

## **DEANS MESSAGE**

1. Input David Baird's Photo
2. Changed Message from **Dean** to Message from **Provost**
3. Added message from Interim Dean

### **1.1 INTRODUCTION**

1. Removed language that referred to the FAQ Book for Faculty and renamed to Faculty Handbook.
1. Additional references were simply referred to as the handbook.
2. Updated the last paragraph to indicate that the initial editions of the handbook were worked on by the SFA Executive Committee, but that additions going forward may have only been posted for review and comment.

### **1.2.2 PEPPERDINE UNIVERSITY TODAY**

1. Removed reference to an international program in Australia.
2. Added China, Switzerland, and Washington DC to locations where we own/operate programs.

### **2.1.8 NAMED PROFESSOR, CHAIRS, AND FELLOWSHIPS**

1. Removed the Thornton Chair and added the Will Singleton Chair

### **2.6 SEAVER FACULTY ASSOCIATION**

1. Removed language about appendices and incorporated direct links to SFA constitution and standing committees.

### **2.7 SHARED GOVERNANCE**

1. Renumbered the sections after the new Shared Governance section

### **3.9 FACULTY ORGANIZATION**

1. Removed sentence about SFA constitution being a part of the appendix.

### **3.22 FACULTY WORKLOAD**

1. Added sentence about the required number of units for tenured and visiting faculty.

### **4.1.B RELEASE TIME, APPLICATION PROCESS AND TIMELINE**

1. Removed dates and names. Made sentences informative but more general.

### **4.1.C AWARDS COMMITTEE**

1. Removed Seaver Assistant Dean for Research

#### **4.1.D IMPLEMENTATION**

1. Removed second bullet point about how funding would be phased in since this program is now fully funded.

#### **4.5 PROFESSIONAL TRAVEL**

1. GENERAL: Added the bold: Requests for reimbursement must be submitted within 30 days of return from a conference, **with original receipts**.
2. ALLOCATION PARAMETERS: Changed first sentence wording to be clearer and added local transportation.
3. Allocation Parameters Part C iii: Changed wording to be clearer and added local transportation.

#### **4.7.2.2. ANIMAL SUBJECT RESEARCH**

1. Added at the end: and to receive guidance regarding required online training and health evaluations.

#### **4.7.3. INTERNAL RESOURCES**

1. Added at the end: and the Provost's Office

#### **5.5. STUDENT ORGANIZATIONS**

1. Updated website links

#### **6.1 COMPENSATION**

1. Updated language to encourage direct deposit and eliminate language about sending checks to the division office.

#### **6.5. FAMILY AND MEDICAL LEAVE ACT POLICY**

1. Added at the end: Faculty requesting FMLA leave associated with the birth or adoption of a child should also review the handbook content on faculty parental leave Faculty Parental Leave Policy

#### **6.10. #5 MEDICAL LEAVE OF ABSENCE POLICY**

1. Added at the end: Faculty requesting FMLA leave associated with the birth or adoption of a child should also review the handbook content on faculty parental leave Faculty Parental Leave Policy

#### **7.4 BOOKSTORE**

1. Changed 20-percent to 20%

2. Changed: A 30-percent discount is extended to all such purchases To : A 30% discount is extended when a department uses a purchase order for payment.
3. Updated web page from <http://www.efollett.com> to [www.pepperdine-malibu.bkstr.com](http://www.pepperdine-malibu.bkstr.com)

## **7.6 CENTER FOR THE ARTS**

1. Edited first sentence and the order of places to: 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
2. Changed FROM: Each year, the center is host to over 250 public events, including exhibitions and performances by students, community groups, and internationally acclaimed artists - TO: Each year, the Center hosts over 250 events including high-quality art exhibitions and performances by students, internationally acclaimed artists, and community groups.
3. Changed FROM: 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. Changed TO: For most events, faculty members may purchase up to four discounted tickets by presenting their Pepperdine ID in person at the Smothers Theatre Box Office. Faculty members may also purchase 50 percent discounted Hot Tix, available starting the day before select performances.
4. Added managing director in the last line.

## **7.8.2 COMMUNICATION**

1. Edited the sentence FROM: Student Journalism newsroom, TV-32 newsroom, TV-Studio, 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 the CCB- TO: The Student Journalism newsroom, Graphic Studio, Television newsroom, TV-Studio, radio studio, video edit bays and production offices are located on the first floor of the CCB.

## **7.8.3 FINE ARTS**

1. Updated contact information from N. Lincoln Hanks at (310) 506-7644 or e-mail [lincoln.hanks@pepperdine.edu](mailto:lincoln.hanks@pepperdine.edu) to Terence Anderson at 310-506-7381 or [Terence.anderson@pepperdine.edu](mailto:Terence.anderson@pepperdine.edu).

## **7.8.5. INTERNATIONAL STUDIES AND LANGUAGES**

1. Removed section
2. Updated sections accordingly with proper numbers

## **7.15 LIBRARY SERVICES**

1. Changed FROM: West Los Angeles Plaza Library - TO: West Los Angeles Campus Library  
Changed NUMBERS in first paragraph FROM (in order): 353,000; 84,200; 200,300; 640; 155; 34,000 - TO (in order): 393,000; 84,534; 281,579; 608; 140; 54,000

#### 9.19.4. INTER-LIBRARY LOAN

1. Changed website to <http://library.pepperdine.edu>

#### 7.15.8. GOVERNMENT DOCUMENTS

1. Changed FROM: Government resources over the Internet include THOMAS...as well as World Wide Web (WWW) sites ... <http://library.pepperdine.edu/research/government/>.  
TO: include Congress.gov... as well as websites ...  
<http://infoguides.pepperdine.edu/government>.

#### 7.15.9 ELECTRONIC RESOURCES (Changed title from..to)

#### 7.15.9 DIGITAL AND ELECTRONIC RESOURCES

1. *Added first line:* Pepperdine Libraries has a multitude of digital resources available for conducting research, as well as sharing your work with colleagues and students.
2. Changed number from 155 to 140
3. ADDED:
  - a. Pepperdine Digital Commons is an e-publication and digital archiving platform for the scholarly output of Pepperdine's vibrant academic community, including journals, faculty webpages, conference proceedings, exemplary student research, and more: <http://digitalcommons.pepperdine.edu/>.
  - b. iTunesU is a global distribution medium for podcasting lectures, performances and all kinds of Pepperdine events.
  - c. WorldCat Local is a search interface that provides for discovery of and access to not only the myriad of books, journals, and e-resources that we hold, but also to 1.5 billion items worldwide: <http://pepperdine.worldcat.org/>.
  - d. Pepperdine Digital Collections facilitate the discovery of and access to a wide variety of digital materials drawn from Pepperdine's unique archival holdings: <http://pepperdine.contentdm.oclc.org/cdm/>.

#### 7.17 PARKING

1. Added the s in Lot(s)

#### 7.19. REPAIRS AND MAINTENANCE

1. Added the bolded: Faculty members should report the need for repairs or maintenance **of existing** equipment, **furniture**, or fixtures to their division chairperson, who will authorize and request the appropriate office to schedule repairs **or maintenance**. The replacement of existing equipment, furniture or fixtures comes under budgetary allocations for each year, and should be discussed with the division chairperson. **Building** maintenance issues may be reported directly to the **Department of Facilities Services** at <http://facilities.pepperdine.edu> or by phone at x4101. For more information please visit: <http://facilities.pepperdine.edu>.

## **7.20. SECURITY AND EMERGENCY SERVICES**

1. Added in the sentence: In case of any emergency at any time, **call 911, then**

## **7.23. VANS AND SHUTTLE**

1. In the sentence: charged **per mile** for use of the vans and shuttles - took out per mile

## **9.9. BOOKSTORE**

1. Changed 20-percent to 20%
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4. Added managing director in the last line.

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## **9.12.5 INTERNATIONAL STUDIES AND LANUGAGUES**

1. REMOVED: 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 administrative assistant for scheduling or more information on the lab.
2. Numbered other sections following appropriately.

## **9.19 LIBRARY SERVICES**

2. Changed FROM: West Los Angeles Plaza Library - TO: West Los Angeles Campus Library  
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TO: include Congress.gov... as well as websites ...  
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### **9.19.9. ELECTRONIC RESOURCES (Changed title from..to)**

#### **9.19.9. DIGITAL AND ELECTRONIC RESOURCES**

4. *Added first line:* Pepperdine Libraries has a multitude of digital resources available for conducting research, as well as sharing your work with colleagues and students.
5. Changed number from 155 to 140
6. ADDED:
  - a. Pepperdine Digital Commons is an e-publication and digital archiving platform for the scholarly output of Pepperdine's vibrant academic community, including journals, faculty webpages, conference proceedings, exemplary student research, and more: <http://digitalcommons.pepperdine.edu/>.
  - b. iTunesU is a global distribution medium for podcasting lectures, performances and all kinds of Pepperdine events.
  - c. WorldCat Local is a search interface that provides for discovery of and access to not only the myriad of books, journals, and e-resources that we hold, but also to 1.5 billion items worldwide: <http://pepperdine.worldcat.org/>.
  - d. Pepperdine Digital Collections facilitate the discovery of and access to a wide variety of digital materials drawn from Pepperdine's unique archival holdings: <http://pepperdine.contentdm.oclc.org/cdm/>.

## 9.21 PARKING

1. Added the s in Lot(s)

## 9.23 REPAIRS AND MAINTENANCE

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## 9.24 SECURITY AND EMERGENCY SERVICES

1. Added in the sentence: In case of any emergency at any time, **call 911, then**

## 9.27 VANS AND SHUTTLES

1. In the sentence: charged **per mile** for use of the vans and shuttles - took out per mile

## 10.1 COMPUTER CRIME

1. Updated title to 10.1 COMPUTER AND NETOWRK USAGE
2. Updated all new content.

## 10.2 CONFIDENTIALITY

1. Added a last sentence. All University employees are required to sign a confidentiality agreement as a part of their new hire paperwork with Human Resources.

## 10.3 COPYRIGHT

1. Updated link to pdf

## 10.4. EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

1. Updated title
2. Number 1 – Added all new content
3. Number 2 – took out “And Nondiscrimination Policy”
4. Number 3 – Added all new content

## 10.6 HARASSMENT (SEXUAL)

1. Removed all content
2. Removed bookmark

## **10.7 JOINTLY SPONSORED UNIVERSITY EVENTS**

1. Changed to 10.6 section

## **10.8 PROOF OF EMPLOYABILITY**

1. Changed to 10.7 section
2. Number 2 – Changed language to say: Faculty members must present documentation upon acceptance of an offer of employment or within three days of the start of their contract. Failure to provide documents in a timely fashion will result in the suspension and/or termination of the faculty member's employment.

## **10.9 SAFETY AND HAZARDOUS SUBSTANCES**

1. Changed to 10.8 section
2. Added all new language
3. Added new link at the end

## **10.10 SELECTION OF SPECIFIED PERSONNEL AND FACULTY OF PEPPERDINE UNIVERSITY**

1. Changed to 10.9 section

## **10.11 SMOKING**

1. Changed to 10.10 section
2. Added all new language
3. Updated link at the end

## **10.12 SUBSTANCE ABUSE**

1. Changed to 10.11 section
2. Changed student workers to students.
3. Updated link at the end.

## **10.13 USE OF NAME AND LETTERHEAD**

1. Changed to 10.12 section

## **11.1 APPENDICES**

1. Removed all.