (Included since 2006; updated 2008)

1. The typical faculty contract at Seaver College is for nine months. Tenure-Track Faculty, however, will be paid in twelve monthly installments. During the course of the contract, each tenured or tenure-track member of the faculty is responsible for allocating her/his time toward three basic activities: teaching, research, and service. In the allocation of their time, faculty members should remember that the Seaver College Rank, Tenure, and Promotion Committee in its periodic reviews assigns a value of 50% to teaching and 25% each to research and service. Visiting faculty members are not expected to devote time to research or service and thus will generally be assigned more teaching duties.
2. With nine-month contracts, faculty members have summers free to pursue personal and funded research as well as other activities.

CHAPTER IV

FACULTY DEVELOPMENT

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FACULTY DEVELOPMENT

A. DISTINGUISHED PROFESSOR GUIDELINES FOR RELEASE TIME (Included since 2002)

1. Distinguished professors may, at their option, request that in place of a portion of their annual stipend they be released from teaching one class in order to have time to pursue an academic project.
2. The academic projects which would be eligible for support fall into four categories:
 - a. Original research projects that will lead to publications, or, in the case of faculty members in the visual or performing arts, projects that will lead to major exhibitions or performances.
 - b. Planning and sponsoring a conference of academic significance either for the Pepperdine community or academia beyond Pepperdine.
 - c. Preparing and giving a major, public lecture that will be of interest to the broad Pepperdine community.
 - d. Preparing a proposal for a major grant that will bring both financial resources and academic recognition to Pepperdine.
3. Distinguished professors must apply to the chair of their division by January 1 for the following fall semester and by September 1 for the following spring semester. The released time request will be granted if approved both by the applicant's division chair and the Dean of Seaver College.
4. Distinguished professors who are granted released time must report back by way of a lecture, performance, or exhibition to which all Seaver faculty members and, as appropriate, others in the broader Pepperdine community will be invited.
5. There shall be no limit on the number of times distinguished professors may apply for and receive released time (up to one per year).

B. INTERNATIONAL PROGRAMS TEACHING ASSIGNMENTS (Included since 1991)

Full-time faculty members are eligible to apply to teach in the University's overseas programs. Year-round residential programs (academic year plus summer) are currently operated in Buenos Aires, Florence, Heidelberg, Lausanne, London, Shanghai, and

Thailand, and summer-only programs are operated in many other locations. Both academic-year and summer appointments are offered. Detailed information and application forms may be obtained from the Office of the Dean of International Programs (x4532). Faculty members who have not yet earned tenure should consider the possible impact of an overseas assignment on their development as scholars before applying.

C. PROFESSIONAL TRAVEL

(Included since 1978; modified 1988, 1991, 2006)

1. GENERAL

Faculty travel to professional meetings and seminars, as well as for research purposes and other activities, is strongly encouraged, particularly when papers are to be read. The guidelines below have been set by the divisional chairpersons. These guidelines are designed to maximize the limited funds available for travel. They are based on a concept of divisional allocation, i.e., each academic division maintains a designated travel pool which will be distributed by the division chairperson on the basis of these guidelines. The guidelines establish maximums. Chairpersons may find it necessary to award amounts less than the maximum allowed. Requests for reimbursement must be submitted within 30 days of return from a conference. All faculty travel is subject to Pepperdine's employee expense reimbursement policy and procedures, which may be found, along with forms for reimbursements, in the Financial Systems User's Manual, or at <http://www.pepperdine.edu/finance/policies.htm#Section14>.

2. ALLOCATION PARAMETERS

- a. Any full-time faculty member delivering a major scholarly paper at a significant professional meeting may receive up to 100 percent of per diem expenses (lodging, meals, and incidentals) for four days as stipulated by federal government regulations (see www.gsa.gov, click on Travel Resources), payment of registration fees up to \$180 (assuming meals and special events are not included), and an amount equal to the least expensive round-trip air ticket available to the meeting site ("super saver" fare, unless no such fare is possible; up to \$720; and if going by car, mileage reimbursement cannot exceed cheapest air fare) for travel and transfers.
- b. Any full-time faculty member serving as a major officer of a national scholarly association or as president of a regional scholarly association will receive the same travel benefit as stipulated above.
- c. Full-time faculty members:
 - i. attending conferences specifically designed to improve teaching skills;

- ii. attending conferences designed to bring the instructor up to date in areas which he or she directly teaches;
- iii. wishing to use libraries, consult with resource persons, visit museums, or attend conferences specifically related to a research project which the instructor has in progress; may receive 80 percent of per diem expenses (lodging, meals, and incidentals) for four days as stipulated by federal government regulations (see website referenced above) 100 percent of the first \$125 travel expenses (not to exceed the lowest air fare available), and not more than 75 percent of the next \$400 travel expenses and transfers; registration fees up to \$125 will be paid.

3. PROCEDURE

Requests for these funds should be made at least 30 days prior to the meeting and be accompanied by a description of the program (preferably the official brochure) and a statement specifically showing its value to the faculty member. Should available funds not cover all requests, preference will be given to the faculty member eligible under paragraphs a and b above.

4. ADMINISTRATIVELY ASSIGNED TRAVEL

If a faculty member is requested in writing by the dean or another senior administrator of Pepperdine University to attend any meeting as an official representative of the University, he or she will receive remuneration for all reasonable expenses incurred, according to the usual guidelines covering administrative travel. These expenses should be itemized and all receipts submitted for reimbursement. Per diem does not apply.

5. EXCEPTIONS

Any exception to these guidelines must be authorized by the dean.

D. PUBLICIZING OF FACULTY PUBLICATIONS

(Included since 1988)

Seaver College encourages its faculty members to prepare and publish scholarly contributions to the professional literature in the fields consistent with and related to their individual interests and expertise.

Such scholarly publications are recognized and publicized in various University publications. The Public Information Office maintains liaison with local and metropolitan newspapers, radio stations, and television outlets.

E. RESEARCH AND SCHOLARLY ACTIVITIES

(Included since 1988; modified 1998; updated 2006)

1. GENERAL

Seaver College encourages research and scholarly activities of the highest possible quality across the academic disciplines. Faculty members are evaluated in part (25%) by the Rank, Tenure, and Promotion Committee on their ability to demonstrate creative and productive work through published research and other scholarly activities (refer to the Rank, Tenure, and Promotion Handbook).

2. FACULTY RESEARCH POLICIES

(Approved by the University Academic Council, March 19, 2004; effective August 12, 2004)

Faculty members shall perform all research or research related activities in accordance with federal and state law, University and School policies, and ethics codes that apply to the researcher or to the person's research. The University has adopted policies that specifically govern faculty research, including, for example, research involving human or animal subjects and research funded by certain governmental agencies. Pepperdine faculty members and researchers are subject to the research policies, are responsible for knowing the provisions of the policies, and are responsible for ensuring that they comply with the policies and that others working with or for them, including students, comply with the policies. The complete text of the policies is available on the Pepperdine University website www.pepperdine.edu/provost/policies.

3. INTERNAL RESOURCES

As resources permit, the University provides space, funds, and facilities for faculty research programs. Faculty members are encouraged to seek internal support for research through the sabbatical leave process and by applying for internal funding from the Seaver Research Council. Furthermore, faculty members are encouraged to make use of the time during the summer months (late April through mid-August) to conduct scholarly work and to engage in programs of faculty development administered by the Seaver Dean's Office.

4. EXTERNAL FUNDING FOR RESEARCH

Faculty members are encouraged especially to seek support for research activities from funding sources external to the University. Such grants, particularly those from federal and state agencies, often contain requirements for University participation in the form of matching funds, reassignment of faculty time, etc. In making application for grants, faculty members should, in consultation with their divisional chairperson and the Assistant Dean of Research, take into account the time commitments required by the proposed project, and the effect which approval and funding of the project will have on the University budget. Regardless of the source of funding, University

policy requires the reporting and reconciliation of all expenditures.

5. INSTITUTIONAL REVIEW BOARD (IRB)

- a. It is the policy of Pepperdine University that all research involving human participants must be conducted in accordance with accepted ethical, federal, and professional standards for research and that all such research must be approved by one of the University's Institutional Review Boards (IRBs). These boards are charged with monitoring the ethical propriety of all research involving human participants/subjects conducted under the auspices of Pepperdine University. It is the policy of Pepperdine University that its IRBs have the authority to approve, require modifications in, or disapprove any research involving human participants/subjects conducted under Pepperdine's auspices.
- b. In the review and conduct of research, Pepperdine University is guided by the ethical principles set forth in the Belmont Report (i.e., respect for persons, beneficence, and justice) (see section I.D. below). In addition, all human subjects research conducted by or under the auspices of Pepperdine University will be performed in accordance with the U.S. Code of Federal Regulations, DHHS (CFR), Title 45 Part 46 (45 CFR 46), entitled *Protection of Human Subjects*, and Parts 160 and 164, entitled *Standards for Privacy of Individually Identifiable Health Information* and the California Protection of Human Subjects in Medical Experimentation Act (Code Sections 24170 24179.5). Where applicable, FDA regulations on human subjects research will be followed (CFR Title 21 Parts 50, 56, *Protection of Human Subjects* and *Institutional Review Boards*). In addition, research conducted with human subjects must be performed in accordance with the accepted ethical principles established by professional organizations/societies that are applicable to the area of investigation (e.g., American Psychological Association; the American College of Sports Medicine). The actions of Pepperdine University will also conform to all other applicable federal, state and local laws and regulations.
- c. The primary goal of the Pepperdine University IRBs is to protect the welfare and dignity of human participants. A secondary goal of the Pepperdine IRBs is to assist investigators in conducting ethical research that is in compliance with federal, state and university regulations. Additionally, by addressing the human subjects concerns in an applicant's proposed research, the IRBs may protect investigators from engaging in potentially unethical research practices. Thus, when a faculty member, student, and/or employee of Pepperdine University wishes to conduct research involving human participants her or his research proposal must be reviewed by one of the IRBs.
- d. Investigators seeking to conduct research with human participants should obtain a copy of Pepperdine University's *Protection of Human Participants in Research: Policies and Procedures Manual* from the IRB web site at

<http://www.pepperdine.edu/irb/>. The *Protection of Human Participants in Research: Policies and Procedures Manual* is a reference manual for investigators that outlines the policies, regulations and procedures governing research with human participants and subjects, and the requirements for submitting research proposals for review by the Pepperdine University Institutional Review Boards (IRBs). This manual describes the application and review process, as well as applicable regulatory requirements. It is important for investigators to thoroughly familiarize themselves with the contents of this manual, and complete the required educational components before submitting proposals to the appropriate IRB. Copies of all policy documents, application forms, and other human subjects' protection materials may be obtained from the human subjects' protections web site at <http://www.pepperdine.edu/irb/>. Additionally, contact information for the chairpersons of the GPS and Seaver College IRBs may be obtained at the IRB web site. Investigators are encouraged to contact their IRB chairperson with any questions.

- e. Before initiating any research project that seeks to obtain data from human participants (including the use of archival data), investigators must obtain written approval from the appropriate Pepperdine IRB.

6. ANIMAL SUBJECT RESEARCH

Pepperdine has an Institutional Animal Care and Use Committee (IACUC) to oversee all projects that involve live animals. The committee is chaired by a faculty member and by law, must contain a veterinarian and members of the local community. The committee reports to the Associate Provost for Research. Faculty who might use live animals in teaching or in research should contact the Associate Provost's office or the Chair of the IACUC to submit appropriate application forms.

7. ALLEGATIONS REGARDING RESEARCH MISCONDUCT

Guidelines for responding to allegations of scientific misconduct for research supported by or seeking support from the U.S. Public Health Service are posted at <http://www.pepperdine.edu/provost/policies/>.

8. Administration of grants is the responsibility of the Office of Corporations, Foundations and Sponsored Programs. Applications for grants should also be processed through that office.
9. Faculty members shall perform all research or research related activities in accordance with federal and state law, University and School policies, and ethics codes that apply to the researcher or to the person's research. The University has adopted policies that specifically govern faculty research, including, for example, research involving human or animal subjects and research funded by certain governmental agencies. Pepperdine faculty members and researchers are subject to

the research policies, are responsible for knowing the provisions of the policies, and are responsible for ensuring that they comply with the policies and that others working with or for them, including students, comply with the policies. The complete text of the policies is available on the Pepperdine University web site.

F. SABBATICAL LEAVE

(Included since 1978; modified 1988 and 2002)

1. PURPOSE

The purpose of the Sabbatical Leave (hereafter called Sabbatical) is to provide the time for the participating faculty members to remain fresh and knowledgeable about developments in their discipline. That time is typically used to hone research, creative activity, and/or teaching skills that ultimately benefit our students. This normally involves the pursuit of a specific project that helps the participant to become stronger in the classroom, more accomplished in his/her field, or a leader or some aspect of inquiry in the discipline. The range of projects deserving of a Sabbatical is limited only by the creative minds of the individual faculty members who apply.

The University's investment in the Sabbatical helps the recipient become a more productive contributor to the discipline. More importantly, the Sabbatical strengthens the teaching and research missions of the University by providing renewed energy in the classroom as well as research findings that may be used by academics and practitioners throughout the world, or creative activities that may lead to performance or exhibition. Few investments that the University could make would provide a greater return.

2. ELIGIBILITY REQUIREMENTS

Faculty members are eligible to apply for the Sabbatical at the start of their sixth full year of "continuous service" on the tenure track to the University. Additional requirements are that the faculty member must be full-time, and that the Sabbatical begins after seven years of continuous service. Time spent on a previous Sabbatical is counted as part of continuous service, although a leave of absence other than Sabbatical time is not counted but instead freezes the continuous service time for the period of that leave. Reassigned time does not affect Sabbatical eligibility.

If a faculty member leaves the University for other employment, then returns, the continuous service period begins with a new clock on the day of the faculty member's resumption of normal duties at the University.

3. USE OF TIME

The Sabbatical period is intended as a period of doing scholarly work, research or creative activity that cannot be attempted during the press of normal duties at the University. The Sabbatical is not intended to provide additional time to augment one's income or to teach at another institution, except in unusual cases specifically approved in advance. If any employment is contemplated, while the primary purpose of the Sabbatical is pursued, such work shall be included in the proposal.

4. THE ROLE OF THE FACULTY DEVELOPMENT COMMITTEE

The Faculty Development Committee (hereafter called the Committee) has the dual role of (a) serving as an advocate for faculty members who are eligible for a Sabbatical and (b) monitoring the entire Sabbatical process. The process related to applicants begins with notification of eligibility and ends with the presentation of findings before interested faculty members during the first semester after returning to regular University duties.

The monitoring role of the Committee requires maintaining the lists of faculty members who are eligible for Sabbaticals for several years in advance, so that both applicants and their Divisions can make appropriate plans. Because the granting of the Sabbatical is an investment in the academic health of the University, the assumption is that the Sabbatical will be granted to those who are eligible. This assumption simplifies the planning process and allows the time frame from application to initiation to be short enough so that projects can be selected for their timeliness.

5. PROCEDURAL RESPONSIBILITIES FOR THE APPLICANT

- a. The Committee will make formal notification to those eligible for a Sabbatical about 18 months before the beginning of the academic year for which the Sabbatical is sought so that faculty members can begin to consider the type of work that would be of most mutual benefit to themselves and the University. The due date for the Sabbatical Proposals is June 1, 14 months in advance of the academic year for which the Sabbatical is sought. The relatively short time frame from due date to start date encourages work on topics that can be more timely than if the topics were required to be chosen farther in advance of their initiation.
- b. Proposals submitted to the Committee in August will follow a standard form. Because the Committee encourages the submission of proposals that are clear and well thought out, the proposals will consist of (a) a cover page of data, (b) a 2-5 page explanation of the proposal, and (c) attachments, including letters of support, for no more than ten total pages of the application. Recommendations for sabbatical leave will be made by the Faculty Development Committee to the Dean of Seaver College by September 1.

- c. Once the Sabbatical is granted, the recipient has the responsibility to follow through with the thrust of the basic plan outlined in the Proposal. Major deviations from the plan during the Sabbatical must be communicated in a one-page document to the Committee for approval. During the first semester back to regular duties, the recipient will be expected to present the results of their work at a meeting open to the entire faculty.
- d. The individual granted the Sabbatical will return to the University and serve for at least one year. Individuals who do not do this will be expected to repay all of the costs associated with the Sabbatical grant, including the salary granted during the Sabbatical.

6. PROCEDURAL RESPONSIBILITIES FOR THE DIVISION CHAIR

- a. It is the responsibility of the Division Chair to make arrangements for the classroom absence of Sabbatical recipients. In no case should an applicant with a worthy proposal not be granted a Sabbatical because the Division fails to reapportion the teaching load effectively.
- b. The Division Chair is the member of Administration closest to the recipient in terms of discipline knowledge and day-to-day contact. As such, s/he has the responsibility of ensuring that the Sabbatical is undertaken in a way that is productive for both the University and the recipient. This can be done by conferring with the prospective applicant before the proposal is drafted, writing a letter of support for the applicant for the Sabbatical (using the template provided by this Committee), and by loosely monitoring the progress of the Sabbatical during the period of the leave.

CHAPTER V

FACULTY-STUDENT RELATIONS

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FACULTY-STUDENT RELATIONS

A. ACADEMIC CODE OF INTEGRITY

(Included since 1988; modified 2006)

1. The Seaver College Code of Academic Integrity is an integral part of the educational process, and a copy will be provided each faculty member. It makes possible an atmosphere conducive to the development of the total person through learning experiences. Since a person is more than intellect, learning is more than academic achievement. It includes achievement in all the qualities of an individual – intellectual, spiritual, ethical, emotional, and physical.
2. The code emphasizes the dignity of each individual in pursuing self-improvement and developing full personal potential. It provides free competition and independent intellectual effort, not tolerating dishonesty, cheating, or plagiarism in any form. If intentional acts of dishonorable conduct occur, the code outlines infractions and clear-cut procedures as well as sanctions to censure such activity.
3. Teachers may wish to encourage their students to sign the statement printed on examination books sold by the bookstore or to provide a space on each examination or paper for students to sign this pledge: "On this examination, I have abided by the Seaver College Code of Academic Integrity. I have neither given, taken, nor received unauthorized aid to anyone or from anyone." This code may be found at: <http://seaver.pepperdine.edu/academicintegrity>.

B. NONACADEMIC AND SOCIAL RELATIONS

(Included since 1988)

One of the unique aspects of Seaver College, aside from the physical beauty of its location, is the traditional Pepperdine family atmosphere where faculty members and students live and study together.

There are many opportunities for informal faculty/student contacts throughout the year. The Office of the Dean of Students sponsors events such as volunteer activities, convocation programs, talent shows, the Christmas dinner, Songfest, faculty/senior breakfasts, and many other programs announced throughout the University community. All Seaver College faculty members are encouraged to participate with their families in these events in order to become better acquainted with students in nonacademic settings.

C. STUDENT ENRICHMENT FUND

(Included since 1989; modified 2002)

1. PURPOSE

The fund is available to full-time and adjunct faculty, as well as full-time University employees who are at the director level or higher. The intent of the fund is to encourage faculty and staff members to entertain students in their homes and promote a sense of community. The spirit of the fund lends itself best to an evening or afternoon shared with a small number of students (25 or fewer) in a home or informal setting. A restaurant setting or the University dining hall is not considered appropriate. A reception with large numbers of students is more appropriately a division or department expense.

2. REIMBURSEMENT

- a. Individuals will be reimbursed for actual food expenditures with a maximum of \$7.50 per student in attendance. Reimbursement is based on the number of students in attendance, not faculty families and guests. Since funding for the program is limited, the maximum amount that participants can be reimbursed per event is \$175.00.
- b. Faculty and staff members are eligible to request reimbursement two times a semester. Faculty members may request reimbursement a third time if it is for a third class of students.
- c. Following the event, the faculty/staff member should submit a memorandum to the Dean of Student Affairs. This notification should include the location, the expense (attach all appropriate receipts), and a list of students in attendance, preferably a sign-up sheet obtained at the event. Also, include an address for the reimbursement and an office phone number. This memorandum **MUST** be submitted within ten (10) working days of the event. Requests that fail to meet this deadline may not be honored.

3. QUESTIONS

All questions regarding the program should be directed to the Office of the Dean of Students, x4472.

D. STUDENT HANDBOOK

(Included since 1988)

An important document with which every Seaver faculty member should become familiar is the Pepperdine University Student Handbook, produced each summer by the Office of

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the Dean of Students. Faculty members may be able to answer many student questions by referring to this publication. Included in the handbook are services provided by the institution; housing and student life policies, regulations, and sanctions; and the academic ethics code.

E. STUDENT ORGANIZATIONS

(Included since 1988; modified 2006)

Many faculty members find time to be involved in a challenging, yet rewarding, activity – serving as an advisor to one of Seaver’s chartered clubs or organizations as well as academic honor societies. Such a relationship is an excellent example of College “service” expected of all Seaver faculty. For more information about this opportunity, refer to the Pepperdine University Student Organization Handbook produced by the Student Activities Office.

F. STUDENT PRIVACY RIGHTS

(Included since 1978; modified 1988 and 2006)

1. Federal and state laws exist which define the privacy rights of students with respect to their student records. Faculty members will be held accountable for familiarity with and proper implementation of the following guidelines.
2. The Family Educational Rights and Privacy Act of 1974, better known as the Buckley Amendment or FERPA, and California Education Code 67100 et seq. generally address two primary issues: the privacy of student records and the student’s right of access to his or her records.
 - a. There are two important areas under the University Student Records Policy to which the faculty should pay particular attention. First, the faculty must respect the privacy rights of students by not disclosing personally identifiable information about a student without the student's written consent. For example, if grades are posted, they must be disclosed in a manner which makes the grade known only to the student receiving the grade. Specifically, faculty members must not post grades using student names, campus-wide ID numbers, or social security numbers. Another application of the policy would prohibit the use of data from student records in letters of reference without the student's written permission.
 - b. Secondly, faculty members must honor a student's right of access to University files regarding that student. It is not necessary to grant immediate access upon demand by a student, but such access must be granted within 15 days of the request. In the event of a request, the faculty member should immediately contact the Office of the Registrar for assistance. Also, there are several specific exceptions to these rights provided in the law (e.g., specific records for which the student has legally waived his right of access, or private files of the faculty member not available for use by other University personnel).

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2. The law and policy are complex and this notice is not intended to be fully explanatory of student rights under FERPA or California law. These rights and policies are referenced in the "Legal Notices" section of the school catalog, and are explained in detail in the official Pepperdine University Student Records Policy, which can be found online at <http://www.pepperdine.edu/registrar/policies/>. If explanation or assistance is needed after consulting with the Office of the Registrar, faculty members should contact the University's General Counsel.

CHAPTER VI

FACULTY BENEFITS

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FACULTY BENEFITS

(Updated with each edition of the FAQ book by the Center for Human Resources)

A. COMPENSATION

1. Faculty members are paid on the basis of a scale established by the dean and the provost and approved by the president. The scale relates salary to academic rank. Within each rank, salaries are further divided into three "steps." Minimal length of service has been set for eligibility to advance in step or rank, but all promotions are based on merit as defined by the Rank, Tenure, and Promotion Committee and the administration. Special stipends for certain academic disciplines may be recommended by a faculty committee and approved by the dean, provost, and president.
2. Faculty contracts are prepared by the Dean's Office. Faculty members are normally paid in twelve equal monthly installments unless specified otherwise and noted on the employment contract. Checks are issued on the 26th of each month. If the 26th falls on a Saturday, Sunday, or holiday, checks will be issued on the last business day before the 26th. At the discretion of the administration, faculty members may receive their checks earlier than the 26th during the month of December due to the Christmas holidays and during certain other University holidays.
3. Paychecks may be picked up from the divisional offices. Faculty members who wish to receive paychecks at home may do so by informing the Center for Human Resources of their correct address. An automatic direct deposit of net pay is available to regular monthly employees. Contact Payroll for a Payroll Deduction Authorization and Agreement form if this option is wanted.
4. If an error is found in a paycheck, the faculty member should inform the Dean's Office, which will investigate the problem and report to the Center for Human Resources. Payroll deductions are made for individual retirement contributions, obligatory taxes, voluntary payroll deductions, insurance premiums, retirement contributions, dependent care, and contributions to the United Way, or for other purposes as announced from time to time by the Center for Human Resources (see Faculty Benefits section of this handbook).

B. CONTINUATION/CONVERSION PRIVILEGES

1. Following termination of employment or loss of dependent status, continuation and/or conversion options may be available. Contact the Center for Human Resources for details.

2. Faculty members changing from full-time to part-time status should discuss benefits implications with the Center for Human Resources.

C. CREDIT UNION

Pepperdine University faculty members are eligible to join the credit unions that are available at the time of enrollment. The University will honor requests for credit union deductions from faculty members' paychecks upon receipt of written authorization. Details of membership are available from the Center for Human Resources at (310) 506-4397, or x4397.

D. EMERITI RETIREE HEALTH PLAN

(Included since 2006)

1. The Emeriti Retiree Health Plan provides the following benefits:
 - a. A tax-advantaged way to invest and accumulate assets exclusively to help meet future retiree medical expenses — the Emeriti Health Accounts.
 - b. A specially-designed health insurance program building upon the foundation of Medicare — the Emeriti Health Insurance Options.
 - c. An innovative tax-free way to pay for other qualified out-of-pocket medical expenses — the Emeriti Reimbursement Benefit.
2. Participation in the University's Emeriti Plan is mandatory for the faculty member when he or she fulfills the eligibility and participation requirements outlined in the summary plan description and the plan document. Once eligible, the University will make contributions to the Emeriti Retiree Health plan accounts for the faculty member. The faculty member may also make voluntary contributions to the accounts.

E. FAMILY AND MEDICAL LEAVE ACT POLICY ("FMLA LEAVE")

1. INTRODUCTION

An eligible U.S. faculty member whose spouse, parent, or child has a serious health condition which requires his or her care, or who is having, adopting, or beginning foster care of a child, may apply for a *family leave under the Family and Medical Leave Act (FMLA Leave)*. An eligible faculty member who has a serious health condition that prevents performance of his or her job functions may apply for a *medical leave of absence under the Family and Medical Leave Act (FMLA Leave)*. When a leave is taken due to a serious health condition of the faculty member or an eligible family member, the faculty member will be required to provide certification from a qualifying health care provider with the leave request.

2. ELIGIBILITY

- a. To qualify for a leave based on a serious health condition of the faculty member or an eligible family member, the health condition must require inpatient care in a hospital, hospice, or residential medical care facility; or continuing treatment or continuing supervision by a health care provider.
- b. In order to qualify for a family or medical leave, a faculty member must have at least 12 months of employment with the University. In addition, the faculty member must have worked at least 1,250 hours (an average of about 24 hours per week) during the prior 12-month period.
- c. Disabled faculty members who do not qualify under the FMLA leave are subject to the Medical Leave of Absence Policy.

3. CONCURRENT LEAVES

The University shall designate all paid and/or unpaid leaves due to reasons that are eligible under FMLA to run concurrently with, and be counted against, the faculty member's FMLA entitlement provided the employee qualifies for FMLA.

4. ADVANCE NOTICE OF LEAVE

When the requested leave is for the expected birth, or placement of a child with the faculty member, or for a planned medical treatment of the faculty member, or an eligible family member, the faculty member, when possible, shall provide the University with no less than 30 days' notice before the leave is anticipated to begin. In an emergency or unforeseeable situation, the faculty member shall provide such notice to the University as is practicable under the circumstances. A failure to comply with these notice rules may result in a denial or postponement of the requested leave until the faculty member complies with these rules. When the requested leave is for a planned medical treatment of the faculty member or an eligible family member, the faculty member, subject to the approval of the health care provider, may be required to schedule the treatment so as to avoid disruptions to the operations of the University.

5. LENGTH OF FAMILY AND MEDICAL LEAVES

- a. Eligible faculty members may request up to a total of 12 workweeks of FMLA Leave in any 12-month period. The 12-month period during which the 12 workweeks of FMLA Leave may be taken will commence on the first day of the leave. Thus, the applicable 12-month period will be different for each faculty member. Where additional medical leave is required, please see the Medical Leave of Absence Policy. If additional family leave is required, request a personal leave of absence.

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- b. In any case in which a husband and wife are both employed by the University, their combined family leave for the care of a newborn or newly placed child may not exceed 12 workweeks in any 12-month period.
- c. Family leaves which are taken to care for a newborn or newly placed child must be completed within 12 months of the child's arrival.
- d. To the maximum extent permitted by law, any leave of absence that is granted under this policy or any other policy for the purposes specified above, will be credited against the time limits of the type of leave requested under this policy.

6. INTERMITTENT AND REDUCED LEAVE SCHEDULES

FMLA leave under this policy may be taken in one or more periods, which includes taking leave on an intermittent or reduced leave schedule. All such periods of leave will be applied to the total leave time available pursuant to this policy.

7. ELIGIBILITY FOR PAY

Generally, leaves taken pursuant to this policy are unpaid. However, a faculty member is eligible for continuation pay for his or her own serious health condition, or a family leave taken for the care of an eligible child with a serious health condition, a newborn, a child placed for adoption, or for the care of an eligible family member with a serious health condition pursuant to this policy.

8. EFFECT OF LEAVE ON BENEFITS

- a. For the duration of a FMLA Leave, all of the faculty member's benefits including benefits provided under the University's Health & Welfare Plan and participation in the Health Care Reimbursement Plan, may be maintained and continued at the level, and under the conditions such benefits would have been provided if the faculty member had continued in employment continuously for the duration of the leave.
- b. The faculty member who elects not to continue benefits provided under the Pre-Tax Premium Cafeteria Plan, such as medical, dental and vision coverage, and elects not to continue to participate in the Cafeteria, Health Care Reimbursement Plan, can revoke his or her election as of any date during the FMLA Leave by providing written notice to the Center for Human Resources not less than 14 days after the effective date of such revocation. Such revocation shall be effective until the conclusion of the faculty member's FMLA Leave.
- c. The faculty member may reelect a benefit plan available under the Pre-Tax Premium Cafeteria Plan and participation in the Cafeteria, Health Care Reimbursement Plan, upon return to active employment. The faculty member

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must provide written notice of reelection of a benefit plan to the Center for Human Resources not less than 14 days before the effective date of his or her recommencement of benefits.

9. EXTENSION OF LEAVE

In the event a faculty member will not be able to return by the agreed-upon expiration date of a leave, an extension may be requested. The request must be made on a leave application. It must be accompanied by certification of the attending health care provider of the serious health condition or the need for the faculty member's care of an eligible family member. This request should be submitted as soon as the need to extend the leave is known.

10. NOTICE OF RETURN FROM LEAVE

- a. At the time a leave is requested, faculty members are required to indicate how long the leave is expected to be. If the need for leave ends earlier than first anticipated, the faculty member will be expected to return to work.
- b. Faculty members must return to work no later than the first business day after the expiration date of the leave. If a faculty member does not return at that time, employment may be discontinued.

11. RETURN FROM LEAVE

- a. Faculty members returning from medical leave are required to provide a physician's certification that they are able to perform essential job functions.
- b. Provided that the total FMLA Leave period does not exceed 12 work weeks specified in this policy, the faculty member will, upon return to work, be restored to his or her same position (when possible), or to an equivalent position with equivalent pay, benefits, working conditions, and other terms and conditions of employment. Eligibility for any benefits which ceased during the leave period will be resumed immediately.
- c. Faculty members who elect not to return from leave, or who do not return by the leave expiration date, will be required to repay the University's cost of group health plan coverage (medical including counseling services and dental) for the period covered during the leave period. No repayment will be required, however, if the faculty member is unable to return due to the continuation, recurrence, or onset of a serious health condition of the faculty member or an eligible family member, or other circumstances beyond the control of the faculty member.
- d. As prescribed by law, the inability to return to work must be certified by the attending health care provider.

12. CONFIRMATION OF LEAVE

At the time leave begins, the faculty member will be given a written statement of leave provisions.

13. RESERVATION OF RIGHTS

The University reserves the right to refuse a request for FMLA Leave, or a request for reinstatement to the same or an equivalent position, pursuant to, and as prescribed by, all applicable state and federal statutes, regulations, and case law.

14. FURTHER INFORMATION

Questions on FMLA Leaves should be directed to the Center for Human Resources at telephone extension 4397.

15. DEFINITIONS

- a. *Eligible Family Member*: The spouse, child, or parent of the faculty member.
- b. *Spouse*: A partner in legal marriage with the faculty member.
- c. *Child*: A biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in place of parents (*in loco parentis*). A *child* must be under 18 years of age, or 18 years of age or older and incapable of self-care because of a mental or physical disability.
- d. *Parent*: A biological, foster, or adoptive parent, a stepparent, a legal guardian, or an individual who stood in place of parents (*in loco parentis*) to a faculty member when the faculty member was a son or daughter.
- e. *Serious Health Condition*: An illness, injury, impairment, or physical or mental condition that involves inpatient care in a hospital, hospice, or residential medical care facility; or continuing treatment or continuing supervision by a health care provider.
- f. *Health Care Provider*: Includes physicians (doctors of medicine [M.D.s], osteopaths, podiatrists, dentists, clinical psychologists, optometrists, and chiropractors (limited to treatment consisting of manual manipulation of the spine to correct a sublimation as demonstrated by x-ray to exist) authorized to practice in the state and performing within the scope of their practices as defined by state law); nurse practitioners and nurse-midwives authorized by state law to practice and who are performing within the regularly defined scope of their duties; and Christian Science practitioners listed with the First Church of Christ, Scientist in Boston.

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- g. *Reduced Leave Schedule*: A leave schedule that reduces the usual number of hours per workweek, or hours per workday, of a faculty member.
- h. *Intermittent Leave*: Required leaves of as short as one hour on a regular or irregular basis to meet a medical need.
- i. *Group Health Plan*: Any plan of, or contributed to by, the University (including any self-insured plans) to provide health care (directly or otherwise) to faculty members, former faculty members, or the families of such faculty members or former faculty members, i.e., the University health, dental, and psychological counseling plans.
- j. *Medical Leave of Absence*: Approved time off for faculty members who are unable to work due to personal illness or injury, and who do not apply, qualify for, or elect to use a medical leave under the FMLA Leave.
- k. *Medical Leave under the Family and Medical Leave Act*: Approved time off for faculty members who apply and qualify for a medical leave under the FMLA Leave.

F. FLEX CREDIT

Some benefit choices may result in a credit to the faculty member. These credits are referred to as "Flex Credits." A faculty member can elect to buy coverage in other benefits with these credits. Faculty members also have the option to receive the difference as taxable income in their paychecks.

G. FLEXIBLE SPENDING ACCOUNTS

The Tax Saver Option allows a faculty member to pay certain health care and dependent care expenses with tax-free money (on a pre-tax basis). Faculty members may enroll during their initial eligibility and need to re-enroll each calendar year to take advantage of these savings.

H. HEALTH AND WELFARE PLAN

1. PEPflex – THE FLEXIBLE BENEFITS PLAN OF PEPPERDINE UNIVERSITY

PEPflex provides each faculty member with a set of core benefits and offers the opportunity to choose from a variety of options in other benefit categories. This allows each faculty member to design a benefits package according to individual needs and preferences.

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2. ORIENTATION

Newly eligible faculty members must attend a benefits orientation held by the Center for Human Resources at Malibu.

3. ELIGIBILITY FOR BENEFITS

- a. Faculty Members: All active, regularly assigned, full-time faculty members employed under a regular (non-adjunct) faculty contract, serving in at least a half-time appointment each academic year are eligible.
- b. Dependents: Eligible faculty members may enroll family members in the PEPflex plan as follows:
 - i. The faculty member's legally married spouse unless in active service in the armed forces;
 - ii. The faculty member's domestic partner legally registered with State of California under AB205;
 - iii. The faculty member's unmarried dependent children under age 19. Children include legally adopted children and children who are placed in physical custody for adoption. Children also include stepchildren, and children for whom the faculty member or his/her spouse has been appointed legal guardian by a court of law. All eligible children must depend on the faculty member for support and maintenance except where the faculty member or his/her spouse is legally required to provide group health coverage pursuant to an administrative or court order. Children enrolled in school full-time may be covered until they reach age 25, provided that they are wholly dependent upon the faculty member for support and maintenance. *Please note:* Blue Cross considers children to be eligible if they are financially dependent and qualify as dependents for federal income tax purposes. Special rules apply for children with disabilities. For additional information, contact the Center for Human Resources.
- c. Faculty Spouses: If the faculty member and faculty member's spouse both work at Pepperdine University, each may be covered separately as employees or as a single family unit. If a faculty member elects to be covered separately, eligible children may be covered by only one employee. However, the vision care plan allows all eligible family members to enroll as one family unit.

4. EFFECTIVE DATE OF COVERAGE

Benefits coverage for new full-time faculty members will usually start on the first day of the month coinciding with or next following the faculty member's date of full-time

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employment. If the faculty member is away from work due to illness or injury on the day coverage would normally take effect, benefit choices will become effective on the day the faculty member returns to active full-time work at Pepperdine University.

5. ENROLLMENT

- a. All eligible faculty members must complete required enrollment forms and submit them to the Center for Human Resources within 31 days of employment. New faculty members who do not enroll in a medical or a dental plan within 31 days (some plans allow up to 45 days) of their initial eligibility will be placed in a Default Plan with single medical coverage and no dental coverage. Once a medical or dental plan has been selected, a change to another plan may only be made during the annual Open Enrollment period.
 - i. Qualified Family Status Change: Enrollment in a PEPflex plan is an annual commitment. Unless one has a Qualified Family Status Change, no faculty member may add or delete dependents until September 1 (the next Open Enrollment period). Qualified Family Status Changes include:
 - Marriage, divorce, legal separation or death of faculty member's spouse
 - Birth, adoption (or placement), or death of faculty member's dependent child
 - Faculty member's dependent child is no longer eligible for coverage
 - Faculty member's spouse starts or stops working
 - Faculty member's spouse changes from part-time to full-time status or vice versa
 - Faculty member's spouse takes an unpaid leave of absence
 - Faculty member's spouse loses or gains health coverage
 - ii. A written request to make plan changes must be submitted to the Center for Human Resources within 30 days of the qualifying event.
- b. Annual Re-Enrollment: During the Open Enrollment period each year, faculty members may elect to change their medical and dental plans and add or delete optional benefit choices from their benefits packages. At the Open Enrollment period, faculty members may also add or delete dependent coverage. (Some restrictions may apply.)

6. CORE BENEFITS

- a. Core benefits include the following:
 - Life Insurance
 - Accidental Death and Dismemberment Insurance

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- Business Travel Accident Insurance
 - Long Term Disability Insurance
 - Psychological Counseling Services
 - Wellness Message
 - Health Advocate Program
- b. Newly eligible faculty members will automatically be enrolled for life insurance, accidental death and dismemberment coverage, business travel accident insurance, long term disability insurance, psychological counseling services and Health Advocate program. The University will pay 100% of the premium for core benefits.

7. OPTIONAL BENEFITS

- a. Faculty members may elect optional coverage for:
- Choice of Medical or Medical Waiver
 - Choice of Dental or Dental Waiver
 - Vision Care
 - Supplemental Term Life Insurance
 - Flexible Spending Accounts (covering non-reimbursed Health and Dependent Care expenses)
- b. The University will pay a substantial amount of the faculty member's dependent medical and faculty member and dependent dental coverage if selected.

8. ADDITIONAL BENEFITS

Some benefits faculty members receive from Pepperdine University are not included in the flexible benefits program. These benefits include Social Security and Medicare, income protection during disability, tuition assistance, credit union membership, a retirement plan, and a voluntary tax-deferred annuity program. Please refer to the appropriate sections in this handbook describing these benefits.

I. INCOME PROTECTION DURING DISABILITY

- 1 The University provides income protection for faculty members during periods of illness or disability. In order to comply with policies of the state and the insurance carrier so that faculty members who are eligible may qualify for State Disability Insurance or the disability terms of the University's long-term disability insurance contract, faculty members who have missed work for more than seven calendar days because of illness or disability should notify the Office of the Dean and the Center for Human Resources.

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2. As a general rule, full salary will be continued up to a maximum of 180 days (less any state disability payments for which the faculty member is eligible). After 180 days, the long-term disability insurance plan pays 66.67 percent of the faculty member's base monthly salary up to a maximum benefit of \$10,000 per month. Such benefits may continue until social security normal retirement age as long as the faculty member is disabled, or as specified in the insurance contract.

J. JURY DUTY

(Approved 9/16/04 by UMC; 9/17/04 by Steering)

1. The University considers jury duty to be an important civic responsibility. Having loyal, conscientious, honest citizens serving on our juries is a basic and essential element of our American system of justice. Therefore, it shall be the policy of this University to encourage jury service by its faculty members when their duties to the University permit.
2. Any employee called to serve will be excused to serve on jury duty, and for up to ten (10) work days shall be paid at their regular base salary for such service. For an employee serving on a jury in which the trial extends beyond ten (10) paid work days, his/her absence will be excused until the trial is completed, even though the employee will be paid a maximum of ten (10) work days.

K. MEDICAL LEAVE OF ABSENCE POLICY

1. A medical leave of absence is approved time off for faculty members who are unable to work due to personal illness or injury and who do not qualify for, or have exhausted their medical leave under the Family and Medical Leave Act Policy ("FMLA Leave").
2. As soon as a faculty member becomes aware that he or she is (or will become) for any medical reason, temporarily disabled from working, the faculty member must promptly advise the dean and the Center for Human Resources in writing of the reason and the anticipated commencement date and duration of the disability. A doctor's certificate specifying the expected duration of the disability is required prior to approval of a medical leave of absence.
3. Medical leaves of absence without pay are available to all faculty members for the period of their disabilities, to a maximum of 12 months following the last day of active work (see "Income Protection during Disability"). However, the University may require periodic verification of a faculty member's inability to work (including, for example, a periodic statement from the faculty member's doctor or examination by a doctor designated by the University). A doctor's release may be required prior to return to work following an absence of three or more day's duration. Any misrepresentation of requested leave or disability will be grounds for discharge. Faculty members who do not return at the end of their leaves of absence will be

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- deemed to have resigned. Faculty members who return to work at the end of their leaves will be returned to their former positions if they are still available or as prescribed by law.
4. The total medical leave under this policy is available for a maximum of 12 months following the last day of work. If this policy is used in conjunction with a medical leave of absence under the Family and Medical Leave Act Policy (“FMLA Leave”), the total combined time may not exceed 12 months.
 5. NOTE: This policy applies to all temporary medical disabilities, including pregnancy, childbirth and related conditions. The University’s policy for pregnancy leave due to actual disability is the same as its policy for all medical disability leaves.
 6. University benefits under the Health & Welfare Plan and any voluntary employee programs will be continued during a medical leave of absence, provided the employee pays the required premiums. The benefits manager will contact the individual on leave regarding payment of applicable premiums.
 7. The faculty member should contact the Center for Human Resources for information regarding California State Disability Insurance (SDI) benefits. Application may be made at a local State Disability Office or by mail using a form available at the Center for Human Resources or the doctor’s office.

L. PAY DAY

Faculty members are paid on a monthly basis. Checks will be mailed from the Payroll Office to the faculty member’s designated address or bank on the 26th of each month. Faculty members may contact the Payroll Office to set up direct deposit. If the 26th falls on a Saturday, Sunday, or holiday, the salary check will be issued on the last business day prior to the 26th.

M. PLAN AMENDMENT/TERMINATION PROCEDURES

1. The University reserves the right to change, suspend, amend, or end the benefits program and the terms on which benefits, if any, will be available to its employees. The vice president for finance and administration of the University is authorized to amend, modify, or terminate the benefits program at any time and from time to time. Any such amendment, modification, or termination will be made by a written amendment executed by the vice president for finance and administration of the University.
2. Please do not interpret any statement in this handbook to mean that a faculty’s participation in the University’s benefit program is a guarantee of continued employment or is intended to be an employment contract of any form.

N. RELOCATION

1. The University will reimburse reasonable relocation expenses for new faculty members as agreed to in writing within the following guidelines:
 - a. The University will reimburse faculty members for the moving of normal household goods from one primary location (including washer, dryer, refrigerator, freezer, garden and garage equipment), but will not reimburse for the moving of automobiles, riding tractors, travel trailers, motor homes, ATV's, boats, motorcycles, jet skis, snowmobiles, or animals.
 - b. The University will reimburse costs for the packing of breakables, such as dishes, glassware, and lamps. It is expected that the employee will pack and unpack clothes, kitchenware, and non-breakable items. Any rare or exceptionally valuable items requiring special handling or packing and not otherwise categorized as "normal household goods" will be the faculty member's responsibility unless previously arranged with the appropriate dean or chairperson.
 - c. The University will cover insurance (for full replacement value based on weight) on normal household goods while in transit.
 - d. Mileage will be reimbursed for one automobile at the standard rate approved by the IRS per mile for travel to Los Angeles using the most direct route. The University will pay the mileage rate, and will not reimburse for gas or car repairs while in transit.
 - e. Transit expenses to supplement cross-country travel for the immediate family will be paid at the rate of \$100.00 per each 400 miles using the most direct route. New faculty are encouraged to submit receipts for lodging and meals during transit to prevent the \$100.00 per each 400 miles from being considered taxable income.
 - f. Storage of household goods upon arrival will be at the employee's expense.
 - g. Some or all of the benefits provided under this policy may be subject to taxation. Individual faculty are encouraged to consult with a financial advisor or other professional to determine tax liability for relocation benefits.
2. Pepperdine has agreements with affiliates of Atlas Van Lines and United Van Lines for all moving arrangements. Should the employee wish, the University will make the necessary moving arrangements through the affiliate company (Alexander's Mobility Services for Atlas; S&M Moving Systems for United).

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3. If Atlas or United is not used, three estimates from moving companies must be presented to the chairperson and dean for approval before agreement is reached with any moving company.
4. Out-of-pocket reimbursements must be substantiated within sixty (60) days after incurring the expense. Out-of-pocket reimbursements will not be made after one hundred twenty (120) days of the expenditure.
5. Any variation or exception to the relocation policy will require the approval of the appropriate dean and the provost.

O. RETIREMENT

1. Sources of retirement income for faculty members at Pepperdine University are three-fold:
 - The Social Security program of the federal government;
 - The Pepperdine University Retirement Plan; and
 - The faculty member's personal savings/investment program.
2. The Social Security program commences following the 65th birthday of the faculty member or later as determined by the Social Security Administration. The Social Security program is subject to the laws of the federal government, and both the faculty member and the employer contribute equally.
3. Annuity income generally begins at the normal retirement date. However, following termination of employment, the faculty member may begin to receive annuity income at any time which may be either earlier or later than the normal retirement date. A faculty member's annuity starting date may only be deferred beyond April 1 of the calendar year following the year in which he or she attains the age of 70½, if he or she is still employed by the University.
4. The faculty member may receive a payment of benefits of the full or partial value of his or her account in the form of life annuity income any time after age 59½ while he or she is still employed by the University.
5. The University's Retirement Plan is mandatory for the faculty member when he or she fulfills the eligibility and participation requirements outlined in the summary plan description and the plan document.

P. SOCIAL SECURITY/MEDICARE

Faculty members participate in the Old Age, Survivors and Disability Insurance Program, commonly known as Social Security and Medicare. Deductions are mandatory and are

made from each paycheck in the amount prescribed by law. Equal amounts are contributed by the University.

Q. SUBSTANCE ABUSE PROGRAM

The University provides assistance to employees who are dealing with personal or family drug or related problems. Services include periodic seminars, medical treatment covered by one of the insurance programs, and confidential psychological counseling through PacifiCare Behavioral Health (contact them directly and confidentially at (800) 998-8448).

R. TAX-DEFERRED ANNUITY (TDA) PROGRAM

1. In addition to the Pepperdine University Retirement Plan, the University provides an opportunity for all faculty members to participate in tax-deferred annuity programs without regard to age and years of service. For application and additional information, please contact The Center for Human Resources.
2. The University offers this program without endorsement. The TDA program is not intended to be an employer-sponsored pension plan for purposes of the Employee Retirement Income Security Act of 1974 (ERISA), as amended.

S. TUITION REMISSION POLICY AND EXCHANGE POLICIES
(Since 1988; modified 2006)

1. Benefits: Eligible employees shall be granted the following benefits for themselves and for all members of their family who qualify under "eligibility."
 - a. 50% tuition remission on courses taken in the University's undergraduate programs, with an additional benefit computed at the rate of five percentage points per year of employment. Thus an eligible employee would receive 100% tuition remission after ten years of employment.
 - b. 25% tuition remission on courses taken in the graduate programs of the University's professional schools and Seaver College, with an additional benefit of five percentage points per year to a maximum of 75% tuition remission. Thus an eligible employee would be entitled to 75% tuition remission after ten years of employment. Professional schools include the School of Law, the Graziadio School of Business and Management, the Graduate School of Education and Psychology, and the School of Public Policy.
 - c. For employees only, 100% tuition remission in the "space available program" in the Graziadio School of Business and Management's fully employed MBA and BSM programs limited to one course per trimester provided all program enrollment and participation requirements are met.

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2. NOTE: A year of employment shall be interpreted as twelve months beginning with the first day of service in an eligible category.
3. For those employed prior to August 31, 1971, tuition discounts will be in accordance with the Manual of Standard Procedures dated May 1967, and the Faculty Handbook dated September 1970.
4. ELIGIBILITY: In order to be eligible for tuition benefits, the student must be in one of the following categories:
 - a. A regular full-time member of the faculty who has been assigned a full load of teaching or equivalent service during two or more trimesters/semesters of the academic year.
 - b. A regular full-time staff member who is continuously employed in a regular full-time position requiring at least forty (40) hours of work per week.
 - c. The spouse of any of the above.
 - d. A dependent son or daughter of any of the above, who is 25 years of age or under. The child of an eligible employee will be considered a dependent when he or she is considered a dependent for federal income tax purposes.
5. LIMITATIONS OF BENEFITS: THE FOLLOWING LIMITATIONS APPLY TO THE TUITION BENEFIT PROGRAM
 - a. Students shall not receive a faculty/staff tuition benefit and other forms of unrestricted financial aid which, when combined, exceeds the cost of tuition.
 - b. Benefits may not be granted after the last day of registration of the term for which benefits are claimed.
 - c. Employees shall schedule their classes outside of regular working hours unless other arrangements are approved in writing and in advance by the administration.
 - d. An employee, spouse or dependent receiving tuition benefits shall be required to pay a registration fee, if any, for each session. In addition, all other fees provided for in the catalog shall be paid by the student.
 - e. Remission benefits are not available for some programs including but not limited to field trips, workshops, and seminars. Consult the Financial Assistance Office for details.

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f. Some specialized courses and independent study courses require special equipment or materials. Employees or their dependents will pay the cost of such special equipment or materials.

g. Remission benefits do not cover room and board charges.

6. PERSONNEL ON LEAVE OF ABSENCE

a. Employees on leave of absence from the University, and members of their family, shall not be eligible for tuition benefits except under one of the following conditions:

i. When specifically approved in writing by the president of the University.

ii. During a Sabbatical Leave that has been approved by the president of the University.

b. If benefits are so granted, they shall not exceed those for which the employee and members of his or her family were eligible during the last trimester/semester of active service and employment with the University.

7. TUITION BENEFITS FOR DEPENDENTS OF DISABLED OR DECEASED EMPLOYEES

The University is eager to provide as much security for employees as is consistent with sound fiscal policies. In line with this intention, if an eligible employee who has served the University for three years or longer should become disabled or die while an employee of the University, any dependents of that employee will be granted full tuition benefits in the undergraduate divisions of the University, provided such dependents are twenty-five years of age or under on the last day of registration.

8. TUITION BENEFITS TO EMPLOYEES WHO RESIGN OR ARE TERMINATED

a. Pepperdine University grants no tuition remission benefits to administrators, faculty and staff members and/or their dependents when such employees have resigned or have been terminated with or without cause. (If the resignation/termination occurs after the last day of registration, benefits granted for that trimester/semester will be honored.)

b. If an employee returns to the employ of the University at some later date, tuition benefits (only) will be computed on the basis of total years of service at the University.

9. APPLICATION FOR BENEFITS

An application form, available from the Financial Assistance Office, must be filed with and approved by that office before a tuition discount may be credited to the student's account.

10. TAX IMPLICATIONS

Employees interested in the staff/faculty tuition remission program are encouraged to investigate the possible tax implications of participation through their personal financial advisors.

11. RECIPROCAL TUITION REMISSION AGREEMENT AMONG CHURCH OF CHRIST UNIVERSITIES

The University has entered into an agreement with several other colleges and universities affiliated with the Churches of Christ. The agreement provides qualifying children of eligible Pepperdine employees with up to 50% tuition remission at one of the other participating institutions. Interested employees should consult the complete text of the reciprocal agreement for statements of qualifications, benefits, and limitations. A copy of the agreement is available in the Center for Human Resources or Financial Assistance.

12. TUITION EXCHANGE PROGRAM

Approximately 400 colleges and universities participate in Tuition Exchange, a program which allows employees to receive undergraduate scholarship benefits at other participating institutions. For more information contact the Office of Dean of Admission and Enrollment Management at x4392.

T. UNEMPLOYMENT COMPENSATION

Pepperdine University participates in the California State Unemployment Compensation Plan. Coverage is provided for unemployment transpiring through no disqualifying fault of the faculty member. Decisions regarding eligibility are reserved by the state.

U. WORKER'S COMPENSATION INSURANCE

Pepperdine University has complete Worker's Compensation coverage for all of its faculty members for injuries that occur while at work. This coverage is provided at no cost to the faculty members. Faculty members must report any work-related injury or illness to their chairpersons and to the Center for Human Resources as soon as practicable to insure medical treatment. Salary coverage protection is mandated by state law at the rate of 2/3 of regular salary or the state maximum, whichever is less. It is the chairperson's responsibility to notify the Center for Human Resources the day on which a work-related injury or illness occurs.

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SERVICES AND FACILITIES AVAILABLE TO THE FACULTY

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A. ACADEMIC REGALIA

(Since 1988)

The Purchasing Department provides services to Seaver College faculty members who may desire to rent academic regalia to attend commencement and convocation ceremonies. Faculty members may place their rental orders four to six weeks in advance. Forms will be distributed by email and are to be returned to the Associate Dean's Office for processing.

B. ATHLETIC FACILITIES

(Since 1988)

Faculty and staff members and their immediate families may use the athletic facilities when available and during hours posted at each facility. Employees are required to furnish current University identification. Dependents are also required to show University identification cards, which will be supplied by the Center for Human Resources upon request. Guest passes may be obtained from the Athletic Office in Heritage Hall. For weekend use, guest passes must be obtained during the normal business hours during the week. Only two guest passes are allowed per semester for each employee. Each pass is good for three consecutive days. Beyond the two complimentary passes, a \$5 per day guest pass must be purchased.

C. ATM

(Since 1991)

There are two automated teller machines (ATMs) located on campus for your banking convenience. One is located adjacent to the Sandbar and the other is located adjacent to the second floor entrance of the Thornton Administrative Center.

D. BOOKSTORE

(Since 1978)

1. The University Bookstore offers a variety of trade and reference books, school and office supplies, and general merchandise. A 20-percent discount is extended to all faculty and staff members (convenience items excluded) upon presentation of faculty/staff identification card.
2. Office supplies, which are available at the Bookstore, should be requisitioned through the division chairperson. A 30-percent discount is extended to all such purchases. Faculty members should be careful to observe the Bookstore's deadlines for ordering

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textbooks to insure that there will be enough time to secure the books before classes begin and to provide the maximum quantities of used books for our students. Desk or complimentary copies of textbooks must be ordered through divisional offices. The bookstore cannot order desk copies.

3. Special supply orders needed for classes should be discussed with the Bookstore manager. The Bookstore will stock all textbooks required or recommended by faculty members including, upon your request, faculty publications. The Bookstore will special order any books currently in print. Please discuss your request with the Bookstore manager. You can order through the Bookstore's web page at <http://www.efollett.com>.

E. BUSINESS CARDS

(Since 1988; modified in 2006)

Business cards will be printed and issued to faculty members upon request. The cards must be ordered by requisition and approved by the Dean's Office. These cards may refer only to functions affiliated with Pepperdine University.

F. CENTER FOR THE ARTS

(Since 1988)

The Center for the Arts is home to the Frederick R. Weisman Museum of Art, the Smothers Theatre, the Lindhurst Theatre, and the Raitt Recital Hall. Each year, the center is host to over 250 public events, including exhibitions and performances by students, community groups, and internationally acclaimed artists. Admission to the museum is free. Tickets for faculty members and their immediate family are affordably priced with HOTTIX, a program that allows for a 50-percent discount on tickets. HOTTIX go on sale the day prior to an event. The center also works with faculty members to develop special museum tours and residency activities for Pepperdine students. For program information, call the Box Office at x4522 or the director at x4558.

G. CLERICAL, STUDENT, AND LABORATORY ASSISTANTS

(Since 1988)

Secretarial help is provided to all Seaver faculty in each divisional office by full-time, regular staff. Student workers and lab assistants are made available as needed. Since the budget for this work is limited, such expenses can only be incurred by division chairpersons through the Dean's Office.

H. DIVISION/FACILITY TECHNOLOGICAL RESOURCES

1. BUSINESS ADMINISTRATION (Updated 2007)

The Business Administration Division previously supported two mobile computing classrooms. Since the students are required to furnish their own laptops, this is no longer required.

2. COMMUNICATION (Since 2006; and modified 2007)

The Communication Division supports two computer classrooms; one uses the PC platform, and the other, a MAC platform. Both of these computer classrooms are located in CCB. Appropriate courses are scheduled into these rooms by the division and limited computing lab hours are available in these rooms for students enrolled in those courses. The “Speech Lab” located on the second floor of CCB provides tutorial and practice assistance for students enrolled in communication division courses requiring a presentation or public speaking component. Student Journalism newsroom and production offices, KWVS-FM 101.5 radio, and TV-26 newsroom, TV-Studio, editing bays, and production offices are located on the first floor of CCB. These facilities are available to students enrolled in Telecommunication and Journalism courses and/or actively involved in student publications and broadcasting co-curricular programs.

3. FINE ARTS (Since 2006)

The Fine Arts Division supports a small electronic music lab, where students enrolled in music composition and theory classes may access music notation and sequencing software. Students enrolled in other fine arts courses that require the use of computers utilize the labs in the Communication Division.

4. HUMANITIES/TEACHER EDUCATION (Additions in 2005)

- a. The Humanities Division supports two computing facilities, the TRC (Technology Rich Classroom) and the Writing Center. The TRC hosts composition courses scheduled into the classroom by the division. All Pepperdine students and faculty and staff members are invited to use the Writing Center. The Writing Center is staffed by experienced writing consultants who are available to help students with a variety of writing tasks ranging from essays to cover letters and graduate school application essays. Generally, the Writing Center is open Monday through Friday from 10:00 a.m. to 5:00 p.m., although hours will vary, depending on the availability of the writing consultants. Visit

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<http://seaver.pepperdine.edu/writingcenter/> for more information or to schedule an appointment.

- b. The Junior Writing Portfolio (JWP) is a requirement of all students who are enrolled under the new General Education Catalog. All students must submit a portfolio of their writing to the JWP Assessment Committee when they have attained 60 units of academic credit. Students who do not pass this writing requirement will need to take JWP 301P, a writing skills workshop. For more details about the JWP, faculty should direct their students to the JWP website at: <http://seaver.pepperdine.edu/ge/jwp>.

5. INTERNATIONAL STUDIES AND LANGUAGES (ISL) (Since 2006; and modified 2007)

ISL operates an academic computer lab located in the Seaver Academic Complex. This lab supports the academic computing needs of the International Studies, Asian Studies and Modern Languages programs. The lab is particularly specialized for language courses and language lab learning activities for the students. Regular classes are not scheduled in the lab due to heavy demand of ISL students and faculty. Contact the ISL division office manager for scheduling or more information on the lab.

6. NATURAL SCIENCE (Since 2006)

The Natural Science Division supports two computer classrooms, one for instruction in Mathematics and one for instruction primarily in Computer Science & Mathematics, although it is also used for other high-level computing applications. Faculty members teaching appropriate courses are scheduled for use of these classrooms.

7. SOCIAL SCIENCE (Since 2006)

The Social Science Division supports a computing classroom for use in its courses. Appropriate courses are scheduled into the room by the division.

8. ELKINS AUDITORIUM (Since 2006)

Elkins Auditorium is used as Seaver's large lecture hall. The facility supports projection of a number of media sources including data projection, VHS video, CD and DVD. Network access is available from the speaker's podium in the front of the auditorium and from the sound booth in the back of the auditorium. Contact the Dean's office or Special Programs for reservations and scheduling information.

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9. PAYSON LIBRARY (Since 2006)

Payson Library serves as the main library for Seaver College and contains the majority of the University libraries' print collections. In addition, Payson Library has over 90 computer workstations, which provide access to the Internet, to a variety of software applications, and to the library's online catalog. The Payson librarians, who help patrons use both the print and electronic collections, offer information literacy classes to students and faculty. Students may bring their own laptop computers to Payson Library and connect to the Pepperdine network and the Internet via wireless or hard-wired connections. Payson Library also hosts different media viewing stations and a self-serve video duplication station. Videos and an extensive selection of DVDs are available for viewing and checkout.

I. FACULTY DINING ROOM (Since 1978; modified 2006)

1. The Faculty Dining Room provides a place for faculty members to meet together in a comfortable, informal setting to share and exchange ideas. In order for the room to achieve this goal, the privilege of using the Faculty Dining Room is restricted to the faculty, including adjuncts who are teaching during the current year, as well as budget managers in the administration. The president, chancellor, provost, and vice presidents are also welcome.
2. Although outside visitors, guests, and students are welcomed to this room, they must be accompanied by and seated with members.
3. Each weekday (except Wednesdays) from 7.30 a.m. until 10 a.m. the Faculty Dining Room is open for coffee, rolls, and fruit. Between 11:30 a.m. and 1:30 p.m. on Tuesdays and Thursdays a buffet lunch is served for a very reasonable price. Committee meetings may be scheduled at other times and can be scheduled with the Seaver Dean's Office. However, whenever there are not committee meetings scheduled in this room, it may be used as the faculty lounge.

J. FACULTY OFFICES AND CLASSROOM ASSIGNMENTS (Since 1988)

1. Faculty office assignments are made by the Seaver Dean's Office in consultation with the appropriate divisional chairperson. Classroom assignments are made by the divisional chairpersons from rooms assigned to that division by the Dean's Office. After the school term begins, the Dean's Office submits the school-wide classroom assignment matrix to the Special Programs Office. Inquiries regarding classroom use other than scheduled classes should be made to the Special Programs Office at x4264.

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2. Special Programs schedules the use of facilities in Tyler Campus Center (Fireside Room, Joslyn Plaza, Adamson Plaza).
3. Other major facilities are listed below with appropriate offices supervising their use:

Bettingen Conference Room	Second Floor Receptionist, TAC	(x4391)
Braun Conference Room	Advancement, TAC	(x6439)
Cultural Arts Center 122	HUTE Division	(x4225)
Heritage Hall	Athletics Department	(x4150)
Lamb Conference Room	First Floor Receptionist, TAC	(x4397)
McCollum Dining Room	First Floor Receptionist, TAC	(x4397)
Page Conference Room	Advancement, TAC	(x6439)
Shellenberger Conference Room	Second Floor Finance Office, TAC	(x6592)
Stauffer Chapel	Special Programs Office	(x4264)
White Center Conference Room	HAWC	(x4104)

K. ID CARDS AND EMPLOYEE DISCOUNTS

(Since 1988)

The University requires that all faculty and staff members have a University identification card in their possession at all times while on campus property. The card is used to obtain access to secure buildings, parking lots, and for library resource access. It acts as a debit card for services such as dining and personal photocopying at the copy center. The ID card also provides admission to all University events and facilities for which student identification cards provide admission, including regular-season home athletic events. ID cards are available for full-time faculty and staff from the Center for Human Resources.

L. INFORMATION TECHNOLOGY SERVICES

(Modified 2007)

The Information Technology department provides a full range of technology services for university students and faculty. Each of the university's campuses features modern classrooms with digital projection and wireless internet access, as well as multiple general-use computer labs that provide wired and wireless connectivity, fee-based black/white and color printing, photocopying, and access to a variety of mobile equipment such as projectors and laptops that may be reserved and checked out by university students.

Students are required to abide by the Computer and Network Responsible Usage Policy as published on the Information Technology website. This policy, and more detailed information about all of the Information Technology services, is available at <http://www.pepperdine.edu/IT/>.

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Information Technology staff are available at each of the labs to provide technical assistance. In addition, students can call the IT Help Desk at (310) 506-HELP (4357), which provides full telephone technical support, Monday through Saturday.

In addition to support services offered by the Help Desk, most Seaver College academic divisions have a Technology Liaison whose workspace is in or near the division. Liaisons work with Seaver faculty and staff to provide division and academic project consultation, development, and support.

Liaisons are usually the first contact for faculty technology training and development questions. They are available to answer technology acquisition questions and serve as the primary contact for faculty technology-related lab and classroom support.

Liaisons work in conjunction with a number of other Information Technology departments on behalf of faculty members and their division, ensuring complete support for computing resources and facilities along with teaching, research, and communication projects.

Faculty and staff should see their Seaver College academic division office manager for their Technology Liaison's contact information.

Division	Ext. No.
Fine Arts/International Studies and Languages	7381
Natural Science	7949
Athletics	4993
Humanities/Teacher Education Division	6020
Communication	4257
Religion/Social Science	6512
Payson Library	6614
Business Administration	6756

M. INSTRUCTIONAL AND OFFICE SUPPLIES

(Since 1988)

Office supplies come under the divisional budget and such expenses are authorized by the chairpersons. Any supplies for instructional purposes must be ordered through the bookstore and should be discussed with the bookstore manager (see “Bookstore” in the Services and Facilities Available to Faculty section of this handbook).

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Services And Facilities Available To The Faculty

N. KEYS

(Since 1978)

Requests for University keys must be made via the division chairperson to Central Plant Operations. Lost keys should be reported immediately to the Public Safety Office. No key should ever be lent to someone else, nor should a key ever be duplicated.

O. LIBRARY SERVICES

(Since 1978; modified in 2006 and 2007)

The Pepperdine University Library System supports both undergraduate and graduate programs of study and research in over 32 disciplines. The system includes: the Payson Library, the Drescher Graduate Library and the Pepperdine Law Library, located on the Malibu campus, and the West Los Angeles Plaza Library, the Irvine Campus Library, and the Encino Campus Library which together support programs in education, psychology, and business. The Library maintains branch locations at Pepperdine's overseas campuses located in Florence, Italy, in London, England, and in Heidelberg, Germany. Together the Library System makes available over 650,000 hardcopy volumes, 244,000 microform volume equivalents, 106,000 online books, 1700 periodical titles, as well as a variety of non-print media, manuscripts, and rare and archival materials. Access to the Library's 120 electronic databases provides access to over 20,000 periodical titles and full-text or full-image delivery of approximately 10,450 of those titles.

Additional information about library resources, including instructions for accessing electronic databases, can be found on the Pepperdine University Libraries' Website <http://library.pepperdine.edu>. A brief description of services offered at Payson Library follows:

1. CIRCULATION

(Modified 2006)

- a. Your Pepperdine ID card serves as your library card.

To check out materials from the Pepperdine libraries, please present your valid Pepperdine ID card at the circulation desk. If your ID card is lost or stolen, you should notify the Circulation Department immediately in order to continue checking out library materials. The Circulation Department phone number is x7273. You may be required to present a picture ID in order to check out materials until a new Pepperdine ID card is issued to you.

- b. Faculty Borrowing Privileges:

- i. You may check out items for a ninety-day period (excluding the items with restricted loan periods).

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- ii. The number of items to be checked out is unlimited.
- iii. Books may be renewed twice if there have been no holds/recalls placed on them.
- iv. The renewal period is set for 90 days.
- v. Overdue fees are not assessed. However, you are required to pay replacement charges for lost items.

c. Faculty Proxy Privileges
(Included since 2006)

When a research assistant is checking out library materials for a faculty member, the faculty member needs to provide a letter of authorization for the assistant. An online form for this purpose may be found on the library website at: <http://library.pepperdine.edu/faculty/assistantformpayson.html>.

If you do not wish to use the online form, please provide the library circulation department with a letter that authorizes the research assistant to check out library materials for you, using your card. Please specify the duration of the authorization.

Faculty members who provide this authorization are solely responsible for the materials that are charged to their account.

- d. Spouses and dependents of faculty members may check out 5 items at a time for a two-week period with valid Pepperdine identification cards.

2. RESERVES
(Modified 2006)

Articles and books that faculty members have assigned as course readings may be placed on reserve at the circulation desk. To avoid student frustration, we ask the instructor to place the materials on reserve before announcing the assignment. Items placed on reserve will remain on reserve for one semester only. The following policies and procedures are to be followed in placing materials on reserve:

a. Electronic Reserves
(Included since 2006)

- i. Articles to be placed on reserve should be brought to the Circulation Desk. Articles will be scanned and made available to students electronically through an online electronic reserve system called Docutek ERes. Docutek's ERes system is compliant with the United States copyright rules and regulations and

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Services And Facilities Available To The Faculty

is password protected, allowing access to only those enrolled in the specific course.

- ii. Faculty will be required to complete an E-Reserve Request Form, available at the Circulation Desk, providing bibliographic information regarding the article(s).
- iii. Faculty who already have articles available in electronic format and who would like to put these articles on reserve may e-mail the articles to paysonreserves@pepperdine.edu. An E-Reserve Request Form must be filled out.

b. Books (Modified 2006)

- i. Faculty who wish to place Payson Library books on reserve may submit their requests at the Circulation Desk or by e-mailing paysonreserves@pepperdine.edu. Circulation staff will retrieve the items and place them on reserve for students to access.
- ii. Faculty will be required to complete a Reserve Item Form for each book placed on reserve. Reserve Item Forms are available at the Circulation Desk.
- iii. A circulation period of two hours, one day, two days, three days, or one week may be selected.
- iv. The materials that are placed on two-hour reserve are to be used in the library only. When a faculty member's personal items, such as books or journals, are to be placed on reserve, it is recommended that photocopies be used whenever feasible. This is to prevent possible loss or damage to these items.
- v. The library requires a 24-hour processing time before these materials are ready for circulation. Materials turned in on Saturday or Sunday will be ready Tuesday morning.
- vi. Reserve materials will be removed according to the designated expiration date set by the faculty member. Faculty members are to pick up their personal items at the library.

3. PEPPERDINE CAMPUS LOAN (PCL) SERVICES (Modified 2006)

- a. Materials not located at Payson Library are often held by one of the Pepperdine Center Libraries that support the graduate education, psychology and business programs. Pepperdine students, faculty and staff have access to books,

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periodicals and microforms owned by all the Pepperdine University Libraries (except for those located at the overseas campuses) through the Pepperdine Campus Loan service. This service provides next day delivery, Monday through Friday.

- b. Requests are submitted online through the Library Catalog in the following manner:
 - i. After you have found the item you want to request, select “Request” at the top of the screen.
 - ii. When prompted enter your ID Number or Institutional ID number and your last name.
 - iii. Select “Pepperdine Campus Loan” from the drop down menu.
 - iv. Enter your ID number or Institutional ID number Social Security Number again to confirm your request.
 - v. Choose your pick-up location from the drop down menu.
 - vi. If you are requesting a journal article, fill in the volume, issue, date, page numbers and article title.
 - c. You can check on the status of your request by selecting “Your record” from the library catalog home page.
4. INTER-LIBRARY LOAN
(Modified in 2006)

Interlibrary Loan facilitates borrowing from and loaning to libraries outside Pepperdine University. It is available to all current students, faculty, and staff free of charge. Most journal articles and book chapters arrive in two to five working days.

Books arrive in ten to fourteen days. However, book delivery may be expedited in time-sensitive circumstances by calling the Interlibrary Loan office (x7728). Your requests may be submitted electronically at the following address:
<http://library.pepperdine.edu/services/loan/>.

You may also submit Interlibrary Loan requests via WorldCat. Please contact Melinda Raine (x4279), Coordinator of Information Services, if you have questions about Interlibrary Loan.

5. FACULTY RECIPROCAL BORROWING
(Modified 2007)

a. Academic Research Libraries in OCLC

Pepperdine Libraries are part of OCLC's Academic Research Libraries group. Pepperdine faculty may borrow materials from these member libraries. If you wish to visit one of these libraries and check out books, please call (x4252) or email the Dean of Libraries.

b. SCELC - Statewide California Electronic Library Consortium

This consortium provides reciprocal borrowing privileges for member faculty. The Getty Research Institute and the University of Southern California are both member institutions. For a complete membership list please refer to the following web page: http://scelc.org/about/scelc_directory.html. Please contact the Dean of Libraries Office (4252) to secure a SCELC Reciprocal Borrowing Authorization form.

c. University of California, Los Angeles (UCLA)

Pepperdine faculty may obtain free library cards for use at UCLA Libraries by taking a valid driver's license (with photo) and a Pepperdine ID card to the circulation desk at one of the following UCLA Libraries: Arts, Biomedical, College, Management, Music, Research, and Science and Engineering. You will be issued a library card that allows you to check out books.

d. Southern California Theological Libraries Association (SCATLA)

Pepperdine faculty members have reciprocal borrowing privileges at all libraries of the Southern California Theological Libraries Association (SCATLA), of which Pepperdine is a member. This association includes Fuller Theological Seminary, Claremont School of Theology, Hebrew Union College, and many others. For more information, contact James Wiser at james.wiser@pepperdine.edu.

6. INSTRUCTION
(Modified in 2006)

- a. The Payson Library Information Literacy Program is designed to acquaint students with a wide range of information resources. Information competencies for freshman utilize a blend of classroom and online instruction and study. Payson Librarians provide in-class instruction, workshops and individual consultation in information-seeking skills and in the use of library resources. Instruction goals may include the ability to:

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- i. Articulate and focus information needs
 - ii. Develop information gathering strategies which save the researcher time
 - iii. Search electronic and print databases
 - iv. Use Internet resources to research a topic
 - v. Evaluate sources of information
 - vi. Apply information ethics (citing sources and fair use policy)
- b. To schedule class instruction, please contact Melinda Raine at x4279. A librarian who is also a subject specialist in your area will work with you and your class. You may also submit your instruction request by using the Instruction Request Form. Please schedule your class at least one week in advance.

7. RESEARCH CONSULTATIONS WITH LIBRARY SUBJECT LIAISONS (Modified in 2005)

Individual and small group consultation is available to Pepperdine University students, faculty, and staff. Librarian subject liaisons are able to suggest timesaving strategies and to show the researcher how to locate information in print and electronic formats. Appointments may be made by phone, e-mail, or in person with one of the Payson librarian subject liaisons. Please refer to the following web page for a list of librarian liaisons: <http://library.pepperdine.edu/services/liaisons/>.

8. GOVERNMENT DOCUMENTS (Modified in 2006)

Pepperdine University Libraries receive a selection of federal government documents, including books, periodicals, pamphlets, microfiche, and CD-ROMs, through the Depository Library Program. Since government agencies also provide information via the Internet, the Government Information Librarian has developed a web page that provides access to government websites that are particularly relevant to the Pepperdine curriculum. Government resources over the Internet include THOMAS, the official Congressional source of information on bills and pending legislation, as well as World Wide Web (WWW) sites provided by the Commerce Department, the Census Bureau, the White House, and many other government departments and agencies. For more information on the Government Documents program, please see our government information website: <http://library.pepperdine.edu/information/government/>.

9. ELECTRONIC DATABASES
(Modified in 2006)

Access is provided to over 120 electronic databases. Many indexed and abstracted journals are available full-text or full-image, including charts, pictures, and graphs. Faculty members use their network ID and password to access databases. While some database subscriptions allow usage only within the library or on campus, most allow worldwide access. Please refer to the following web page for a complete list of library databases:

<http://library.pepperdine.edu/information/databases/>.

10. COLLECTION DEVELOPMENT
(Modified in 2006)

The goal of collection development for the Pepperdine University Libraries is to acquire, describe, serve and preserve those information resources and tools, which are needed to support the instructional programs of the University. Towards this goal, Pepperdine librarians work in partnership with the faculty to address the teaching and research needs of Pepperdine students and faculty. Faculty who teach at the Malibu campus are encouraged to submit requests for materials which will be supportive of courses and programs taught there. Requests may be submitted electronically via the Books in Print and ChoiceReviews online databases as well as the online catalog. Instructions for submitting requests electronically may be found on the library website at the following address:

<http://library.pepperdine.edu/welcome/policies/acquisitions.html>.

Purchase requests and questions may also be directed to the Coordinator of Collection Development.

Please see the Faculty Resources web page for more information on special services for faculty: <http://library.pepperdine.edu/faculty/>.

P. MAIL SERVICES
(Since 1978; Modified 2007)

1. Mail Services is responsible for all incoming and outgoing mail and material for the University through the following areas:
 - a. Mail Services provides internal communication for all campus locations of the University and the metering of outgoing mail for dispatch to the US Postal Service. A retail window is located in Mail Services located on the FM&P pad for the mailing of personal US mail and UPS packages. Mail Services must observe US postal regulations and requirements in order to process US mail.

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- b. Automation Bulk Mail handles all bulk mailing for the University departments through high speed ink jet printers and digital mail merge equipment located in Automation Services located on the FM&P pad. Mailings are processed for the fastest and most cost-effective method of mailing. Please contact the Automation Area at x6733.
 - c. Central Receiving handles all incoming and outgoing freight shipments for the University. Incoming UPS packages for departments will be delivered to the departments. Arrangements for large truck freight shipments will be made with the departments.
2. Mail Services operates under the following policies and procedures:
- a. Hours of operation are 8:00 A.M. to 5:00 P.M., Monday through Friday, with retail window service from 9:00 A.M. to 4:30 P.M.
 - b. All personal mail must be properly stamped and sealed.
 - c. Only official University mail, which is to be charged to a departmental account, may be submitted for metering. The proper departmental name and mail code should appear on the upper left-hand corner of the mail piece or bundle.
 - d. Mail Services will accept personal checks, but does not accept credit or debit cards.
 - e. Certified mail, Insured and other special service mail to be metered should be clearly marked and separated from other mail.
 - f. Campus mail for Malibu or any of the graduate campuses requires no postage; however, campus mail should be separated from outgoing First Class mail.
 - g. Go to <http://www.pepperdine.edu/businessservices/mail> for more information or call Mail Services at x4293 with any questions regarding mailing.

Q. PARKING (Since 1988)

The University maintains several parking lots for the convenience of faculty members, students, and visitors. Faculty members must register their cars with the Department of Public Safety and receive a parking permit which must be displayed while on campus. This permit entitles faculty members to park in parking spaces in their assigned parking lot. Faculty members are expected to observe all campus parking and traffic regulations. For a full explanation of all vehicle regulations, refer to the Parking and Traffic Regulations brochure available in the Department of Public Safety Office.

R. PRINTING SERVICES

(Modifications in 2006)

1. Printing Services utilizes the most up-to-date, efficient equipment and technology to provide a full range of services. Computerized graphic design and image setters, multi-color presses, high-speed color and black and white copiers and finishers, and automated binding equipment are all standard in the department.
2. Printing Services provides a variety of products ranging from color and black and white copies, business cards, forms, bookmarks, stationery, envelopes, certificates, newsletters, magazines, brochures, journals, bulletins, manuals, soft-cover books, posters, scratch pads, name tags and self-inking stamps. They also provide bindery services.
3. Orders can be placed by initiating an on-line request. Their hours are from 7am – 5pm Monday through Friday. Printing Services can be reached at x4552. For further information on services available, please check their website at <http://www.pepperdine.edu/businessservices/printing>.

S. REPAIRS AND MAINTENANCE

(Since 1988)

Faculty members should report the need for repairs or maintenance of any equipment to their division chairperson, who will authorize and request the appropriate office to schedule repairs. The replacement of existing equipment or fixtures comes under budgetary allocations for each year, and should be discussed with the division chairperson.

T. SECURITY AND EMERGENCY SERVICES

(Since 1988)

In case of any emergency at any time, contact Public Safety at x4441. The Department of Public Safety Office is located in the Center for Communication and Business building. For more details about specific emergency procedures, please refer to the back pages of the campus telephone directory.

U. TECHNOLOGY SUPPORT AND SERVICES

(Included since 1978; modified in 2002; significant changes in 2006; and modified 2007)

The Information Technology department provides the following helpful services to Pepperdine University faculty:

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Services And Facilities Available To The Faculty

1. NETWORK, TELEPHONES, AND THE INTERNET

- a. All Pepperdine faculty, staff, and students are given a network ID, network password and a Pepperdine email address. Computers connected to the University's network can access email, the Internet, various servers and applications such as the Student Information System (SIS), the University portal WaveNet, and the digital resources of the University library. Pepperdine University has wireless networking capabilities in all non-residential buildings and in most educational facilities. Visit the IT Web site (<http://www.pepperdine.edu/it>) for a complete listing of areas with wireless access. Faculty members living in the Malibu campus residences have access to high-speed Internet service for a modest monthly subscription fee.
- b. To allow for the proper use and management of all University computing and network resources, all computers connecting to Pepperdine's network are subject to an Acceptable Usage Policy. The full text of this policy is available at <http://www.pepperdine.edu/it/policies/usagepolicy.htm/>.

2. TELEPHONE SERVICES

- a. Office Telephone and Voice Mail

Your division office will arrange for a telephone and service for each faculty office. The University voice mail system is integrated with the email system to allow voice mail to be heard through your email inbox. For more information regarding cellular coverage on the Malibu campus, please visit the IT Web site.

- b. The University telephone system is intended for business use by the University faculty and staff. Budget managers are responsible for reviewing monthly telephone call reports to ensure that each employee makes no more than a limited number of personal calls to numbers off campus. Long distance access codes (LDAC) for non-emergency personal calls are available from Information Technology. Charges incurred are billed directly to the caller. It is the responsibility of each employee to insure that one's LDAC is kept strictly confidential.
- d. A faculty/staff telephone directory for the University is prepared annually and distributed each winter to faculty members. Additionally, access to an online directory is available via the University network at <http://www.pepperdine.edu/directory/>. Employees have the option of listing residential addresses and telephone numbers in the directory in addition to University telephone extension numbers.

3. PEPPERDINE WAVENET

WaveNet is a Web-based information portal that provides members of the Pepperdine University community with a unified interface to a variety of information systems. Students use WaveNet to register for classes, check grades, make payments to student accounts, and to access the library catalog and electronic resources. Faculty use WaveNet to check course rosters, submit grades at the end of each semester, to access student information and degree audit reports, enter advising flags, and to access electronic resources such as payroll information, University calendars, the online version of the faculty/staff directory and electronic library resources. WaveNet also contains a link to a Web email client which enables faculty and students to read their Pepperdine University email from anywhere in the world via the Internet. To login to WaveNet using your network ID and password, go to <https://wavenet.pepperdine.edu>.

4. BLACKBOARD

Blackboard is a Web-based course management system that supports the teaching and learning environment at Pepperdine University. Each Blackboard course space is a place for faculty and students to share learning materials, communicate, and collaborate. Students can electronically share content and access course resources such as syllabi, assignments, research materials, presentations, and illustrations. Faculty members and students can access Blackboard course resources from anywhere there is an Internet connection. For more information, training, or to have a Blackboard course space created, contact your division's Technology Liaison or the Help Desk.

5. IT TRAINING

Information Technology training is available online; through self-help courses, through instructor-led classes, or by requesting one-on-one training from a division's Technology Liaison. In order to view the available online and instructor-led offerings, please visit <http://www.pepperdine.edu/training>.

6. COMPUTING AND INSTRUCTIONAL FACILITIES

- a. General computing access for students is available in locations throughout Payson Library; the Sandbar, located on the second floor of Tyler Campus Center (TCC), the Howard A. White Center (HAWC), located behind Smother's Theater and the Café Fresca located on the second and third floors of the Center for Communications and Business (CCB).
- b. In addition to general computing access for students, some divisions have computing classrooms specifically designed to support the division's programs and majors. The majority of Seaver's classrooms feature advanced audio/visual capabilities including digital projection, televisions, VCRs and DVD players.

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Classrooms and public spaces including TCC, Payson Library, and the HAWC have wireless network access and many classrooms have a hard-wired Ethernet port. Check with the division office manager or Technology Liaison regarding check-out procedures for AV equipment or data projectors to use in classrooms that do not have built-in resources.

7. TECH CENTRAL/COMPUTER STORE

Tech Central is Pepperdine University's computer store and student support center, offering total technology support for students and technology purchasing support for students, faculty and staff. Tech Central is located on the second floor of Payson Library, Malibu campus.

Current Tech Central hours of operation are posted on the IT Web site at <http://www.pepperdine.edu/it/contact/>. You can contact Tech Central at (310) 506-4811, or by email at Tech.Central@pepperdine.edu.

Computer supplies, such as printer ink cartridges, CD's, DVD's, cables, flash drives, and security locks, are being sold in the Malibu Campus Bookstore as well as online through Pepperdine University's preferred vendors at <http://www.pepperdine.edu/it/computerstore/>.

8. PHOTOCOPY SERVICES

Photocopiers that also serve as network printers are available in each division office.

A full-service copy center is available in the University Printing Services Department (x4196) offering black and white and full color photocopying, printing, binding, and lamination services.

Individuals using the University's photocopying equipment are expected to abide by applicable copyright law and the official University policy entitled "Guidelines for Photocopying for Classroom and Research Use" which is available from the Dean's Office. As a general guide, examples of legitimate copying of copyrighted materials for educational use are: single copies of a chapter, article, essay, chart, drawing; a section from a longer work to be used in research or in preparation to teach a class; or multiple copies to be distributed to a class, provided that these do not exceed one copy per student in the class.

Multiple copies are subject to a number of criteria (brevity, spontaneity, and cumulative effect). Repeated photocopying of the same item to be used by the same teacher from term to term is prohibited by copyright law. Copyrighted works intended to be consumable such as workbooks, exercises, standardized tests, or test answer sheets are specifically prohibited from being copied.

9. INFORMATION TECHNOLOGY QUESTIONS AND ASSISTANCE

Additional information is available on the IT Web site at <http://www.pepperdine.edu/it/>. Personalized assistance is available for faculty either by calling the IT Help Desk at (310) 506-4357 (HELP) or through the Seaver Technology Liaison program. Most Seaver academic divisions have a Technology Liaison assigned to them to provide division and academic project consultation, development, and usually the first contact for faculty technology training, lab and classrooms, and faculty development support questions.

V. TRAVEL AGENCY

(Since 1988)

Corniche Travel is located at Tyler Campus Center, within the Office of International Programs. All University-related travel can be arranged through Corniche Travel. Corniche is also a full-service agency which provides other travel-related services, including car rental, hotel reservations, personal travel, and tour packages. They can be reached at x4562.

W. VANS AND SHUTTLES

(Since 1988)

The University maintains several vans and shuttles which may be scheduled for official business, field trips, excursions by student groups, or other travel by classes or University organizations. A valid California Class B license with passenger endorsement is required of the driver. Contact your department head to see about reserving a van or shuttle. Only designated individuals in each area are authorized to reserve vans or shuttles with the Transit Services Office (x4802). Academic divisions or student organizations are charged 55 cents per mile for use of the vans and 80 cents per mile for use of shuttles. There is also a fee for drivers provided by the Transit Services Office. Vans should be reserved at least two weeks in advance to ensure availability. You can visit their website at <http://www.pepperdine.edu/businessservices/transit>.

CHAPTER VIII

ADMINISTRATIVE AND MISCELLANEOUS POLICIES

CHAPTER VIII

ADMINISTRATIVE AND MISCELLANEOUS POLICIES

A. COMPUTER CRIME

(Included since 1988)

All computer users are advised that any misuse of University computers may be a felony under California Penal Code Section 502. The misuse of University computers includes, but is not limited to, illegal access to computer facilities; access or copying files or programs without the copyright owner's permission; use of computer resources for unauthorized purposes, to defraud or extort another, or to obtain money, property, or services with false or fraudulent intent, representations, or promises; or maliciously access, alter, delete, damage, or destroy any computer system, network, program, or data. For additional information consult the Computer Network Responsible Usage Policy at <http://www.pepperdine.edu/it/policies/usagepolicy.htm>.

B. CONFIDENTIALITY

(Included since 1988)

No faculty member shall disclose or discuss with any non-employee or unauthorized person, any confidential matter regarding the University or any of its activities or any information obtained by virtue of the faculty member's employment with the University, the disclosure of which might in any way be detrimental to the interests of the University.

C. COPYRIGHT AND PATENT POLICY

(Included since 2000)

1. COPYRIGHT OWNERSHIP

- a. Copyrightable materials which are developed by University personnel within the course of employment or which are developed with the use of University funds or facilities shall be the property of the University. Written works or software created by faculty members in discipline-related areas will be excepted from this general rule and will be viewed by the University as the property of the author. The University shall, however, be entitled to use of the software without payment of copyright royalties or fees of any kind for use by the University for its purposes.
- b. "Copyrightable materials" include the following: written works such as books, journal articles, texts, glossaries, bibliographies, study guides, laboratory manuals, syllabi, tests, and proposals; lectures, musical or dramatic compositions, and

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Administrative And Miscellaneous Policies

unpublished scripts; films, filmstrips, charts, transparencies, and other visual aids; video and audio tapes; live video or audio broadcasts; computer programs; pictorial, graphic, and sculptural works; sound recordings; and other similar materials.

2. PATENT OWNERSHIP

Every invention or discovery or part thereof that results from research or other activities carried out at the University or that is developed with the aid of the University's facilities, staff, or funds administered by the University shall be the property of the University. As a condition of employment or enrollment and attendance, every invention or discovery shall be assigned to the University.

3. EXCEPTIONAL CIRCUMSTANCES – APPEAL PROCEDURE

There may be instances in which University personnel create materials or inventions which would be University property under the terms of this policy but which the creator believes were created under unique circumstances deserving of special consideration. In such instances, personnel may submit a written petition explaining the exceptional circumstances to the vice president over his or her department. The appropriate vice president will review the petition and issue a written determination regarding ownership rights in the material. If this determination is unsatisfactory to the petitioning party, final appeal may be made to the office of the president of the University.

D. EQUAL EMPLOYMENT OPPORTUNITY/NONDISCRIMINATION

(Included since 1978; revised 2001)

1. Pepperdine University is an Equal Opportunity Employer and does not unlawfully discriminate on the basis of any status or condition protected by applicable federal or state law in the administration of its educational policies, admission, financial assistance, employment, educational programs, or activities. Pepperdine is religiously affiliated with the Churches of Christ. It is the purpose of Pepperdine to pursue the very highest employment and academic standards within a context which celebrates and extends the spiritual and ethical ideals of the Christian faith.
2. A full statement of Pepperdine's Equal Employment Opportunity And Nondiscrimination Policy is posted at <http://www.pepperdine.edu/hr/policies/manual/#1>.
3. The University Equal Opportunity Officer is responsible for the coordination of nondiscrimination efforts and the monitoring of employee and student complaints alleging discrimination. The Equal Opportunity Office is located in the Charles B. Thornton Administrative Center at Malibu; the telephone number is (310) 506-4208. Grievances should be directed to the appropriate school or department, and

complainants are encouraged to exhaust those procedures before seeking relief outside the University.

E. FACULTY NOTICE AND COMMENT POLICY

1. UNIVERSITY

(Effective as of March 29, 2006)

The faculty and administration of the University each have strong and vital interests in the terms and provisions of faculty handbooks and in the development of policies that will advance the mission of the University and its five schools. Mutual respect and candor in communication serve as the guiding principles in all dealings between the faculty and administration, including matters of governance. As one manifestation of the University's commitment to those principles, the administration (including the central University administration and each school's administration) shall provide full-time faculty members with appropriate notice of no less than thirty days to review and comment on new policies, changes to existing policies or amendments to faculty handbooks that will substantively affect the rights, roles, or responsibilities of such full-time faculty before the policy change is adopted. The administration will carefully consider all comments received before deciding whether to implement the change.

Policy changes that are mandated by federal or state law or by the University's Board of Regents, or changes that do not substantively affect the rights, roles or responsibilities of full-time faculty (such as parking and traffic regulations, athletic event ticket policies, faculty benefits policies, human resources policies, and travel and reimbursement policies) may not be subject to the period of review and comment. Nothing in this provision is intended to supersede the authority set forth in the By-laws of the University concerning the right of final decision on all institutional matters.

2. SEAVER COLLEGE

(Accepted July 2006)

The administration of Seaver College will give the Seaver Faculty Association Executive Committee prior notice of proposed policy changes that impact the academic enterprise and are specific to Seaver College. The SFA Executive Committee can recommend modifications or amendments to proposed policy changes, and/or request that notice be given to full-time faculty members for review and comment. Comments from the Executive Committee are due within 30 days of notification; comments on matters referred to the faculty are due within 45 days of the administrative notification. When faculty notice and comment does occur, the administration will carefully consider such comments in possible revision of the policy. This consideration of faculty opinion is not meant to supersede the authority of the University concerning final decisions on institutional matters.

Until further review, College policies shaped by committees with elected faculty representatives will be exempt from prior notice standards.

F. HARASSMENT (SEXUAL)

(Included since 1989; modified 2000; revised 2002)

It is the policy of Pepperdine University to condemn any and all conduct on the part of its employees which encompasses sexual harassment. In order to provide the University's academic community with a clearer statement of the proper standard of conduct for its members, a policy prohibiting sexual harassment has been established. A statement of the policy is found at <http://www.pepperdine.edu/hr/policies/manual/#11-5>. Assistance and counsel are available through the University's Equal Opportunity Office, x4208, or the Center for Human Resources, x4397.

G. JOINTLY-SPONSORED UNIVERSITY EVENTS

(Approved 4/24/02; Revised 10/15/03)

UNIVERSITY-SPONSORED VS. NON-UNIVERSITY-SPONSORED EVENTS

For many reasons, including budget and insurance and risk management, the University distinguishes between “*university-sponsored events*” and “*non-university-sponsored events*.” In brief, some events are clearly university-sponsored events (e.g., the Annual Pepperdine Lectures, Summer Youth Leadership Conference, etc.). These events, initiated by and directed by University officials, enjoy access to University facilities at minimal or no cost. Other campus events are not formally university-sponsored events. These educational events, sponsored by organizations, clubs, churches, external to the university, rent our facilities, typically through the Special Programs Office. These organizations are required to enter into a written agreement with the University and also pay fees for the use campus facilities, as determined by the Special Programs Office.

For a complete explication of the of the University policy governing University-sponsored or non-University sponsored events, see <http://www.pepperdine.edu/provost/content/jointeventspolicy.pdf>.

H. PROOF OF EMPLOYABILITY

(Included since 2000)

1. According to the Immigration Reform and Control Act of 1986, employers must request documentation to establish both work authorization and the identity of new hires. The University requires certification of the right to work in the United States at the start of work. Documentation required for certification of employability is at <http://www.pepperdine.edu/hr/employment/staff/proof.htm>.
2. The Dean's Office is responsible for the record keeping of all the documents provided by the full-time and part-time faculty at the time of hire. Therefore, faculty members

are required to present original documents that certify both work authorization and identity upon acceptance of an offer of employment or within three working days from the time they begin work. Failure to provide required documents in a timely fashion will result in the suspension and/or termination of the faculty member's employment.

For more information or clarification on this mandatory verification of all new hires, please refer to <http://pepperdine.edu/hr/employment/staff/proof.htm>.

I. SELECTION OF SPECIFIED PERSONNEL AND FACULTY OF PEPPERDINE UNIVERSITY

(Adopted 1990; included since 2000; updated 2006)

The selection of academic officers and faculty of Pepperdine University is a process of greatest importance in fulfilling the mission of the University. The University seeks to provide the highest quality educational programs and to combine academic excellence with spiritual values as an expression of the rich heritage of Christian service, aims that are crucially important to the preservation of the highest ideals of America's heritage. Therefore, the following procedures are designed to be followed in keeping with the principle expressed in the Mission Statement of the University. By accepting a part in the selection of certain academic officers and faculty, all individuals thereby agree to support and implement the Mission Statement in the selection process.

1. In the selection of academic officers and faculty, the University wishes to follow procedures that provide meaningful participation at each level of responsibility within the University. A spirit of mutual respect, trust, and cooperation should characterize this endeavor.
2. Under the governance structure set forth in the Articles of Incorporation and Bylaws of Pepperdine University, the administration has the responsibility of leading the institution so as to assure the preservation of the University's heritage. The Articles of Incorporation specifically state the Religious Standards Committee of the Board of Regents has exclusive authority to set guidelines with reference to employment of faculty. The administration is responsible to this committee for following its directives.
3. Within the policies established by the regents, the administration and the faculty will cooperate in the selection of specified personnel as outlined in the following paragraphs. It is understood that each committee will have the responsibility to consider qualified, available candidates, to evaluate fairly the various candidates, to prepare summaries of the strengths and weaknesses of all candidates who are given serious consideration, and to submit their recommendations in writing to the administration. It is further understood that the procedures outlined in this document constitute a method of having the faculty make recommendations about hiring for various positions and not a mechanism for faculty voting, in the expectation that the

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vote will be tantamount to a decision. The administration will make final decisions and appointments, but will do so after considering the recommendations of the appropriate committees. In such instance of a position to be filled, potential candidates for the position may be proposed by the faculty and/or the administration.

4. In the event a vacancy exists in the office designated as chairperson of any committee, the president or the provost of the institution will select the individual to serve as chairperson. In the event that any administrative officer included below as a member of a committee is unavailable due to a vacancy in the office, the administration may appoint another administrator to serve on the committee.

- a. Dean of Seaver College

In the event that Seaver College seeks to fill the post of dean, the administration will appoint a review committee. The provost of the University will serve as chairperson of the committee. This committee will be limited to a maximum of seven members, three of whom include the following: the president of the Faculty Association, the president-elect of the Faculty Association, and one academic division chairperson to be selected by the chairs. The administration will have the responsibility of deciding on the four other members, at least one of whom shall be a faculty member of Seaver College.

The process for selecting an Associate Dean is not specified.

- b. Academic Division Chairperson

In the event that Seaver College seeks to select an academic division chairperson, a review committee will be appointed according to the following procedures. The Dean of Seaver College will serve as chairperson, and the committee will be composed of four other members: the Associate Dean of Seaver College and three faculty members from the appropriate division. Two of the faculty members will be selected by the division faculty and one by the president and provost of the University. As a part of the procedures in evaluating those who are being considered for the position, the chairperson of the review committee will consult all of the full-time faculty of the appropriate division before making a recommendation.

- c. Faculty

In the event that an academic division of Seaver College seeks to appoint new faculty, a review committee will be established. The chairperson of the committee will be the chairperson of the academic division and the committee will be composed of three members: the Associate or Assistant Dean of Seaver College and two full-time faculty members selected by the division, preferably from within the particular discipline in which new faculty are sought. Every

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candidate pool should seek to include women, persons of color, and members of the Churches of Christ. As part of the evaluation process, the chairperson will consult all full-time faculty in the discipline in which the new faculty member is to be selected. Other full-time faculty in the division will be notified by the chairperson of the proposed appointment and will be given an opportunity to express their opinions. All candidates when given an on-campus interview will make at least two presentations: one to the faculty and another to students. The Dean of Seaver College shall be an *ex officio* member of the committee.

J. SMOKING

(Included since 1988; modified 2000)

As a general policy, Pepperdine University discourages the use of tobacco. Smoking is not permitted in any University building, including faculty offices and the faculty dining room. This includes hallways, breezeways, patios, balconies, loading docks, and doorways. Smoking is prohibited within twenty feet of all entrances to University buildings and ventilation systems. Smoking is also prohibited in all University-controlled vehicles and indoor and outdoor athletic or other on-campus events.

K. SUBSTANCE ABUSE

(Included since 1989; modified 2000; revised 2001)

In keeping with the mission of the University and its commitment to provide an alcohol- and drug-free environment, a policy prohibiting substance abuse has been established. This policy applies to all employees, including those persons who are classified as faculty members, staff members, and student workers.

The University provides assistance to those employees who are dealing with personal and family drug or related problems. (See Faculty Benefits section of this handbook.) The University's policy prohibiting substance abuse may be found at <http://www.pepperdine.edu/hr/policies/manual/#33-0>.

L. USE OF NAME AND LETTERHEAD

(Included since 1988)

Faculty members, either individually or collectively, shall not, without the written consent of the University administration, use any name or logo of the University in connection with any activity of any kind beyond the scope of their duties as employees of the University.

Full-time faculty members may, as part of their professional role, need to write letters on behalf of students to support research efforts or recommend students to graduate schools. Such letters may be written on University letterhead as long as they are signed by the professor. Under no circumstances may a student be permitted to use the University's name or letterhead for the purpose of supporting his or her own academic work.

APPENDICES

APPENDIX A

EMPLOYEE EXPENSE REIMBURSEMENT

(Included since 1988; Modified 2007)

A. GENERAL POLICY

Faculty and staff shall be reimbursed for reasonable travel and entertainment expenses incurred on authorized university business. All such expenditures must be approved in advance by the employee's Department Budget Manager.

The University assumes no financial responsibility for expenditures incurred by employees who fail to apply these policies. Both the person who incurs the expense and the person who approves reimbursement of expenses are responsible for achieving maximum economy in the expenditure of university funds. Primary responsibility to insure that expenditures are reasonable and necessary rests with the Department Budget Manager for the account.

An employee must obtain the approval of his or her Department Budget Manager before payment for any reimbursement, internal requisition, or direct expenditure is issued. A Department Budget Manager may delegate this review to a direct subordinate; nevertheless, the Department Budget Manager will remain personally responsible for any such authorizations.

B. SUBSTANTIATION AND DOCUMENTATION

The Internal Revenue Service (IRS) imposes specific requirements for travel and entertainment reimbursements and advances to be considered as nontaxable to the employee. The University's reimbursement policy requires employees to comply with the following "accountable plan" for all travel and entertainment expenses:

- **Business Purpose** – There must be a business purpose for the expenditure. Such expenses must be deductible business expenses, according to IRS regulations, which are incurred in connection with services performed as an employee.
- **Substantiation** – There must be substantiation of the expense by the employee within a reasonable period of time. Substantiation includes; verification of date, time, place, amount and business purpose of expense. The IRS requires substantiation to support each instance of travel and entertainment, and documentation with original itemized receipts. Expenditures of \$25 and under do not require a receipt.

Employees must substantiate all travel and entertainment expenses within sixty (60) days after incurring the expense.

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- Out-of-pocket reimbursements must be substantiated within sixty (60) days after incurring the expense. Out-of-pocket reimbursements will not be made after one hundred twenty (120) days of the expenditure.
- University Travel Card expenses must be substantiated within sixty (60) days from the statement date. University Travel Card expenses not substantiated within one hundred twenty (120) days, from the statement date, will be processed through Payroll as a taxable benefit.
- Travel Cash Advances must be substantiated within sixty (60) days after incurring the expense. Travel Cash Advances not substantiated within one hundred twenty (120) days will be processed through Payroll as a taxable benefit.

Timeliness Return of Excess Travel Cash Advance – Excess travel cash advance monies must be returned within a reasonable period of time. The IRS allows the following method for defining and enforcing this rule:

The "30-60-120" method. This method automatically allows an employee to meet the reasonable time requirement if (1) he or she gets an advance no more than thirty (30) days before he or she incurs the expenses; (2) the employee substantiates the expenses no more than sixty (60) days after he or she incurs the expenses; and (3) the employee returns any unspent or unsubstantiated amount no more than one hundred twenty (120) days after he or she incurs the expenses.

Travel Cash Advances not substantiated within one hundred twenty (120) days will be processed through Payroll as a taxable benefit.

C. PER DIEM

The University does not allow per diem. Original itemized receipts are required for all travel and entertainment expenses over \$25.

D. AIR TRAVEL

All domestic and foreign travel should be booked in the lowest priced, coach accommodations. Any accommodation above coach class requires approval by Senior Administration. Employees are expected to travel by the most direct route using the most economical and reasonable mode of travel available. To maximize discount fare possibilities, air travel arrangements should be reserved as far in advance of the travel date as possible.

E. GROUND TRANSPORTATION

Airport Transfers: The airport shuttle service should be the preferred method of transportation to a hotel or meeting site. Taxis and private limousines should be used

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only when they represent a more reasonable alternative or are essential due to time constraints.

Taxis: Taxi use should be limited, with preference given to public transportation. If public transportation is unavailable or inadequate for local travel, then taxis may be used.

Car Rentals: A Driver Status Form must be submitted and approved by the Insurance and Risk department prior to an employee renting a car or driving on behalf of university business.

An “Auto Accident Packet” which includes an insurance identification card, a checklist to follow in an accident, and forms to report an accident must be obtained from the Insurance and Risk department prior to an employee driving a rental car on behalf of university business. Please contact the Office of Insurance and Risk Management to obtain the Packet.

Car rentals must be in the name of Pepperdine University and in the individual’s name.

Employees must not purchase insurance from car rental agencies for rentals within the United States. Pepperdine University is covered for rental car physical damage for rental terms of less than 30 consecutive days (as long as the automobile is rented in the name of Pepperdine University).

Car rentals originating outside the United States should include insurance from the car rental agency.

Prior to an employee taking possession of a rental car, employees should thoroughly inspect it to assure that any existing damage is noted on the rental agreement.

Employees involved in an accident with a rental car should follow the checklist provided in the “Auto Accident Packet” which includes securing the scene, seeking medical aid if injured, notifying the local police department, providing information to and obtaining information from the other driver, and taking photos of the vehicles and scene. The employees should alert the Insurance and Risk department of the accident and refer the rental company, injured party or anyone claiming injury to contact the Insurance and Risk department at (310) 506-4410. The employee should be prepared to furnish the Insurance and Risk department with the completed forms from the “Auto Accident Packet” packet and any photos of the accident.

Mileage for Personal Automobiles: A Driver Status Form must be submitted and approved by the Insurance and Risk department prior to an employee driving any vehicle on behalf of university business.

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Employees required to use their personal vehicles while engaged in university business are eligible for mileage reimbursement consistent with this policy and subject to the approval of their supervisor.

Employees who are required to drive a distance greater than that normally driven on a daily basis between their principal work location and their principal residence are eligible for mileage reimbursement. The distance between the principal work location and an employee's principal residence is the "normally driven daily commuting mileage."

Employees working on multiple campuses are eligible for mileage reimbursement for mileage in excess of their normally driven daily commuting mileage.

Consistent with the policy statement above, if a business trip begins or ends at an employee's residence, the normally driven daily commuting mileage should be subtracted from the total trip mileage before submission for reimbursement.

The mileage reimbursement rate is determined each year by the IRS and includes gas, oil, maintenance, insurance, and depreciation costs. Any changes in the IRS reimbursement schedule will be automatically implemented by the University. The current mileage reimbursement rate and standard mileage distances are available at <http://www.pepperdine.edu/finance/accountspayable/mileagerates.htm>.

No employee is authorized to use a personal vehicle on university business unless the driver possesses a valid license and the vehicle is insured with at least the minimum California state requirements. Employees should recognize that their personal automobile insurance will respond primarily in the event of an accident while driving on university business.

F. LODGING

Employees will be reimbursed reasonable and appropriate hotel expenses when traveling overnight on university business. Reimbursement is limited to a single room rate unless the room is shared with another university employee.

Room service charges are discouraged, but are not prohibited and should be at the Department Budget Managers discretion depending on travel circumstances.

G. MEALS WHILE IN TRAVEL STATUS

Employees will be reimbursed the reasonable cost of meals while the employee is traveling.

Expenditures for alcoholic beverages are not authorized. Meal costs which appear excessive will be referred to the Major Area Budget Manager for final approval.

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H. LOCAL BUSINESS MEALS AND ENTERTAINMENT

Expenses incurred for local business meals and entertainment (meetings, employer/employee relations, etc) may be reimbursed upon approval of the Department Budget Manager. To be considered non-taxable, the IRS requires that names of the persons at the meal and the business purpose be clearly stated. Individual names are not required if a large group (more than ten people) is involved that can be identified as a single body (the approximate number of persons and group identification must be stated).

Expenditures for alcoholic beverages are not authorized. Meal costs which appear excessive will be referred to the Major Area Budget Manager for final approval.

I. TRAVEL RELATED EXPENSES

Parking and Toll Charges: Necessary parking and toll charges incurred on university business are reimbursable in addition to mileage allowance and other transportation expenses.

Tips and Gratuities: Tips and gratuities should be reasonable. Tips and gratuities on meals and taxi expenses should not exceed 20% of total charge. Bellhop/porter tips should not exceed \$1.00 for each bag.

Laundry Service: Laundry, cleaning and pressing charges are allowed only when an employee will be away from home more than five days.

Telephone: Business calls from non-university telephones that are reasonable and necessary will be reimbursed on a per call basis. Employees may be reimbursed for one personal telephone call (not to exceed 10 minutes in duration) for every day an employee is traveling away from home overnight. The use of telephones aboard aircraft is not permitted except in cases of extreme emergency.

The use of a cellular phone may aid an employee's job performance and aid the efficiencies of a department by providing immediate accessibility. Refer to the Finance Policies Telecommunications Reimbursement Policy (coming soon).

Passport and Visa Fees: Fees for passports and visas are reimbursable, if specifically obtained for the business trip.

Registration Fees for Conferences and Professional Meetings: Whenever feasible, registration fees for conferences and professional meetings should be paid in advance to obtain available discounts.

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J. NON-REIMBURSABLE EXPENSES

Pepperdine University will reimburse or directly pay properly substantiated business expenses. Personal expenses are payments for activities that primarily benefit the individual and will not be reimbursed. The following is a sample list of such expenses (this list is not intended to be all-inclusive):

- Alcoholic beverages
- Personal reading materials (magazines, books, newspapers, etc)
- Hotel health club fees
- Movies or video rentals
- Golf fees
- Clothing
- Toiletry items
- Barber and hairdresser expenses
- Medical expenses
- Traffic fines or penalties
- Repairs, maintenance, or towing of personal vehicles
- Personal credit card fees or penalties
- Lost or theft of personal property
- Expenses lacking appropriate substantiation, documentation or authorization

K. UNIVERSITY TRAVEL AND ENTERTAINMENT CARD

The University issued travel and entertainment card must be used for travel and entertainment expenses only. University Travel Card activity must be substantiated within 60 days from the statement date. Credit card statements or credit card slips alone are not adequate documentation (refer to Section 14.2).

L. TRAVEL CASH ADVANCES

Travel cash advances may be obtained by employees for costs to be incurred while conducting official university business. Advances may not be issued more than thirty (30) days prior to the departure. Advances may be authorized when:

- Out-of-pocket expenses associated with the trip or event will cause a financial hardship to the employee.
- The advance is approved by the appropriate Major Area Budget Manager
- The out-of-pocket expenses are expected to exceed two hundred dollars (\$200).

The University retains the right to deny travel advances to any individual who has not submitted documentation in a timely manner for a previous advance.

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M. SPOUSAL ACCOMPANIMENT

As a general rule, the University does not reimburse for spousal accompaniment.

Revised by the Policy Committee December 20, 1989, Updated August 2007.

APPENDIX B

SAFETY AND HAZARDOUS SUBSTANCES POLICY

(Included since 1991; modified 2007)

A. INTRODUCTION

The University considers the safety of its students, faculty, staff and visitors to be of the highest priority. Accident prevention is a function of good management and contributes to a positive educational and work environment. The quality of service at the University is directly affected by each individual's commitment to performing his or her role in a safe and efficient manner. Achieving a safe campus environment at each University location is one of the University's safety program goals.

Each department head is responsible for maintaining safe and healthful conditions in his or her area, as well as assuring that all activities are performed in a safe manner. Performance evaluation should reflect the success or failure of each supervisor in fulfilling this responsibility.

Supervisors, faculty and staff must understand that safety is to be given a higher priority than expedience and unsafe shortcuts are not to be tolerated. Each supervisor is charged with effectively implementing the University's safety program, including investigating actual and potential accident causes and promptly recommending corrective measures.

Individuals must assume responsibility for their personal safety both on and off campus. Each person has an important place in the safety program and is expected to cooperate fully in all safety related programs and activities. All members of the University are encouraged to report immediately any unsafe conditions and/or actions and to make suggestions to the Safety Committee through Center for Human Resources or the Office of Risk Management.

No job or activity should be conducted unless all reasonable precautions and safety considerations have been taken. No job or task is so important and no request is too urgent that the time cannot be taken to perform it safely.

The University will continue to develop and implement programs that inspect for and correct unsafe behaviors and/or physical hazards. In addition, the University will provide supervisory and employee safety training on a periodic basis, as well as emergency preparedness training for all members of the University community.

B. INJURY AND ILLNESS PREVENTION PROGRAM

The Pepperdine University Injury and Illness Prevention Program is designed to support the educational environment through improved workplace operations, better control of hazards, reduced accidents and losses, and was adopted and implemented in compliance with California Labor Code Section 6401.7 (SB 198) and General Industry Safety Order Section 3203.

C. ASSIGNMENT OF RESPONSIBILITIES

1. Policy Committee(s)

Senior management supports the University's safety policy by setting policy, assigning safety responsibility and accountability to all individuals, monitoring safety program developments, progress and effectiveness, providing active leadership by participation, example and a demonstrated interest in the program.

2. Safety Program Directors

Responsible Persons

Gary Hanson---Executive Vice President and Chief Operations Officer

Darryl Tippens---Provost

While all members of the University community are responsible for safety and health on our campuses and in the workplace, the Executive Vice President and Chief Operations Officer and the Provost have the authority and responsibility for implementation of the program.

3. Jon Weber---Insurance & Risk Manager

The Insurance & Risk Manager in the capacity of the safety program coordinator has the responsibility for coordination of loss control activities; review of supervisor accident investigation reports; provide assistance to Human Resources in the design and implementation of safety training for employees and supervisors; report to senior management concerning safety concerns; and provide assistance and support to the Safety Committee.

4. Safety Committee(s)

The Safety Committee(s) will assist in carrying out the University's safety policy and programs to protect all members of the University community, University assets and the ability of the University to continue its mission.

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Safety and Hazardous Substances Policy

Responsibilities of a Safety Committee member may include participation in periodic safety inspections, investigation and analysis of accidents involving injuries or illness, investigation of allegations of hazardous conditions which are brought to the member's attention and facilitating communication between members of the campus community on both specific and general safety issues and recommendations.

5. Managers

In effectively executing their safety responsibilities, academic and administrative managers will familiarize themselves with the safety program and ensure its effective implementation; be aware of safety considerations when introducing a new process, procedure, machine, material or substance to the workplace; support the programs and committees whose function is to promote safety and health.

6. Supervisors

Supervisors are the foundation of the safety program. They should familiarize themselves with University safety policies, programs and procedures, consistently and fairly enforce University safety rules, investigate injuries to determine cause, and to take action to prevent repetition, see that injuries are treated and referred to the Center for Human Resources to ensure prompt reporting to the worker's compensation insurance carrier, regularly inspect work areas to detect unsafe work practices and resulting conditions, conduct department safety meetings on a regular basis, ensure that proper reports are completed and appropriate action is taken to prevent repetition.

7. Faculty and Staff

Individual injury and illness prevention is a responsibility of all University faculty and staff (including student workers). They should adhere to all safety rules and regulations; report injuries to their supervisor; report unsafe acts and resulting conditions; utilize appropriate safety equipment as required; maintain equipment in good condition, encourage other members of the campus community to work safely.

D. EMPLOYEE COMPLIANCE

At the time of initial employment and at other periodic intervals, faculty and staff are notified that compliance with established and/or common sense safe and healthy work practices (whether written or unwritten) is a mandatory condition of employment. Faculty and staff who fail to adhere to job safety standards are subject to disciplinary action, up to and including discharge. Nothing herein shall alter the right of the employee or employer to terminate employment at any time with or without cause.

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From time to time, faculty and staff may be recognized for their compliance with safety and health standards and/or continuation of work without injury or incident by means of special notice or award.

E. COMMUNICATING WITH FACULTY AND STAFF

At the time of initial employment and at other intervals, faculty and staff are notified of applicable safe work practices and working conditions, and that all faculty and staff have the right to report any work-related injury or unsafe condition or hazard without fear of reprisal. Such information may be submitted using a standard form or otherwise in writing (signed or anonymous), or verbally to the supervisor, or other member of management.

F. IDENTIFYING & EVALUATING HAZARDS

Recognizing that unsafe acts cause more accidents than unsafe conditions by themselves, the University intends to focus on correcting both unsafe work practices as well as unsafe physical conditions. Although it is our intention to eliminate any unsafe act and condition as quickly as possible, some corrective actions will require longer periods of time and/or larger expenditures of capital. It will be necessary to evaluate the seriousness of the hazards and prioritize corrective actions.

Inspections should be conducted whenever new substances, processes, procedures or equipment are introduced that represent an occupational hazard; whenever the University is made aware of a new or previously unrecognized hazard, and at other frequencies determined by the level of hazard associated with the department, site or process. Records of inspections, including the data of inspection, identification of the area or process inspected, person conducting the inspection, findings of the inspection, and required actions must be retained for a minimum period of three years.

G. INJURY & ILLNESS INVESTIGATION

Some accidents are caused by unsafe conditions. The great majority, however, are the result of the unsafe manner in which work is conducted. The objective of investigation is to find the root causes of an accident. This will allow corrective action to be devised and implemented and to minimize recurrent accident problems. Occupational injuries and illnesses are documented on a comprehensive report of accident and are investigated by the supervisor to determine what action of the affected employee (or others) caused or contributed to the injury or illness; what tools, equipment, job, site or building condition, etc. were allowed to exist in a state which may have caused or contributed to the incident; and what action has been taken or will be taken to prevent recurrence. In cases where corrective action is required, follow up should be made to assure that appropriate action has been completed. Standardized forms may be used to organize and document the investigation and completed actions.

H. CORRECTING UNSAFE WORK PRACTICES AND CONDITIONS

To maintain a safe and healthful campus requires correcting potential hazardous work practices and conditions. At such time that unsafe or unhealthy conditions, work practices, or work procedures are discovered, action will be taken to remove immediate dangers. Potential hazards will be handled on a priority basis using standards such as those set by Cal-OSHA. Corrective procedures may include a documented investigation of the cause and/or source of the hazard, identification of corrective actions needed, assignment of persons responsible for the completion of specific remedial actions, and follow up for compliance. Training and/or retraining of affected employees is provided as applicable.

I. TRAINING AND INSTRUCTION

Safety education and training for faculty and staff should occur at the time of initial employment; when employees are given new job assignments for which training has not previously been given; when new substances, processes, procedures, or equipment are introduced that represent a new hazard; when the University is made aware of a new or previously unrecognized hazard; and at other intervals designated by management.

Employees may be trained in applicable safe and healthy work practices in groups or individually through distribution and review of the University's safety handbooks and its supplements; through other written communications, posters, booklets, etc.; and by various other methods as applicable, in a form readily understandable by the affected employee or group of employees. Individual records of training, including date of training, type of training, and training providers are retained for a minimum period of three years except of shorter periods as otherwise allowed by law.

Approval

This Injury and Illness Prevention Program was approved by the University's Policy Committee on 6-19-91 and updated 2-2002.

APPENDIX C

SEAVER COLLEGE CODE OF ACADEMIC INTEGRITY

(Included since 1988; Updated in 2007)

A. STATEMENT OF PURPOSE

The Code of Academic Integrity at Seaver College is an integral part of the educational process. It makes possible an atmosphere conducive to the development of the total person through learning experiences. Since a person is more than intellect, learning is more than academic achievement. It includes achievement in all the qualities of an individual – intellectual, spiritual, ethical, emotional, and physical.

Seaver's Code of Academic Integrity provides among students, faculty members, and the administration a spirit of community where such development can take place. Furthermore, it creates a climate of mutual trust, respect, and interpersonal concern, where openness and integrity prevail.

This Code of Academic Integrity will enrich the educational process at Seaver College and encourage the development of a "Seaver spirit." This will lead to a pervasive sense of pride for and loyalty to Seaver's high standards of academic ethics, personal honesty, and spiritual values which imbue Seaver College as part of a Christian university.

The code emphasizes the dignity and development of each individual. The code maintains free competition and independent intellectual effort, not tolerating dishonesty, cheating, or plagiarism in any form. If intentional acts of dishonorable conduct occur, the code outlines infractions and clear-cut procedures as well as sanctions to censure such activity.

But, to be effective, the code must be maintained by the community. This requires a genuine sense of maturity, responsibility, and sensitivity on the part of every member. In particular, each member of the Seaver College community is expected to pursue his or her academic work with honesty and integrity.

B. POLICIES AND DESCRIPTIONS

1. CODE OF ACADEMIC INTEGRITY

Academic Integrity is the expression of intellectual virtue in human beings as a result of their creation in God's image. It represents the convergence of the best of the human spirit and God's spirit, which requires personal, private and community virtue. As a Christian institution, Pepperdine University affirms that integrity begins in our very created being and is lived out in our academic work.

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In order for the code to be effective, the community must maintain its health and vitality. This requires a genuine sense of maturity, responsibility, and sensitivity on the part of every member. In particular, each member of the Seaver College community is expected to pursue his or her academic work with honesty and integrity.

Unfortunately, students do, on occasion, violate Academic Integrity, and this provides a need for discipline and an opportunity for restoration. The following pages describe the various forms of violation recognized by Pepperdine University and the resulting steps that both the student and institution must take.

In completing each assignment, each student is expected to have abided by the principles of the code and may be asked to sign a pledge to this effect. Students may be asked to sign such a pledge at the beginning of each course.

2. VIOLATIONS OF ACADEMIC INTEGRITY

Academic integrity is violated when one of the following events occurs:

a. PLAGIARISM

Plagiarism occurs when a writer appropriates another's ideas without proper acknowledgement of the source or uses another's words without indicating that fact through the use of quotation marks.

b. CHEATING

Cheating is the use of unauthorized materials, information, or study aids in an academic exercise as well as collusion in visual or oral form.

c. FABRICATION

Fabrication is the falsification or invention of any information or citation in an academic exercise. This includes lying to a member of the administration, faculty, and/or Academic Integrity Committee (AIC).

d. FACILITATING ACADEMIC DISHONESTY

The facilitation of academic dishonesty occurs when students knowingly or negligently aid others or allow their work to be used in a dishonest academic manner. Such students are as guilty of violating academic integrity as their recipients.

3. VIOLATION LEVELS

Any violation of academic integrity is subject to an appropriate penalty. Violations at Pepperdine University are classified into four levels according to the nature of the infraction. For each level of violation, a corresponding set of sanctions is recommended. The Academic Integrity Committee and the office of the Dean of Seaver College are charged with using these guidelines as general rules of practice for the academic community in matters relating to the assignment of violation level and appropriate sanction.

a. LEVEL ONE

Level One violations may occur because of inexperience or lack of knowledge of principles of academic integrity. These violations are likely to involve a small fraction of the total course work, are not extensive, and/or occur on a minor assignment. Cases involving this first level are primarily viewed as “teaching opportunities” and are therefore to be handled by the instructor in consultation with the student and subsequently reported to the AIC chair. In cases where no resolution is reached, the instructor or student may appeal the case to the AIC. Level One violations include (but are not limited to) the following examples:

- 1A Working with another student on a laboratory or other homework assignment when such work is prohibited.
- 1B Failing to footnote or give proper acknowledgment in an extremely limited section of an assignment. This includes changing some words but copying whole phrases, quoting less than all the words copied, paraphrasing without attribution, copying the syntactical or organizational structure of another writer, using unique or apt phrases from another writer, or failure to use quotation marks to cite a passage.
- 1C Engaging in any of the following activities during an examination when prohibited: talking, having notes visible, leaving the exam room without permission, looking at another’s paper, failing to stop working when time is called.
- 1D Committing other minor or unintentional infractions of academic integrity.

The recommended sanctions for violations at Level One are:

- i) Consultation with a Writing Center tutor, and/or
- ii) Completion of an assigned paper or research project on a relevant topic, and/or

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- iii) Submission of a rewritten assigned paper, and/or
- iv) Completion of a make-up assignment at a more difficult level than the original assignment, and/or
- v) Receipt of a zero for the original assignment.

Records of students who commit Level One offenses will be maintained in the Seaver Dean's office until graduation, following which these records will be expunged.

A second instance of a Level One violation constitutes an automatic Level Two or higher violation.

b. LEVEL TWO

Level Two violations are characterized by dishonesty of a more serious nature or by dishonesty that affects a more significant aspect or portion of the course work. Cases involving this second level are still primarily viewed as "teaching opportunities" and are therefore to be handled by the instructor in consultation with the student and subsequently reported to the AIC chair. In cases where no resolution is reached, the instructor or student may appeal the case to the AIC. Level Two violations include (but are not limited to) the following examples:

- 2A Using significant portions of information for a report without acknowledging the sources or the collaborators.
- 2B Giving or receiving assistance to/from others, such as research, statistical, computer programming, or field data collection help that constitutes an essential element in the undertaking without acknowledging such assistance in a paper or project.
- 2C Giving or receiving unpermitted assistance on exams.
- 2D Using unauthorized materials during an exam.
- 2E Quoting directly or paraphrasing, to a moderate extent, without acknowledging the source.
- 2F Submitting the same work or major portions thereof to satisfy the requirements of more than one course without permission from the instructor.

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- 2G Collaborating before an exam to develop methods of exchanging information and implementation thereof.
- 2H Removing posted or reserved material, or preventing other students from having access to it.
- 2I Providing false excuses to postpone tests or due dates.

The recommended sanction for Level Two violations is a Level One sanction and/or one of the following:

- i) Course grade that is lowered one or more grade levels, and/or
- ii) Course grade of F, and/or
- iii) Placement on Academic Disciplinary Probation for one or more semesters.

All records of students who commit Level Two offenses will be maintained permanently in the Seaver Dean's Office.

A second instance of a Level Two violation constitutes an automatic Level Three or higher violation.

c. LEVEL THREE

Level Three violations include dishonesty that affects a major or essential portion of work done to meet course requirements, or involves premeditation, or is preceded by one or more violations at Levels One and Two. All cases involving Level Three violations are heard by the Academic Integrity Committee. Level Three violations include (but are not limited to) the following examples:

- 3A Committing any premeditated Level Two violation involving a major portion of coursework.
- 3B Taking an exam for another student.
- 3C Altering an exam and submitting it for re-grading.
- 3D Downloading a paper or major sections of a work from the Internet.
- 3E Presenting the work of another as one's own.
- 3F Permitting another to present one's work as their own.
- 3G Buying or selling unauthorized aid on examinations, papers, or grades.

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- 3H Offering or accepting bribes related to academic work.
- 3I Fabricating data by inventing or deliberately altering material (this includes citing "sources" that are not, in fact, sources).
- 3J Translating work from one language into another and submitting as one's own work.
- 3K Lying to AIC members during an investigation or hearing. This may constitute a second charge, with the Committee members who acted as judges during that specific hearing acting as accusers.
- 3L Sabotaging another student's work through actions designed to prevent the student from successfully completing an assignment.

The sanction typically to be sought for all Level Three violations is a Level Two Sanction and/or a minimum of a one semester suspension from the University. All records of students who commit Level Three offenses will be maintained permanently in the Seaver Dean's Office.

d. LEVEL FOUR

Level Four violations represent the most serious breaches of intellectual honesty.

All such cases are heard by the Academic Integrity Committee. Level Four violations include (but are not limited to) the following examples:

- 4A All academic infractions committed after return from suspension for a previous academic honesty violation.
- 4B Stealing an examination from a professor or from a University office.
- 4C Falsifying a transcript to secure entry into the University or change the record of work done at the University.
- 4D Falsifying medical records.
- 4E Falsifying any official University documents by mutilation, addition, or deletion.

The typical sanction for Level Four violations and a repeat infraction at Level Three is permanent expulsion from the University. Such cases will result in the permanent notation of "Academic Disciplinary Expulsion" on the student's transcript.

4. CONSEQUENCES OF VIOLATING THE CODE OF ACADEMIC INTEGRITY

Students committing acts of academic dishonesty not only face university censure but also face a serious risk of harming their future educational and employment opportunities. In addition to the notation for a specific sanction placed on the student's transcript, which remains for the term of the sanction, prospective employers and other educational institutions frequently use recommendation forms that ask for feedback on an individual's moral or ethical behavior. Since such forms are sent with the permission of the student, University faculty and administrators knowledgeable of academic dishonesty infractions are ethically bound to report such incidences.

C. PROCEDURES

1. JUDICIAL PROCEDURES

The judicial procedures are designed with the following purposes in mind:

- a. To provide a positive direction in cultivating academic integrity;
- b. To insure thorough and fair investigation of pertinent evidence;
- c. To maintain strict confidentiality among committee members; and
- d. To allow for an appropriate channel of appeal.

Such purposes are to be attained through the efforts of the Academic Integrity Committee.

Any alleged violation of academic integrity is to be reported to the chair of the AIC.

2. AIC HEARING PROCEDURES

- a. The hearing will be called to order at the time specified. The hearing cannot begin without seven committee members and/or alternates (see item c. below), the accused, and the accusing faculty member(s) (or an appointed representative) in attendance.
- b. All hearings will be tape recorded.
- c. An alternate committee member will sit at the hearing if a regular committee member is involved with the case being presented before the committee. When at all possible, the alternate committee member should be from the same division as the regular committee member who is involved in the hearing.

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- d. The hearing will begin with a summary of the procedures to be followed at the hearing.
- e. At all times the defendant will be presumed innocent, with the burden of proof to be placed on the accusers to establish guilt.
- f. The chairperson will read the charges aloud to those present and will present to the committee any evidence the faculty member wishes to have under consideration. At this time, the faculty member may bring in witnesses, if deemed pertinent to the case. At the close of the witness's presentation, the witness shall be questioned by the committee on any points of evidence on which the committee is unclear. The witness will then be asked to leave the room. The faculty member(s) shall be questioned by the committee on any points of evidence on which the committee is unclear.
- g. The defendant will be given an opportunity to defend himself or herself, including giving evidence and providing witnesses that he or she feels may be pertinent to the case. At the close of the defendant's presentation, the defendant shall be questioned by the committee on any points of evidence on which the committee is unclear. In addition, the committee may ask the faculty member about points of evidence which are unclear. The defendant, if he or she feels the responses will be incriminating, may decline to answer a question. The committee will not base its judgment of guilt or innocence on such a declination.
- h. After all evidence has been presented, the accused student and the accusing faculty member(s) will be asked to step outside while the committee deliberates. At this time, the committee will review and discuss all the evidence it feels is pertinent to the case. When deliberation has been completed a secret ballot will be taken to decide on the guilt or innocence of the defendant. The ballots will be counted by the secretary and reported to the committee.
- i. The defendant will be found guilty or not guilty based upon a vote of at least three-fourths of the members present, with no more than two members dissenting. The committee will then vote on a sanction (as described in the AIC code). The sanction must have a majority vote. At least seven of the eleven voting members must be present for a vote to be called. No more than two members may dissent in a guilty vote. Specific sanction(s) will be decided by majority vote. Vote is by secret ballot and is counted by the chairperson and the secretary. The results (and the ballots) will be presented to the Dean of Seaver College. Note: the AIC hearings are not court of law proceedings and should not be construed to be subject to courtroom technicalities.

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- j. The defendant will be asked to return to the hearing room to be informed of the committee's verdict.
- k. If found guilty, the defendant will be advised of his/her opportunity to appeal the decision to the Seaver Dean.
- l. Formal written notice of the verdict will be sent to the student, the accusing faculty member(s), and the Seaver Dean.
- m. All notes and recordings of the hearings shall be given to the Seaver Dean to be kept as specified in the Student Handbook.
- n. No member of the hearing committee who is otherwise interested in the particular case brought before the committee, whether bringing charges against the student, or who is placed in a position of developing or prosecuting the case against the student, shall sit in judgment during the proceedings. This committee member will be replaced as stipulated in Item c. of the procedures.
- o. The defendant and the accuser shall notify the chairperson of the committee of the names of the witnesses they choose to have testify on their behalf at least twenty-four hours prior to the hearing, and they shall assume responsibility for their presence at the hearing. The committee may limit the number of witnesses.
- p. All hearings will be closed to members of the committee, the student(s), advisors involved in the hearing, and faculty members involved in the case. Authorized witnesses will be present to testify one at a time and will leave the hearing as soon as such testimony is completed.
- q. All matters upon which the decision may be based must be introduced into evidence during the hearing before the committee. Formal rules of evidence shall not be applicable in proceedings conducted pursuant to this code. All matters shall be admitted into evidence which reasonable persons would accept as having probative value in the conduct of these affairs.
- r. To maintain a record of the hearing, the secretary will write up a digest; in addition, the recorder will take a tape recording of the hearing.
- s. The digest of the committee shall consist of a statement covering the chronological sequence of the proceedings and the conclusions reached by the committee based on the evidence. Any member may append the report with his or her dissent.
- t. It is to be understood by all parties dealing with the Academic Integrity Committee that the committee is not a court. The committee is an

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educational committee which deals with students and members of the university community only as their status pertains to the educational aspect of Seaver College. Therefore, its proceedings are not to be construed to be subject to courtroom technicalities or procedures.

- u. Committee decisions will be made within a reasonable time.

D. INSTRUCTIONS

1. INSTRUCTIONS TO FACULTY

The faculty member accusing the student of the alleged offense should attempt to meet with the student and discuss the suspicions and evidence to see if there is some acceptable explanation for the apparent violation of the Integrity Code.

- a. If an agreement concerning the alleged Level One or Level Two violation is reached, the faculty member will submit a completed AIC report form to the AIC chair.

For a copy of the Reporting Form, please go to
<http://seaver.pepperdine.edu/academicintegrity/reportingform/form.htm>

- b. If the student is unavailable for a meeting or the alleged violation remains unresolved, or if it represents a Level Three or Level Four case, the faculty member will submit a completed AIC report form (see above for web address) to the AIC chair and a hearing will be scheduled.

Once a copy of the charges has been received by the chairperson of the AIC, she or he will contact the student to schedule a hearing.

2. INSTRUCTIONS TO STUDENTS

It is the student's responsibility to meet with the faculty member to discuss the alleged violation of academic integrity. Failure to do so may result in an automatic hearing before the AIC. At this meeting between the faculty member and the student, the student has the opportunity to accept the faculty member's proposed sanction or request a hearing of the AIC.

If he or she so desires, the student appearing before the committee shall have the right to be assisted at the hearing by an advisor of his or her choice. The advisor shall be from the Pepperdine community, either faculty, staff, or student. The student shall notify the committee's chairperson of the name of the advisor and the relationship to him or her at least twenty-four hours prior to the hearing. With permission of the committee, an advisor may make a brief statement on the student's behalf. Otherwise, the advisor will limit himself or herself to consultation with the student.

If, for substantial reason, the accused student cannot attend the hearing at the arranged time, the student should contact the AIC chairperson as soon as possible. If the student cancels or postpones a second meeting, the committee may rule that the student's failure to appear be considered a waiver on the student's part. Failure to attend a scheduled hearing will be considered a waiver of the student's right to represent themselves and will result in the hearing proceeding without them.

E. AIC COMMITTEE

1. COMPOSITION OF COMMITTEE

The AIC will consist of four undergraduate students, one graduate student, and one faculty representative from each academic division and the library. Selection of the student representatives will be made by the Seaver Dean from divisional recommendations of sophomore, junior, and graduate students.

2. COMMITTEE TENURE

Students are selected by the Academic Dean and serve a two-year term beginning in September. Faculty representatives are elected to serve a two-year term by the respective academic divisions as follows:

- a. Even-numbered years: Social Science, Humanities/Teacher Education, Fine Arts and Religion.
- b. Odd-numbered years: Natural Science, Business, and Communication

Freshman students and adjunct faculty members are ineligible.

3. VACANCIES

In the event of a student or faculty vacancy, the chairperson will ask the Seaver Associate Dean to select a replacement from the appropriate division.

4. CHAIRPERSON

A non-voting (except in the case of a tie vote) chairperson shall be elected by the AIC from among its faculty members.

5. OFFICERS

A secretary shall be elected by the AIC. This election will be conducted by the chairperson without nomination and by ballot. Only faculty members of the AIC are eligible.

6. MEMBERSHIP

Faculty

Tom Vandergon (Natural Science Division), Chair
Ron Cox (Religion Division), Assistant Chair
Susan Salas (Communication Division)
Sonia Sorrell (Fine Arts Division)
Bryan Givens (Humanities/Teacher Education Division)
David Dowdey (International Studies and Languages Division)
Jon Johnston (Social Science Division)
Regan Schaffer (Business Administration Division)

Students

Sarah Moore – Undergraduate Student Representative
Alaina Lasinski – Undergraduate Student Representative
Paul Kittlaus – Undergraduate Student Representative

F. COMMITTEE FUNCTIONS

1. The AIC will function as a clearinghouse for faculty to register in writing unappealed Level One and Level Two violations.
2. The AIC will provide a forum before which all other alleged violations may be heard. Records of such hearings will be kept in a secured file in the Seaver Dean's Office.
3. The AIC will decide on the guilt or innocence of such individuals. In cases of guilt the AIC will decide on the appropriate sanction.
4. The AIC will confer with individuals found to be guilty by the AIC about their opportunity to appeal to the dean of Seaver College. The dean will notify the AIC of any decisions made on cases submitted to his office. In all matters involving alleged violations of academic integrity, students have the right to request a hearing before the AIC.

G. INSTRUCTIONS TO AIC CHAIRPERSON

During the resulting initial conversation, the chairperson will inform the student of the following:

- The offense for which the hearing is being called.
- The sanction(s) specified in the Seaver Academic Integrity Code.
- The procedures that will be followed during the hearing (a copy of the code and procedures may be supplied to the accused at this time, if needed).
- The student's right to bring an advisor from within the Seaver College community (faculty, staff, or student) to the meeting.

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- The student's right to bring witnesses to the meeting.
- The confidential nature of the hearing.
- The opportunity to appeal the decision to the Seaver Dean.

APPENDIX D

SEAVER COLLEGE DIVERSITY COUNCIL CHARTER

December 14, 2005

Pepperdine University is guided by its foundational Christian mission. Our mission inspires in us a profound respect for and love of the diverse cultures in which we live, work, and worship—both in Southern California and our international campuses throughout the world.

As the University's Office of Equal Opportunity affirms:

"When Pepperdine speaks of "diversity," it does so in a broad sense—one that encompasses a multitude of dimensions, including race, ethnicity, gender, religion, cultural background, class, ability, national origin and more. Diversity, as we understand it, means that the institution's many constituents are a mosaic of people united by a deep and abiding respect for our Christian heritage."

In his inaugural address, President Benton also affirmed this commitment to diversity:

"Pepperdine's commitment to diversity stems from a Christian heritage that compels us to love justice and to treat every individual equally with respect and compassion. Our faith also confirms that we are finite and therefore our knowledge is incomplete. It is through the inclusion and experience of others from diverse points of view that we often begin to see dimensions of truth previously unseen by us. Pepperdine views diversity as one facet of the prism of values formed by our mission." (Envisioning a Bold Future and Equal Opportunity Statement, <http://www.pepperdine.edu>).

As such, at Seaver College diversity is central to our mission and is essential to the health of our institution. A diverse community of students, faculty, staff and board members enriches the learning experience for all and prepares us for the multicultural world in which we reside.

This commitment has manifested itself in the Seaver College Diversity Council.

Consistent with the University's Christian mission and the theological rationale for diversity, the Seaver Diversity Council will:

1. Develop strategic goals to increase recruitment, retention, and success of a diverse faculty, staff, and student body.
2. Foster a campus climate at Seaver College which is built upon inclusiveness, mutual respect, education, appreciation, and understanding.
3. Increase awareness of College and University diversity efforts among Seaver College community members.

APPENDIX D

Seaver College Diversity Council

4. Encourage an awareness and appreciation of diversity among members of the Seaver College community.
5. Where appropriate, facilitate the integration of diversity into curricular and co-curricular offerings.

The Seaver Diversity Council will seek funding from the University, foundations, and other external sources.

The Seaver Diversity Council will be composed of faculty, staff, and students. The Council will create and implement strategic goals for diversity in alignment with our Christian mission and our University Diversity Council.

The Seaver Diversity Council will support the University's quest toward becoming a "learning organization" by using research and assessment data to both support and guide our diversity efforts.

Council members will promote responsibility, accountability, and recognition for increasing campus diversity, improving the campus climate, and advancing the knowledge base for creating and sustaining a culturally diverse community. Council members will also assist in networking with individuals who support our mission, informing them that Seaver College values diversity and seeks to recruit qualified faculty and staff from diverse groups. The Council will encourage both internal and external collaborations and partnerships that will extend diversity and multicultural education to the broader Los Angeles community.

Creation and Composition of the Council

The Seaver College Diversity Council will consist of approximately twenty voting members from the faculty, staff, and student body of Seaver College. The voting members will also be representative of the Seaver Faculty Association, Seaver Cabinet, and Seaver Student Government Association. The Council will nominate members and the Dean of Seaver College shall appoint new members. Council members are appointed for a two year period, but may serve successive terms.

Presiding Officers, Voting, and Scheduling of Meetings

The Council will meet minimally three times per year: twice during the Fall semester and once during the Spring semester; however, it may choose to meet more frequently. The chair will be responsible for scheduling and calling the meetings each semester. The chair may use his or her discretion to schedule and call additional meetings.

A recording secretary will be selected to record and distribute the minutes of each Council meeting. When necessary, the Council may create sub-committees to study specific diversity issues of college-wide concern and to report back to the Council. In addition, the individual members of the Council may serve in a liaison role to the President, Provost, or University

APPENDIX D
Seaver College Diversity Council

Diversity Council on behalf of Seaver College. It shall be an important duty and responsibility of all members of the Council to attend meetings. Members must be present to vote (unless the Council decides otherwise). Fifty percent (50%) of the Council's voting members must be present for a vote to pass, unless otherwise decided by the Council. Decision making will be determined by a simple majority of the Council's voting members.

**Creation and Composition of the Council
(Adopted April 26, 2006)**

The Seaver College Diversity Council will consist of a maximum of twenty voting members. A representation of at least five Seaver College faculty, five staff, and two student body members should be a part of the council body. The voting members will also be representative of the Seaver Faculty Association, Seaver Cabinet, and Seaver Student Government Association. The Council will collect nominations from the Faculty Association, Seaver Cabinet, and the Student Government Association. The Seaver Diversity Council will also nominate members. Nominations for an empty seat will be collected via email and voted by the council via written ballot. The Dean of Seaver College shall appoint new members. Council members are appointed for a two year period, but may serve successive terms. The Council reserves the right to terminate any member during their two year term.

**Presiding Officers, Voting, and Scheduling of Meetings
(Adopted April 26, 2006)**

The Council will meet minimally three times per year: twice during the fall semester and once during the spring semester; however, it may choose to meet more frequently. The chair will be responsible for scheduling and calling the meetings each semester. The chair may use his or her discretion to schedule and call additional meetings.

A recording secretary will be selected to record and distribute the minutes of each Council meeting. When necessary, the Council may create sub-committees to study specific diversity issues of college-wide concern and to report back to the Council. In addition, the individual members of the Council may serve in a liaison role to the President, Provost, or University Diversity Council on behalf of Seaver College. It shall be an important duty and responsibility of all members of the Council to attend meetings. Members must be present to vote (unless the Council decides otherwise). Fifty percent (50%) of the Council's voting members must be present for a vote to pass, unless otherwise decided by the Council. Decision making will be determined by a simple majority of the Council's voting members.

APPENDIX E

SEAVER FACULTY ASSOCIATION STANDING COMMITTEES

(Included since 1988)

The faculty committee structure is essential to the effectiveness and efficiency of the University operation. Committee work is an important part of a faculty member's responsibility.

Often recommendations made by committees to the SFA Executive Committee become University policies. Since the administration bears final responsibility for actions taken, it does reserve the right to review all committee action.

A brief description is given of the purpose and function of each committee. The chairperson is responsible for establishing a meeting time, maintaining records for the committee, and presenting a report of the committee's deliberations and recommendations.

A. STUDENT RELATIONS

1. Academic Integrity Committee

Reports to the Seaver academic administration regarding cases of infractions of the academic ethics code brought before it. Reports to either the Executive Committee or the Faculty Association organization recommendations concerning the Seaver Code of Academic Integrity. The committee consists of one representative elected by each division serving a two-year term of office and three students, appointed by division chairs and the Seaver Dean's Office.

2. Admission and Scholarship Committee

Reviews undergraduate admission, scholarship and student loan policies and procedures and makes recommendations either to the Seaver academic administration or the faculty as necessary. Determines awards of faculty/staff scholarships and informs faculty about these. The committee consists of one representative elected from each division plus an appointed staff member chosen among staff members who contribute to faculty/staff scholarships.

APPENDIX E
Seaver Faculty Association Committee

3. Athletics Committee

Reviews the intercollegiate athletic program of the University and makes recommendations concerning the scope of the program eligibility and other matters to the athletic program. Appointed by the SFA Executive Committee. Chair selected by the University president.

B. FACULTY RELATIONS

1. Rank, Tenure, and Promotion Committee

Evaluates and makes recommendations to the administration concerning initial placement, promotion, and tenure of faculty. Makes recommendations to the faculty about potential changes in tenure and promotion policies and procedures. Consists of one tenured professor from each division serving four-year staggered terms and one non-tenured professor at large serving a two-year term. Elected by the faculty according to guidelines in the RTP Handbook.

2. Faculty Development Committee

Determines selection criteria, evaluates requests by the faculty, and makes recommendations to the Seaver academic administration for sabbatical leaves and reassigned time. Also plans activities to stimulate intellectual growth among faculty. The faculty of each division elect one representative to the committee on staggered three-year terms.

3. Faculty Benefits, Salary, and Stipends Committee (Modified 2006)

Reviews and makes recommendations to the Seaver faculty and administration concerning faculty benefits, including salaries, on-campus housing, housing loans, and early retirement. Develops criteria and evaluates requests for faculty stipends based on market-driven criteria in order to hire and retain qualified faculty members in highly competitive disciplines. The faculty of each division elects one representative to the committee on staggered three-year terms.

4. Professional Problems Committee

Meets to review and make recommendations to the Seaver academic administration concerning faculty complaints involving professional relationships. The faculty of each division elects one representative to the committee on three-year staggered terms.

C. ACADEMICS

1. Academic Affairs Committee (Altered April 2006)

Monitors and evaluates the general education curriculum, including freshman seminars and international programs and makes recommendations to Seaver Academic Council, Seaver academic administration, and Seaver faculty. Considers methods of enhancing Christian focus and multicultural understanding, of including multi-media or other technological advances, and of service learning into the curriculum. It monitors advising and registration procedures. The faculty of each division elects one representative to the committee to serve three-year staggered terms.

2. Teacher Education Committee

Monitors training and credential programs for elementary and secondary teacher education at Seaver College. Members selected by the executive committee to serve two-year staggered terms.

3. Teaching and Learning Committee

Develops methods to assess the educational value of the general education curriculum, helps divisions assess the quality of their majors, and administers the student evaluations of the faculty, including considerations of modifications of the evaluations and use of the evaluations. Members selected by the executive committee to serve two-year staggered terms.

4. Academic Support Committee

Reviews and makes recommendations to the faculty or the appropriate center concerning the services of the library, educational media, the bookstore, academic computing, and buildings and grounds. Members selected by the executive committee to serve two-year staggered terms.

APPENDIX F

THE CONSTITUTION OF THE SEAVER FACULTY ASSOCIATION

(Since 1998; updated in 2005)

ARTICLE I: NAME AND PURPOSE

Section 1: Name

The name of this organization shall be the Seaver Faculty Association, hereafter referred to as SFA.

Section 2: Purpose

The SFA is a unified body, established in order to:

1. Develop and express the opinions of the Faculty on academic as well as professional matters;
2. Make the collective experience and judgment of the Faculty available to the administrative officers of the University;
3. Facilitate Faculty involvement in the governance of Seaver College; and
4. Promote collegiality among the Faculty of Seaver College.

ARTICLE II: ORGANIZATION AND POWERS OF THE SFA

Section 1: Membership

Full-time employees of Seaver College who hold academic rank, full-time Seaver librarians, professors emeritus, and those tenure-track faculty members who are now teaching at least half-time shall be members of the SFA with full voting rights. Members of the Central Administration of the University who hold rank and part-time teachers are members without voting rights.

Section 2: Powers

The ultimate authority of this association shall be vested in meetings of the SFA. The SFA shall develop and express the opinions of the faculty on all matters pertaining to University policy and operation. The Executive Committee of the SFA is its administrative body. Although the Executive Committee has neither the power to make policy nor the power to make decisions with regard to the operation of the various Divisions of Seaver College, it is empowered to represent the SFA in the following ways:

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1. The Executive Committee meets with the administration of Seaver College and with the administration of the University to negotiate salaries, to discuss issues of faculty welfare (e.g., benefits and teaching load), and to raise issues of concern that surface as a result of activities of committees of Seaver College;
2. The Executive Committee maintains oversight of all committees within Seaver College; the chairpersons of all other committees are responsible for reporting to the Executive Committee issues of concern to the faculty;
3. The Executive Committee represents the concerns of individual faculty members.

By resolution the SFA may delegate its duties to appropriate committees, groups, or individuals or to the Executive Committee.

Section 3: Officers and their terms

The officers of the SFA shall be a president, a president-elect, and a secretary-treasurer. The president's term will be twelve months. The president-elect's term of office shall begin with the first semester of the academic year following election and shall continue for twelve months, after which the president-elect shall become the president. The president shall act both as president of SFA and as chair of the Executive Committee. The secretary-treasurer will serve a 1-year term and will serve both as secretary-treasurer of the SFA and as secretary of the Executive Committee.

Section 3.1: Duties of officers

The president shall call and preside at all meetings of the SFA and the Executive Committee. If the president is absent from a meeting, the president-elect shall preside as president.

The secretary-treasurer shall keep the minutes of SFA meetings and shall transact the monetary affairs of the organization.

The president shall appoint a parliamentarian. Other duties of the officers are mentioned in appropriate places.

Section 3.2: Election of officers and members of certain elected committees of the SFA

Nominations of officers and members of certain committees of the SFA shall be made by a nominating committee. The committee shall consist of three members of the association appointed by the president of the SFA. The committee will nominate at least two candidates for each position to be filled.

Nominations will be announced in a memorandum to members of the SFA at least one week prior to a second-semester meeting in which additional nominations may be made from the floor. Election shall be held by secret ballot circulated by the chairperson of the nominating committee. If no candidate receives a majority of a ballot, a second ballot shall be taken between the two candidates receiving the highest number of votes.

Section 3.3: Vacancy of office

If the president resigns or is unable to serve, the president-elect shall serve as president for the remainder of the term of office. In case of a vacancy in any other office of the SFA the president shall appoint one of its members to serve until the next annual election.

ARTICLE III: SCHEDULING OF MEETINGS

Section 1: Meetings

At least one meeting of the SFA shall be held each semester. Members of the SFA shall be formally notified of the time, place, and agenda no less than three days prior to each meeting. The president must schedule additional meetings upon the written request of ten percent of the membership. Emergency meetings may be called at the discretion of the SFA president without formal notification. If there is no agenda for a regularly scheduled meeting, it may be canceled at the discretion of the president or, in his/her absence, by the president-elect.

Section 1.1: Quorum

For scheduled meetings, twenty-five percent of the members of the SFA shall constitute a quorum. For an emergency meeting, fifty percent of the members of the SFA shall constitute a quorum.

Section 1.2: Voting

With the exception of amendments to this constitution, all decisions of the SFA shall be made by a majority of those present and voting, if a quorum is present. Voting shall be by voice vote. However, at the request of any member the vote shall be by standing vote or by written ballot. A motion to send a written ballot to all faculty members may be made from the floor.

Section 2: Rules

Except as it conflicts with this Constitution and By-Laws, Robert's Rules of Order (Revised) shall govern procedure in all meetings of the SFA.

ARTICLE IV: ELECTION, POWERS, AND DUTIES OF THE SFA EXECUTIVE COMMITTEE

Section 1: Membership

The Executive Committee consists of the president, the president-elect, the immediate past president, the secretary-treasurer and one representative from each of the eight academic divisions elected at large, and one representative from the Seaver librarians.

Section 2: Officers

The president of the SFA shall also serve as chair of the Executive Committee. The secretary will record the minutes of each meeting and circulate the minutes to members of the Executive Committee and to each division.

Section 3: Election of divisional representatives

The faculty of each division will elect two full-time faculty members as nominees for divisional representative. The voting membership of the SFA will then elect the representative from among these nominees. A divisional representative may be recalled by a majority vote of the division's faculty who are voting members of the SFA. In case of such a recall, or if a representative resigns or is unable to serve for one or more semesters, the faculty of the division will elect two more nominees for the position, a vote of the SFA will be held, and the newly-elected representative will complete the remainder of the previous representative's term.

Section 3.1: Terms of divisional representatives

Each divisional representative will be elected for a two-year term. The term will commence with the first term of the academic year following election. In odd-numbered years, elections will be held for representatives from the Business Administration, Fine Arts, Library, Natural Science, and Social Science Divisions. In even-numbered years, elections will be held for representatives from the Communication, Humanities/Teacher Education, International Studies and Languages, and Religion Divisions.

Section 4: Duties

Each member is responsible for attending the meetings of the Executive Committee. In addition, except for the president and the secretary-treasurer of the SFA, each member of the Executive Committee will serve as a liaison to one or more of the standing committees of the SFA. Although each of the faculty committees will function independently, the committee liaisons will facilitate coordination and communication between their committee(s) and the Executive Committee.

ARTICLE V: OTHER COMMITTEES OF THE SFA

Section 1: Establishment

To accomplish its work, the SFA shall establish standing committees and such ad hoc committees as it deems necessary. The Executive Committee shall appoint all ad hoc committees.

Section 2: General functions

Committees shall:

1. Recommend to the Executive Committee and/or to administrators policies, principles, procedures, criteria, and/or guidelines regarding matters referred to committees by administrators, faculty, students, other committees, and/or professional organizations (e.g., accrediting teams) or by the committee itself;
2. Make specific recommendations, recommend exceptions, or render judgments in specific cases which cannot be administered by said policies, principles, procedures, criteria, and/or guidelines.

ARTICLE VI: AMENDMENTS TO THE CONSTITUTION OF THE SFA AND BY-LAWS OF THE SFA

Section 1: Ratification of amendments to the Constitution

This Constitution may be ratified or amended by a two-thirds majority of the members of the SFA who vote on the proposed amendment. All members must be given written notification of the proposed amendment at least ten school days in advance of the meeting at which the amendment is to be discussed. The vote shall be by written ballot circulated by the secretary-treasurer of the SFA.

Section 1.1: Ratification of By-Laws

By-laws for the SFA shall be formulated as the need arises. Proposed by-laws and amendments or additions thereto may be adopted upon approval of a two-thirds majority of members of the SFA who vote on the proposal. All members must be given written notice at least ten school days in advance of the meeting at which the amendment or addition is to be discussed. The vote shall be by written ballot circulated by the secretary-treasurer of the SFA.

ARTICLE VII: BY-LAWS

Section 1: Dues

In lieu of dues, any necessary funds will be obtained by assessment of the membership.

Section 2: Resolutions

Resolutions and other matters may be brought to the Executive Committee of the SFA by SFA committee chairs, committee liaisons, division representatives, or individual faculty members. If an individual faculty member is not satisfied by the response of the Executive Committee, he or she has the right of appeal and will be scheduled by the Executive Committee to bring the matter to a meeting of the SFA. In order to appear on the SFA agenda, the individual making the appeal should bring a petition signed by at least twenty members of the SFA to the Executive Committee asking to present the matter at one of the next two SFA meetings.

SFA ad hoc committees:

Ad hoc committees will be created and members of each committee will be appointed by the SFA president with the approval of a majority of the Executive Committee.

Immediate action:

Decisions requiring immediate action including responses to requests for SFA endorsement may be made by the SFA president with the approval of a majority of the Executive Committee.

Faculty-wide elections:

Faculty-wide elections of SFA officers and committee members should take place each year by the first of March. Divisional elections of members of

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SFA committees should take place by the end of March. Appointments to SFA committees should be made before the end of the winter semester.

Limitations on Committee Service:

Faculty employed under one-year appointments may not be elected or appointed to SFA Committees. Faculty employed under specific-term appointments longer than one year may not be elected or appointed to chair SFA Committees.

APPENDIX G

UNIVERSITY TENURE POLICY

(Included since 1998)

Faculty members at Pepperdine University are selected because of their academic and personal qualifications and the expectation of their success as teachers. They are also chosen because of their willingness to support the distinctive philosophy of the University and to work within it. Quality of academic preparation and promise, acceptance of Christian values, and respect for the University's religious heritage are paramount considerations in the recruitment, selection and promotion of faculty.

The University desires that faculty work in an atmosphere of academic freedom and economic security. This Tenure Policy Statement is designed to enable Pepperdine University to protect its distinctive mission as well as the rights of its faculty as they relate to academic freedom and tenure.

In recognition of the practices of the academic community and in awareness of the value of systems of tenure which have developed in American education, the University has adopted the policies set forth herein regarding tenure.

I. STATEMENT OF TERMS OF APPOINTMENT

The terms and conditions of every appointment to the faculty shall be stated in a written contract between each faculty member and the University. Any modification of such a contract must also be agreed to between those parties in writing. Neither a faculty member nor the University shall be bound by terms or conditions not agreed to in writing.

II. TENURE

Tenure is the right of a faculty member to continue to be employed by the University in the field of his or her specialization at the school within the University in which tenure is attained. However, tenure at the School of Law shall exist without reference to any field of specialization within the study of law. It is a privilege which may be granted to individuals who serve a period prior to tenure in a probationary appointment or to persons offered tenure by the University at the time of appointment. Tenure may be terminated only for adequate cause (except in the case of retirement for age as permitted by law) or under extraordinary circumstances because of financial exigencies, discontinuance or reduction of a program or department of instruction, or medical reason. Tenure review will occur at the times specified in V hereof.

III. CRITERIA FOR APPOINTMENT, RENEWAL AND TENURE

- A. In general, faculty is judged on the quality of performance in each of four areas: teaching; service to the University and the community; scholarly, artistic or professional achievement; and a consistent pattern of support for generally accepted Christian values and the mission of the University.
- B. The substantive standards and procedures generally employed in decisions affecting appointment, renewal and tenure are contained in the appropriate school handbook and other written authority, if any. A faculty member may obtain these materials from the Divisional Chairperson or the Dean of the faculty member's school. In the event that a particular school's procedures or standards for granting tenure conflict with this Tenure Policy Statement, the University Tenure Policy Statement shall govern.

IV. ELIGIBILITY FOR TENURE

- A. Tenure track appointments are so designated in the faculty contract and may carry an academic rank of Instructor, Assistant Professor, Associate Professor, or Professor. Appointments are designated in the contract as "Probationary Tenure Track."
- B. Persons with appointments in any of the following categories are not eligible for tenure.
 - 1. Adjunct: These individuals serve the University in a position designed to meet defined and specific instructional needs.
 - 2. Faculty status: These individuals generally do not perform traditional faculty duties but are accorded faculty status because of their close association with the academic process.
 - 3. Short-term appointments: These individuals include visiting faculty and those employed for a relatively brief and specified period of time.
 - 4. Special appointments: These individuals are appointed on special terms by mutual agreement.

The provisions of this Tenure Policy Statement are only applicable to faculty with tenure or with probationary appointments and are thus not applicable to the above four categories unless otherwise agreed in writing.

V. PERIOD OF PROBATIONARY APPOINTMENTS AND TIME FOR TENURE REVIEW

- A. Probationary appointments may be for one year, or for other stated periods, subject to renewal at the option of the University. The total period of service in a particular school within the University in a probationary appointment prior to attaining tenure shall not exceed seven years of service, except as provided in section VI.C. (This period of employment is stated herein solely to specify the maximum period of probation to tenure and does not obligate the University to employ any person for the full term of such period.) A "year of service" means full-time teaching for a complete academic year. For faculty members whose full-time appointment does not begin with the fall term, their first year of service for purposes of tenure review shall commence with the following fall term. Ordinarily there is no early tenure unless the faculty member has previous service elsewhere at a comparable professional level. In situations involving such prior service, the prospective faculty member and the University may agree in writing at the time of appointment on the length of the probationary period and the time of tenure review.
- B. Written notice that a probationary appointment is not to be renewed shall be given to the faculty member in accordance with X hereof. No later than thirty calendar days following such notification, the faculty member may file a written grievance in accordance with XIII hereof contesting the nonrenewal.
- C. A faculty member employed with the rank of "Instructor" must achieve the rank of "Assistant Professor" no later than the beginning of the fifth year of service to be eligible to apply for tenure.
- D. Faculty will normally apply to be reviewed for tenure during the sixth year of service in a probationary appointment in a school within the University. (Faculty members who are on probationary tenure track and under a fifth year review policy on the date this Tenure Policy Statement is adopted may elect to be reviewed for tenure appointment during the fifth year of service, in which event if tenure is not granted, the sixth year will be the terminal year.) In the event of failure to apply for tenure or if tenure is not granted, the seventh year will be the terminal year of service. Tenure review, however, may be deferred to the seventh year if, prior to making recommendation with respect to the granting of tenure, the school tenure committee or the Dean recommends deferment and the faculty member and the Chief Academic Officer concur. In any event, the seventh year will be the terminal year if tenure is not granted, except as provided in section VI.C.
- E. A faculty member with the rank of Professor, Associate Professor or Assistant Professor may request in writing that the school tenure committee and the Dean of the school conduct a tenure review earlier than normally

scheduled. The faculty member will set forth the case for early review. If the school tenure committee and the Dean recommend early review and the Chief Academic Officer concurs, early review will be granted. If the early review request is granted, the faculty member does not receive tenure, and no additional review is allowed, then the year following the early review will be the terminal year. If however, the school tenure committee or the Dean recommends and the Chief Academic Officer concurs, one additional review will be allowed in accordance with V, D above.

- F. If an individual employed in one school within the University is subsequently employed in another school within the University, such previous service shall normally not be counted toward the achievement of tenure, and a new probationary period will begin.

VI. TENURE AND TENURE REVIEW

- A. In extremely rare cases, tenure may be granted concomitantly with an initial appointment.
- B. Faculty with probationary appointments will be reviewed in the following manner in consideration for tenure:
 - 1. School Tenure Committee: The first review shall be by the tenure committee of the faculty member's school in accordance with this Tenure Policy Statement and any applicable written procedures of that school. In keeping with the principle that tenure is granted in a particular school, the recommendation of the school tenure committee shall be considered the substantive faculty evaluation of the candidate for tenure. In the event that a school tenure committee, after consideration of the candidate's application, fails to make a positive recommendation on the application, the failure to make a positive recommendation shall be treated as a recommendation that the candidate should not be granted tenure.
 - 2. Dean of the School: The second review shall be an evaluation of the candidate's qualification for tenure by the Dean of the school in accordance with this Tenure Policy Statement and any applicable written procedures of the school.
 - 3. If both the school tenure committee and the Dean conclude that tenure should not be granted, tenure shall be denied and the candidate shall be promptly notified of such decision in writing. The candidate may appeal this decision as provided in VI, B, 7 below.

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4. University Tenure Committee: If the school tenure committee and/or the Dean concludes that tenure should be granted, the matter shall be referred to the University Tenure Committee for a third review. This review shall be in accordance with this Tenure Policy Statement and any applicable written procedures of that Committee. As part of this review the Committee shall determine that procedural and substantive rules and criteria for tenure are being consistently applied across the University within the context of the varied academic and professional programs.
 - a. If the University Tenure Committee concludes that tenure should be granted, the matter shall be referred to the administration of the University.
 - b. If the University Tenure Committee concludes that tenure should not be granted and one of the two first reviews recommended that tenure not be granted, tenure shall be denied and the candidate shall promptly be notified of such decision in writing. The candidate may appeal this decision as provided in VI, B, 7 below.
 - c. If the University Tenure Committee concludes that tenure should not be granted and both of the two first reviews recommended that tenure be granted, the matter shall be referred to the administration of the University.
5. University Administration: The administration shall for this purpose be defined by the President, but will always include the President and the Chief Academic Officer. If the administration of the University concludes that tenure should be granted, such recommendation shall be communicated to the Board of Regents of the University. If the administration of the University concludes that tenure should not be granted, tenure shall be denied and the candidate shall be promptly notified of such decision in writing. In the event of such a decision to deny tenure, the candidate may appeal such decision as provided in VI, B, 7 below.
6. Board of Regents: The authority to grant tenure rests solely in the Board of Regents of the University. Its decision not to grant tenure is not subject to grievance or other appeal within the University. Review by the Board includes review and recommendation by both the Academic Affairs Committee and the Religious Standards Committee of the Board.

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7. No later than thirty calendar days following notification of a non-recommendation of tenure other than by the Board of Regents, the candidate may file a written grievance in accordance with XIII hereof contesting the denial of tenure.
- C. If warranted by the circumstances, the dean may, with the concurrence of the Chief Academic Officer, extend the candidate's probationary period by up to one year of service and concomitantly extend the terminal year of service beyond the person's seventh year of service. Circumstances that may warrant an extension consist of the following:
1. The existence of a pending investigation of the candidate, the outcome of which may materially affect the consideration of the candidate's tenure application; or
 2. The candidate becomes a parent, by birth or adoption, during the probationary period of employment.
 - a. The dean (with the concurrence of the Chief Academic Officer) may grant an extension under this subpart provided that (i) The dean received a request from the candidate within one year of the arrival of the child; (ii) The candidate confirms that he or she has childcare responsibilities for the child; and (iii) In the event of adoption, the child is five years of age or younger at the time of the adoption.
 - b. In the event that both parents are full-time probationary tenure-track faculty members, only one person may obtain an extension of time under this provision. The maximum extension of time shall be one year, without regard to the number of children born to or adopted by the candidate.
 - c. The request for an extension must be submitted to the dean in writing prior to the beginning of the academic year in which the candidate is required to submit his or her application for tenure.
 - d. Candidates who are granted additional time under this provision shall be reviewed for tenure under the same standard that is applied to other candidates without consideration of the extension of the person's probationary period.
- D. All faculty with tenure will be subject to a thorough review of performance every five years by the tenure committees of the schools. This review will serve to identify areas of strengths and weaknesses of faculty performance and to identify means to improve that performance.

VII. DISMISSAL FOR CAUSE

- A. Other than as provided in VIII hereof, dismissal of a faculty member with tenure, or with a probationary appointment before the end of the specified contract term, may only be for adequate cause. Adequate cause for a dismissal must be related, directly and substantially, to the fitness of the faculty member in a professional capacity as an educator, to a situation of serious neglect of duty, incompetence, gross misconduct, moral turpitude, or to a clear demonstration of a consistent pattern of disregard for the policies, the Christian values or the mission of the University.
- B. Dismissal for cause of a faculty member with tenure, or with a probationary appointment before the end of the specified contract term, will be preceded by:
 - 1. Discussions between the faculty member and the appropriate University administrator looking toward a mutual resolution of concerns. In these discussions, the University, at its discretion, may offer the faculty member the option of resigning in lieu of a dismissal hearing.
 - 2. Informal inquiry by the school's tenure committee, or a subcommittee specially appointed by it which may, failing to effect an adjustment, determine whether in its opinion dismissal proceedings should be undertaken without its option being binding upon the University.
 - 3. Notice of intent to dismiss, delivered to the faculty member by serving it personally or by mailing it by means of United States certified mail to the faculty member's last known address, which shall inform the faculty member that employment will be terminated on a date not less than thirty calendar days from the date of personal delivery or mailing. The notice of intent shall also include a statement of reasons for dismissal, drawn with reasonable specificity by the Chief Academic Officer or the Chief Academic Officer's designee.
- C. Unless a faculty member who has been served with a notice of intent to dismiss exercises the right to grieve the decision to dismiss under XIII hereof by filing a written grievance within thirty calendar days of the date on which the notice is delivered or mailed, the dismissal shall become effective on the date specified in the notice of intent to dismiss without further notice or action required on the part of the University.
- D. If a faculty member gives timely notice of intent to grieve the decision to dismiss, the dismissal shall be postponed pending completion of the grievance procedure. The faculty member, however, may be suspended from duties without loss of pay or assigned other duties in lieu of suspension if, in

the judgment of the Chief Academic Officer continued service results in immediate harm to the faculty member, others or the University.

VIII. TERMINATION FOR REASONS OTHER THAN CAUSE

A. Financial Exigency

1. Termination of an appointment with tenure, or of a probationary appointment before the end of the specified contract term, may occur because of a bona fide financial exigency, i.e., an imminent financial crisis which threatens the economic stability of a school and which cannot be alleviated by less drastic means. The capital assets of the University need not be depleted prior to declaring a situation of financial exigency.
2. A representative faculty body shall be consulted in the process of making the decision that a condition of financial exigency exists or is imminent and that all reasonable alternatives to termination of appointments have been pursued. This body shall consist of up to five faculty members from each of the schools within the University who are to be selected by the faculties of the respective schools.
3. Judgments determining where, within the overall academic program, termination of appointments may occur involve considerations of mission, as set forth in the Mission Statement, and educational policy as well as of faculty rank. The faculty shall have the opportunity to make recommendations in these matters, including recommendations to help determine the criteria for identifying the individuals whose appointments are to be terminated. These criteria may appropriately include length of service and total contribution to the University. The decision shall be made by the administration of the University.
4. The Case of a faculty member given notice of proposed termination of appointment due to financial exigency will be governed by the following procedure.
 - a. The notice of proposed termination of appointment due to financial exigency shall be delivered in person or mailed by means of United States certified mail to the faculty member's last known address and shall inform the faculty member of the right under XIII hereof to file a written grievance within thirty calendar days of the date on which the notice is delivered or mailed.

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- b. The issues which may be addressed in any such grievance are limited to the following:
 - (i) The existence and extent of the condition of financial exigency. The findings of a faculty committee in a previous proceeding involving the same issue may be introduced. The administration shall have the responsibility of providing facts that establish the existence and extent of the condition.
 - (ii) The validity of the educational judgments and the criteria for identification for termination; but any criteria established as a result of consultation with the faculty body on these matters shall be given great weight.
 - (iii) Whether the criteria are being properly applied in the individual case.
- 5. If the University terminates appointments because of financial exigency, it shall not at the same time make new appointments except in circumstances where a distortion in the academic program would otherwise result. The appointment of a faculty member with tenure shall not be terminated in favor of retaining a faculty member without tenure within the same school except in circumstances where a distortion of the academic program would otherwise result.
- 6. Before terminating an appointment because of financial exigency, the University administration, with faculty consultation, shall make reasonable efforts to place the faculty member concerned in another suitable position within the University. If the placement is not in the same field of specialization and at the same school, tenure will terminate, but tenure may thereafter be obtained on the basis of service in the new appointment upon meeting the normal requirements for tenure. In no way should the academic quality of the University or any of its programs be compromised by offering tenured faculty appointments in fields of specialization in which faculty members are not well qualified.
- 7. In all cases of termination of appointment because of financial exigency, the position of the faculty member concerned shall not be filled by a replacement within a period of three years unless the released faculty member has been offered reinstatement and a reasonable time in which to accept or decline it.

B. Discontinuance or Reduction of Program or Department

1. Termination of an appointment with tenure may occur as a result of bona fide formal discontinuance or reduction of a program or department of instruction. No showing of financial exigency is required. The following standards and procedures shall apply.
 - a. The decision to discontinue a program or department of instruction shall be based upon educational considerations, as determined by the administration after consultation with a representative faculty body (as defined in VIII, A, 2), upon factors related to the mission of the University, or upon financial considerations where enrollment declines are seen as more than temporary in nature, and the University cannot reasonably continue to support such program or department without producing a significant negative impact on other programs or departments. The decision must reflect long-range judgments that the educational mission of the University as a whole will be enhanced by the discontinuance.
 - b. Before the University issues notice to a tenured faculty member of its intention to terminate an appointment because of formal discontinuance of a program or department of instruction, the University shall make reasonable efforts to place the faculty member concerned in another suitable position. If the placement is not in the same field of specialization and at the same school, tenure will terminate, but tenure may thereafter be obtained on the basis of service in the new appointment upon meeting the normal requirements for tenure. In no way should the academic quality of the University or any of its programs be compromised by offering tenured faculty appointments in fields of specialization in which they are not well qualified.
 - c. If no suitable position is available within the University, the faculty member's appointment may then be terminated. A notice of termination resulting from a discontinuance or reduction shall be delivered in person or mailed by means of United States certified mail to the faculty member's last known address and shall inform the faculty members of the right under XIII hereof to file a written grievance within thirty calendar days of the date on which the notice is delivered or mailed. The issues in connection with such a grievance shall be limited to the University's failure to satisfy any of the conditions specified in VIII, B, hereof.

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- d. If the University terminates an appointment because of a reduction of a program or department, the appointment of a faculty member with tenure shall not be terminated in favor of the appointment or retention of a faculty member without tenure within the same program or department except in circumstances where a distortion of the academic program would otherwise result.
- e. In all cases of termination of appointment because of discontinuance or reduction of a program or department, the position of the faculty member concerned shall not be reinstated and filled by a replacement within a period of three years unless the released faculty member has been offered reinstatement and a reasonable time in which to accept or decline it.

C. Medical Reason

Termination of an appointment with tenure, or of a probationary appointment before the end of the specified contract term, for medical reasons must be based upon clear and convincing evidence that the faculty member cannot continue to fulfill the terms and conditions of appointment. The decision to terminate may be reached only after there has been appropriate consultation with medical personnel and after the faculty member concerned, or someone representing the faculty member, has been informed of the basis of the proposed action and has been afforded an opportunity to present the faculty member's position. If the faculty member so requests, the evidence will be reviewed by the appropriate school tenure committee before a final decision is made. Notice of termination shall be delivered in person or mailed by United States certified mail to the faculty member's last known address and shall inform the faculty member of the right under XIII hereof to file a written grievance within thirty calendar days of the date on which the notice is delivered or mailed.

D. Retirement

By mutual agreement between the University and a faculty member, faculty members may receive additional teaching appointments not to exceed one year at a time following retirement. In the event no further appointments are made, no notice of intention not to make additional appointments shall be required. Tenure may not be retained by faculty members who are retired even though they continue to teach.

IX. PROCEDURES FOR IMPOSITION OF SANCTIONS OTHER THAN DISMISSAL

- A. If the University believes that the conduct of a faculty member, although not constituting adequate cause for dismissal, is sufficiently grave to justify imposition of a severe sanction, such as suspension from service for a stated period, the University may institute a proceeding to impose such a severe sanction. The procedures outlined in VII hereof relating to dismissal for cause shall govern the proceeding.
- B. If the University believes that the conduct of a faculty member justifies imposition of a minor sanction, such as a reprimand, it shall notify the faculty member of the basis for the proposed sanction and provide an opportunity for the faculty member to respond prior to imposition of the proposed sanction.

X. NOTICE

- A. If a probationary appointment is not renewed other than for failure to achieve tenure or pursuant to VII or VIII hereof, the faculty member will receive notice in accordance with the following schedule:
 - 1. Appointments that coincide with the academic year:
 - a. Notice shall be given by March 1 of the first year of probationary service.
 - b. Notice shall be given by December 15 of the second or later year of probationary service.
 - 2. Appointments that do not coincide with the academic year:
 - a. If a faculty member in the first year of probationary service has a contract with a beginning date other than the first day of August or September, the probationary faculty member shall receive notice of nonrenewal at least three months before the expiration of the contract.
 - b. If a faculty member in the second or later year of probationary service has a contract with a beginning date other than the first day of August or September, notice of non-renewal shall be given at least six months prior to the expiration of the contract.
- B. In the case of termination for reason of financial exigency of a faculty member with tenure or on probationary appointment, the notification dates

described above do not apply. However, as much notice as practicable shall be given, but in no event shall it be less than thirty days.

XI. ACADEMIC FREEDOM

The University realizes that academic freedom and economic security are essential for acquiring and maintaining a strong faculty. The faculty member must enjoy that freedom characteristic of the best in higher education as it has developed in Western culture. A faculty member, while recognizing a special responsibility to the University as a contributing scholar, requires freedom of discussion in the classroom and freedom of professional research and publication of results. Dedicated to the free pursuit of truth, a faculty member should consider it a basic duty to encourage freedom of inquiry in peers and in students. While abiding by and supporting the policies, ideals, and procedures of the University, the faculty member has the right of peacefully seeking revision of policies. Free inquiry and the pursuit of truth are indispensable conditions for the attainment of the goals of any university. A faculty member, while enjoying academic freedom, shares responsibility with the administration for the preservation of this freedom. Therefore, a faculty member is free in the quest for truth within a broad but intricate framework of responsibility to colleagues and students as sharers in this quest, to the University with its ideals and purposes, and to society with its basic mores and morals.

XII. ADMINISTRATIVE PERSONNEL

This Tenure Policy Statement applies to administrative personnel who hold an academic rank of Instructor or above but only in their capacity as probationary or tenured faculty members.

XIII. GRIEVANCE PROCEDURE

A. PURPOSE

The purpose of the grievance procedure is to provide a full opportunity for the resolution of grievances of faculty with tenure or probationary appointments concerning academic freedom, tenure, promotion and other issues.

B. GRIEVANCE COMMITTEE

Annually the faculty of each school shall elect three faculty members from their respective schools to serve on the University Grievance Committee. Each elected member shall continue as a member of the committee until a successor has been elected.

C. GRIEVANCE COMMITTEE SECRETARY

The Chief Academic Officer shall designate an individual who is not a member of the Grievance Committee to serve as Secretary to the Committee. The Secretary shall:

1. Coordinate the selection of hearing panels.
2. Be present at all hearing panel meetings except those in which a hearing panel is engaged in deliberations.
3. Provide assistance as needed, including the scheduling of meetings and the maintenance of minutes and other official records of the proceedings.

D. INITIATING A GRIEVANCE PROCEEDING

Before initiating a formal grievance, a faculty member should discuss the matter in dispute with the appropriate University administrator looking toward a mutual resolution of concerns. If a resolution does not result and the faculty member is satisfied that there is proper cause for grievance, a written grievance may be submitted to the Secretary of the Grievance Committee. The grievance shall specify the problem at issue, the procedure or norm violated, and the relief sought. The Secretary shall cause a copy of the grievance to be transmitted to the University's Chief Academic Officer. The Chief Academic Officer shall designate a University administrator to represent the University in responding to the grievance.

E. CONFIDENTIALTY OF PROCEEDINGS

Members and the Secretary of the Grievance Committee may not discuss, outside of the formal process, cases that are pending, being heard or have been resolved. Public statements concerning a grievance by the faculty member, University or witnesses should be avoided.

F. SELECTION OF A HEARING PANEL

Within seven calendar days of the filing of the written complaint, the Chief Academic Officer shall furnish the faculty member with a list of six or more members of the Grievance Committee. At least one of the six members of the Grievance Committee shall be from the school of the grieving faculty member. Within seven calendar days of the date on which this list is submitted to the faculty member, the faculty member shall designate three persons from the list to serve as the Hearing Panel. The faculty member shall also identify two alternates from the list to serve as members of the Panel in

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the event that a person selected by the faculty member is unavailable to serve. If an individual on the list is involved in the complaint or should be disqualified for bias or interest, that person shall remove himself/herself from consideration. The members of the Hearing Panel shall select one of their number to serve as chairperson.

G. SCHEDULING OF HEARING

As soon as the Hearing Panel has been selected, the Secretary of the Grievance Committee shall notify the University's Chief Academic Officer. In consultation with the faculty member, the University's representative, and the members of the Hearing Panel, the University's Chief Academic Officer shall set the date, time and place of the hearing, giving at least fourteen calendar days written notice. The Hearing Panel shall have the authority, where it deems appropriate and in consultation with such persons, to adjourn and continue a hearing until a future date.

H. ACADEMIC ADVISOR AND/OR LEGAL COUNSEL

In connection with any grievance hearing conducted under these procedures, the faculty member shall be permitted to have present another faculty member and/or legal counsel to serve as an advisor. The University's representative may be assisted by legal counsel. If a faculty member or the University intends to be assisted by legal counsel, written notice of this intention must be given to the other party at least five calendar days in advance of the hearing. The role of an advisor or legal counsel in connection with proceedings conducted under these policies is that of an advisor. The faculty member and the University's representative will be expected to speak for themselves. Therefore, an advisor or legal counsel for the faculty member or the University shall only address the Hearing Panel when requested to do so by the Hearing Panel.

I. REVIEW PROCEDURES FOR DISMISSAL OF A TENURED FACULTY MEMBER OR A FACULTY MEMBER WITH A PROBATIONARY APPOINTMENT PRIOR TO THE END OF THE CONTRACT TERM:

1. The Hearing Panel shall hold a formal hearing to consider the allegations made in the complaint.
2. In advance of the formal hearing, the Hearing Panel may hold a joint pre-hearing meeting with the faculty member and University's representative in order to (a) simplify the issues; (b) effect stipulations of facts; (c) provide for the exchange of documentary or other information; and (d) achieve such other appropriate pre-hearing objectives as will make the hearing fair, effective and expeditious. The University will,

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insofar as possible, secure the cooperation of witnesses and make available necessary documents and other evidence within its control.

3. The faculty member and the University's representative, and their advisors or legal counsel, shall have the opportunity to be present during all argument and presentation of evidence.
4. The hearing and pre-hearing conferences will be closed unless the faculty member and the University agree otherwise.
5. The Hearing Panel shall determine the order of proof and, where appropriate, exclude irrelevant or unduly repetitious evidence or argument. Technical rules of evidence shall not apply.
6. The faculty member and University's representative shall have the right, within reasonable limits, to propound questions to all witnesses who testify orally and, where possible, to address questions in writing to those who do not testify orally. Where unusual or compelling reasons move the Hearing Panel to withhold this right, or where witnesses cannot or will not appear, but the Hearing Panel concludes that circumstances warrant admission of their statements, such statements may be considered by the Hearing Panel provided that the identity of any witness and his or her statement is fully disclosed to the faculty member and the University representative. The weight, if any, to be accorded to such statements shall be determined by the Hearing Panel.
7. A record, ordinarily in the form of a tape recording of the hearing, will be made.
8. The burden of persuading the Hearing Panel that adequate cause for dismissal exists, rests upon the University and shall be satisfied by a preponderance of evidence in the record considered as a whole.
9. At the completion of the hearing, the Hearing Panel shall prepare a written advisory report consisting of findings, conclusions and recommendations and submit it to the President of the University with copies to the faculty member and University's representative. The Hearing Panel shall also forward to the President any written material or other items that it considered in connection with the review process as well as the record of the hearing. Such items shall be retained by the University for at least one year from the date that the President issues a decision, after which they may be destroyed at the discretion of the University. At any time before such items are destroyed, copies shall be made available to the faculty member upon request and payment of the reasonable expense of copying.

10. Either the report of the Hearing Panel will be sustained by the President or the proceeding will be returned by the President to the Hearing Panel with specific objections. In the event that the President returns the proceeding to the Hearing Panel with objections, the Hearing Panel will then reconsider its report, taking into account the stated objections and receiving new evidence if necessary. The President will make a final decision after study of the Hearing Panel's reconsideration. Prior to taking any actions hereunder, the President may discuss the findings, conclusions and recommendations with the Hearing Panel, the faculty member or any other person. The President shall submit a decision in writing to the members of the Hearing Panel, the faculty member, and the appropriate University representative. The decision of the President shall be final.
- J. REVIEW PROCEDURES FOR MATTERS OTHER THAN DISMISSAL OF A TENURED FACULTY MEMBER OR A FACULTY MEMBER WITH A PROBATIONARY APPOINTMENT PRIOR TO THE END OF THE CONTRACT TERM:
 1. The Hearing Panel shall meet in closed session.
 2. The faculty member and University representative shall be provided with an opportunity to meet with the Hearing Panel. As it deems appropriate, the Hearing Panel shall interview other persons and will consider written materials and other items pertinent to the grievance.
 3. The burden of persuading the Hearing Panel that the actions or decisions of the University were not proper rests upon the faculty member and shall be satisfied by a preponderance of the evidence in the record considered as a whole.
 4. The Hearing Panel shall not substitute its judgment on the substantive merits of any action or decision for that of faculty committees or administrators who are charged under this policy or other University policies with taking such an action or making such a decision. Rather, the Hearing Panel shall confine itself to determine whether the action or decision was materially affected by a failure to follow applicable procedures.
 5. At the completion of its review, the Hearing Panel shall prepare a written advisory report consisting of findings, conclusions and recommendations and submit it to the President of the University or the President's designee(s) with copies to the faculty member and the University's representative. The Hearing Panel shall also forward to

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the President or the President's designee(s) copies of any written material or items that it considered in connection with the review process. Such items shall be retained by the University for at least one year from the date that the President or the President's designee(s) issues a decision, after which they may be destroyed at the discretion of the University. At any time before such items are destroyed, copies shall be made available to the faculty member upon request and payment of the expense of copying.

6. The President or the President's designee(s) shall consider the report of the Hearing Panel and take whatever actions are deemed appropriate. Prior to taking such actions, the President or the President's designee(s) may discuss the report with the members of the Hearing Panel, the faculty member or any other person. The President or the President's designee(s) shall submit a decision in writing to the members of the Hearing Panel, the faculty member and the appropriate University representative. The decision of the President or the President's designee(s) shall be final.

XIV. MODIFICATION

This Tenure Policy Statement has been adopted by the Board of Regents of the University that retains the right of final decision in all matters included in this document.

For a copy of the Tenure Policy Statement of Pepperdine University, please go to <http://www.pepperdine.edu/provost/content/TenurePolicy.pdf>.

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