

Messages from the Deans (included since 2017)

1. Added: I want to thank you for your service as a faculty member at Seaver College. Since its founding in 1937, Seaver College has remained focus on its shared commitments to academic excellence and Christian values for the purpose of preparing students for lives of purpose, service, and leadership. All members of the university community share in the responsibility of developing the Seaver student, but the primary responsibility is that of the College's outstanding faculty. As a member of the faculty, you share the qualities and values articulated in the College's mission:
 - Excellence and satisfaction as an educator
 - Outstanding academic preparation
 - A character worthy of emulation
 - A creative mind and inquisitive spirit
 - A devotion to Christian values arising from a personal spiritual commitment
 - The desire to serve

These shared values help to create a vibrant and collegial faculty community and unite the faculty in supporting the total development of each student.

Seaver College is dedicated to the maintenance of a climate that allows our faculty to flourish while focusing their time and energy on their teaching, scholarship and creative endeavors, service, and support of the Christian mission. My office, in consultation with the Seaver Faculty Association, created this document to provide guidance on university policies, procedures, and practices in order to allow faculty to be more effective and efficient in their duties. I encourage you to use the handbook to guide your performance as a faculty member, and also as an aid in your professional development and success.

2. Added Dean Feltner Photo

2.1.1 Adjunct

1. 'Divisional chairpersons' changed to 'Divisional Deans'

2.1.4. Full-Time Tenure Track

1. Handbook link changed to <https://seaver.pepperdine.edu/about/administration/dean/content/documentsandpolicies/ranktenurepromotionhandbook05-06.pdf>
2. "Seaver College Rank, Tenure and Promotion section" link changed to <https://seaver.pepperdine.edu/about/administration/dean/faculty/rtp/>

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

1. Fellowship stipend \$2000 replaced with \$2500
2. 'Division chairpersons' replaced with 'Divisional Deans'
3. 'Division chairperson' replaced with 'Divisional Dean'
4. Previously Assigned CPFs: changed from three positions to 'four' positions
5. Added 'Carl P. Miller' to one of the four discipline specific positions
6. 'Chairperson' replaced with 'divisional dean'
7. Implementation Schedule changed with adding another column, 'Phase V: Existing (at-large) increased to \$2,500'
8. Add following link: <https://community.pepperdine.edu/seaver/dean/faculty-research-resources/endowments.htm>

2.2. FACULTY PERFORMANCE AWARDS & MARKET STIPENDS

1. 'Division chairperson' replaced with 'divisional dean.'
2. 'Chairperson' replaced with 'divisional dean.'

2.3. SEAVER COLLEGE ORGANIZATION

1. 'Chairperson' replaced with 'divisional dean.'
2. 'Division chairperson' replaced with 'divisional dean.'
3. 'Division chair' replaced with 'divisional dean.'

2.5. University Faculty Council (Full-time faculty only)

1. UFC link changed to <https://community.pepperdine.edu/committees/ufc.htm>
2. UFC charter (pdf) changed to <https://community.pepperdine.edu/committees/content/ufc-charter-approved.pdf>

2.9. TENURE AND PROMOTION

1. 'Chairperson' replaced with 'divisional dean.'

2.9.6 Access to Personnel Records

1. University Tenure Policy pdf changed to <http://www.pepperdine.edu/about/administration/provost/policies/university-tenure-policy.htm>

3.5. Committee Assignments

1. Replaced link to http://community.pepperdine.edu/seaver/dean/academic-year-resources/content/university_committee_list_2016_2017.pdf

3.8. Disability Services

1. All 'Disability Services' changed to ' Office of Student Accessibility'
2. All acronym 'DSO' changed to 'OSA'

3.10. FINAL EXAMINATIONS

1. 'Chairperson' replaced with 'divisional dean.'

3.11 Grade Dispute Policy

1. Link changed to <https://www.pepperdine.edu/registrar/grades/seaver/gradedisputes.htm>

3.14. MEETING CLASSES

1. 'Chairperson' replaced with 'divisional dean.'

3.17. ONLINE EVALUATIONS

1. 'Chairperson' replaced with 'divisional dean.'

3.18. OUTSIDE EMPLOYMENT

1. 'Chairperson' replaced with 'divisional dean.'

3.22. TEACHING LOAD

1. 'Chairperson' replaced with 'divisional dean.'

3.23 Testing and Grading

1. Link changed to <https://www.pepperdine.edu/registrar/grades/seaver/gradedisputes.htm>
2. 'Chairperson' replaced with 'divisional dean.'

3.26. HYBRID AND ONLINE COURSES

(Included since 2017)

Review and Approval Process for Hybrid and Online Courses

In modifying its policies regarding hybrid and online courses, Seaver College is neither promoting nor discouraging the development of hybrid or online courses. The development of hybrid and online courses is a decision for the faculty.

If faculty seek to develop hybrid or online courses, it is imperative that they have the necessary knowledge and training to produce high-quality classes. Thus, it is recommended that all faculty teaching hybrid and online courses be trained in online course development, implementation of effective online pedagogies, assessment of online learning, and the proper use of software tools required for developing and delivering hybrid or online courses. It is also recommended that all hybrid

and online courses be reviewed and approved by the Seaver College Academic Council (SAC) before the initial offering of the course.

- Faculty teaching hybrid or online courses must be certified to teach online courses by completing a two course sequence in hybrid and online course development.
 - The courses are offered in the Faculty Professional Development program through the Technology and Learning Group of the Information Technology department at Pepperdine.
 - FPD 101 – This course focuses on integration of technology in the classroom and introduces a variety of technology tools and techniques.
 - FPD 301 – This course is focused on online course development, online pedagogy and assessment.
 - The associate dean, in consultation with SAC, may approve alternate courses or educational programs to act in fulfillment of the FPD 101 and FPD 301 courses.
 - Faculty must complete FPD 301 (or its equivalent) before submitting an Online or Hybrid Course Proposal form to SAC.

- The following policies apply to all courses taught at Seaver College, except directed study (299, 499 or 599) or internship (295, 495 or 595) courses.
 - All hybrid or online courses must be approved by the Seaver College Academic Council before the initial offering.
 - Faculty teaching an approved hybrid or online course will receive release time for a single course (maximum of four units) in the semester preceding the hybrid or online course offering.
 - In order to receive release time to develop a hybrid or online course, the course must have been approved by SAC.
 - Release time will only be granted for the initial offering of a hybrid or online course.
 - To facilitate the registration process, the following schedule will determine the earliest semester in which release time may occur.
 - i. Courses approved by SAC between January 1 and August 31
 - Release time occurs in the spring semester of the subsequent calendar year
 - ii. Course approved by SAC between September 1 and December 31
 - Release time occurs in the fall semester of the subsequent calendar year
 - *Exemplar timelines*
 - i. *Summer 2015 (or earlier) – Faculty completes FPD 301*
 - ii. *SAC approves online course proposal between January 1, 2015 and August, 2015*
 - iii. *Spring Semester 2016 – Initial offering of online course*

- OR
 - iv. *Summer 2015 (or earlier – Faculty complete FPD 301*
 - v. *SAC approves online course proposal between September 1, 2015 and December 31, 2015*
 - vi. *Full Semester 2016 – Course release semester*

vii. *Spring Semester 2017 – Initial offering of online course*

- Directed study (299, 499 or 599) or internship (295, 495 or 595) courses may be offered in an online or hybrid format if the following conditions are met.
 - The faculty member teaching the course has completed FPD 101.
 - Faculty teaching directed study or internship courses in either a hybrid or online format do **not** receive release time for course development.

Workload

- Faculty workload for hybrid and online courses will be determined in compliance with the policy on faculty teaching loads published in section 3.22 of this handbook

Intellectual Property

- The professor maintains the intellectual property rights to all content delivered in a course, regardless of the medium in which it is presented, while he or she is an employee of Pepperdine University.
- Pepperdine University reserves the right to teach a hybrid or online course using material developed by a faculty member for a period not to exceed 18 months once the faculty member is no longer an employee of the university.
- Contractual obligations may limit the ability of faculty members to take media applications used to develop and deliver an online or hybrid course to another institution of higher education. For example, courses developed using a third-party provider or with software tools licensed exclusively to Pepperdine University may restrict the ability of the faculty member to deliver the course at another institution. In such cases, the faculty member will retain intellectual property rights to the course content, but the third-party provider or university may retain the rights to course packaging, formatting and presentation.

Course Branding and Identification

- All hybrid or online courses must have information identifying the course name, prefix and number in the introductory and closing content for all course materials distributed using online learning technologies.

4.1. COURSE RELEASE FOR TENURED FACULTY MEMBERS

1. 'Division chair' replaced with 'divisional dean.'
2. Added new section 'E' (included 2017)

Course Reduction Policy for Seaver Visiting Faculty with Overseas Appointments

Faculty who receive an overseas appointment in one of our seven programs will be given a one course-load release in either the fall semester prior to their year overseas or one semester after they return from their overseas appointment.

The following conditions apply:

- 1) This course reduction only applies to faculty who have **year-long** overseas appointments.
- 2) This course reduction is only granted to full-time faculty.

If faculty member chooses to take the course reduction **prior** to the year overseas, it must be taken in the Fall semester. If the faculty member chooses to take the course reduction **after** the year overseas, the Division Dean will determine whether it can be taken in the Fall or Spring semester.

4.2. DISTINGUISHED PROFESSOR GUIDELINES FOR RELEASE TIME

1. 'Chair of their division' replaced with 'divisional dean.'

4.4. International Programs Teaching Assignments

1. Added 'Washington DC' to list of residential programs.

4.5. PROFESSIONAL TRAVEL

1. 'Chairperson' replaced with 'divisional dean.'

4.7.2.1.3 HIPAA Policies and Procedures

1. Link changed to <https://www.pepperdine.edu/about/administration/provost/content/policies/hipaa-manual.pdf>

4.7.2.2. ANIMAL SUBJECT RESEARCH

1. The committee reports to the Vice Provost for Research and Strategic Initiatives changed to 'The committee reports to the Assistant Provost for Internal Research Programs'

4.7.4. EXTERNAL FUNDING FOR RESEARCH

1. Chairperson replaced with dean
2. Assistant Dean of Research replaced with Assistant Provost for Internal Research Programs
3. 'effect which' changed to 'effect that'

4.7.4.2 Research and Sponsored Programs

(Updated 2017)

1. The Office of Research and Sponsored Programs (RSP) supports faculty and staff in the procurement and management of public funding for research and scholarly projects. RSP ensures comprehensive assistance throughout the grant process by offering specialized support through its pre-award and post-award staff. Prior to proposal submission, pre-award personnel work with eligible faculty and staff in areas including concept development, funding-opportunity identification, guideline review, correspondence with funding agencies, proposal writing and editing, budget preparation, and routing

for University approval prior to submission. Upon receiving notification that the submission has been awarded, post-award personnel assist with agreement negotiation and acceptance, project reporting and management (both narrative and financial), and ultimately, project close-out.

RSP is located in TAC 336 and can be reached at extension 4819 or through its website at <http://www.pepperdine.edu/academics/rsp/> .

4.8. SABBATICAL LEAVE

1. 'Division chair' replaced with 'divisional dean.'

5.4 Student Handbook

1. Student Handbook title changed to Student Policies
2. Link changed to <https://www.pepperdine.edu/admissions/student-life/policies/>

6.1 Compensation

1. All 'Center for Human Resources' changed to 'Human Resources'

6.2 Continuation/ Conversion Privileges

1. All 'Center for Human Resources' changed to 'Human Resources'

6.3 Credit Union

1. All 'Center for Human Resources' changed to 'Human Resources'
2. Link changed to <http://community.pepperdine.edu/hr/policies/policymanual.htm#22-6>

6.4 Emeriti Retiree Health Plan

1. All 'Center for Human Resources' changed to 'Human Resources'
2. Changed Emeriti Retiree Health Plan to Retiree Health Plan
3. Changed Emeriti Retiree Health Plan to Retiree Health Plan
4. Changed Emeriti Health Accounts to Health Accounts

5. Changed plan information to ‘the plan is an innovative tax-free way to pay for other qualified out-of-pocket medical expenses

6. Removed : section b and section c: (**b.** A specially-designed health insurance program building upon the foundation of Medicare — the Emeriti Health Insurance Options. And **c.** An innovative tax-free way to pay for other qualified out-of-pocket medical expenses — the Emeriti Reimbursement Benefit.)

6.5 Family and Medical Leave ACT Policy (“FMLA Leave”)

1. All ‘Center for Human Resources’ changed to ‘Human Resources’

2. Link changed to <https://community.pepperdine.edu/hr/benefits/time-off/medloa.htm>

6.6 Faculty Parental Leave Policy

1. All ‘Center for Human Resources’ changed to ‘Human Resources’

2. ‘Division chairperson’ replaced with ‘divisional dean.’

3. ‘Chairperson’ replaced with ‘divisional dean.’

6.7 Flexible Spending Accounts

1. Removed link

2. All ‘Center for Human Resources’ changed to ‘Human Resources’

6.8 Health and Welfare Plan

1. Link changed to <http://community.pepperdine.edu/hr/benefits/benefit-package/>

2. All ‘Center for Human Resources’ changed to ‘Human Resources’

6.9 Income Protection During Disability

1. All ‘Center for Human Resources’ changed to ‘Human Resources’

6.10 Jury Duty

1. Link changed to <http://community.pepperdine.edu/hr/policies/policymanual.htm#nineteen.1>

2. All ‘Center for Human Resources’ changed to ‘Human Resources’

6.11 Medical Leave of Absence Policy

1. All 'Center for Human Resources' changed to 'Human Resources'

6.15 Retirement

1. Replaced 'annuity' income with 'retirement plan' income
2. Removed 'annuity'
3. Replaced 'annuity' with 'income'
4. Removed 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. Paragraph 5 became paragraph 4.
6. Link changed to <http://community.pepperdine.edu/hr/benefits/retirement/>

6.16 Social Security/ Medicare

1. Link removed
2. All 'Center for Human Resources' changed to 'Human Resources'

6.17 Substance Abuse Program

1. Link changed to <http://community.pepperdine.edu/hr/policies/policymanual.htm#section.38>
2. All 'Center for Human Resources' changed to 'Human Resources'

6.18. Tax-Deferred Annuity (TDA) Program

1. All 'Center for Human Resources' changed to 'Human Resources'

6.19. Tuition Remission Policy and Exchange Policies

1. Link changed to <http://community.pepperdine.edu/hr/policies/policymanual.htm#twentyone>
2. All 'Center for Human Resources' changed to 'Human Resources'

6.20. Unemployment Compensation

1. Link changed to <http://community.pepperdine.edu/hr/policies/policymanual.htm#26-0>

2. All 'Center for Human Resources' changed to 'Human Resources'

6.21. Worker's Compensation Insurance

1. All 'Center for Human Resources' changed to 'Human Resources'

2. Link changed to <http://community.pepperdine.edu/hr/policies/policymanual.htm#twentyfive>

3. 'Chairperson' replaced with 'divisional dean.'

7.4. BOOKSTORE

1. 'Division chairperson' replaced with 'divisional dean.'

7.7. CLERICAL, STUDENT, AND LABORATORY ASSISTANTS

1. 'Division chairperson' replaced with 'divisional dean.'

7.10. FACULTY OFFICES AND CLASSROOM ASSIGNMENTS

1. 'Divisional chairperson' replaced with 'divisional dean.'

2. Changed Shellenberger Conference Room (x4497) with (x6592)

7.13. INSTRUCTIONAL AND OFFICE SUPPLIES

1. 'Chairperson' replaced with 'divisional dean.'

7.14. KEYS

1. 'Division chairperson' replaced with 'divisional dean.'

7.16. MAIL Services

(Updated 2017)

1. 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 DFS 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.

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 DFS 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 and FedEx packages for departments will be delivered to the departments by Mail Services couriers. 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 the Retail Window hours of operation from 8:30 A.M. to 4:00 P.M, Monday through Friday.
- 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 community.pepperdine.edu/businessservices/mail/ for more information or call Mail Services at x4293 with any questions regarding campus mail.

7.19. REPAIRS AND MAINTENANCE

1. 'Division chairperson' replaced with 'divisional dean.'

8.6. FINAL EXAMINATIONS

1. 'Division chairperson' replaced with 'divisional dean.'

8.7 Grade Dispute Policy

1. Link changed to <https://www.pepperdine.edu/registrar/grades/disputes.htm>

8.8. MEETING CLASSES

1. 'Chairperson' replaced with 'divisional dean.'
2. 'Division chairperson' replaced with 'divisional dean.'

8.11. ONLINE EVALUATIONS

1. 'Division chairperson' replaced with 'divisional dean.'

8.13. TESTING AND GRADING

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 - Release time occurs in the fall semester of the subsequent calendar year
 - *Exemplar timelines*
 - viii. *Summer 2015 (or earlier) – Faculty completes FPD 301*

- ix. SAC approves online course proposal between January 1, 2015 and August, 2015
- x. Spring Semester 2016 – Initial offering of online course

OR

- xi. Summer 2015 (or earlier – Faculty complete FPD 301
- xii. SAC approves online course proposal between September 1, 2015 and December 31, 2015
- xiii. Full Semester 2016 – Course release semester
- xiv. Spring Semester 2017 – Initial offering of online course

- Directed study (299, 499 or 599) or internship (295, 495 or 595) courses may be offered in an online or hybrid format if the following conditions are met.
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- Faculty workload for hybrid and online courses will be determined in compliance with the policy on faculty teaching loads published in section 3.22 of this handbook

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- Contractual obligations may limit the ability of faculty members to take media applications used to develop and deliver an online or hybrid course to another institution of higher education. For example, courses developed using a third-party provider or with software tools licensed exclusively to Pepperdine University may restrict the ability of the faculty member to deliver the course at another institution. In such cases, the faculty member will retain intellectual property rights to the course content, but the third-party provider or university may retain the rights to course packaging, formatting and presentation.

Course Branding and Identification

- All hybrid or online courses must have information identifying the course name, prefix and number in the introductory and closing content for all course materials distributed using online learning technologies.

9.6 Workers Compensation Insurance

1. Link changed to <https://community.pepperdine.edu/hr/benefits/workerscomp/>

9.9. BOOKSTORE

1. 'Division chairperson' replaced with 'divisional dean.'

9.11. CLERICAL, STUDENT, AND LABORATORY ASSISTANTS

1. 'Division chairperson' replaced with 'divisional dean.'

9.14. FACULTY OFFICES AND CLASSROOM ASSIGNMENTS

1. 'Divisional chairperson' replaced with 'divisional dean.'
2. Changed Shellenberger Conference Room (x4497) with (x6592)

9.17. INSTRUCTIONAL AND OFFICE SUPPLIES

1. 'Chairperson' replaced with 'divisional dean.'

9.18. KEYS

1. 'Division chairperson' replaced with 'divisional dean.'

9.20. Mail Services

1. 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 DFS 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.
 - 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 DFS 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 and FedEx packages for departments will be delivered to the departments by Mail Services couriers. 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 the Retail Window hours of operation from 8:30 A.M. to 4:00 P.M, Monday through Friday.
 - 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 community.pepperdine.edu/businessservices/mail/ for more information or call Mail Services at x4293 with any questions regarding campus mail.

9.23. REPAIRS AND MAINTENANCE

1. 'Division chairperson' replaced with 'divisional dean.'

10.7. PEPPERDINE DISCLOSURE: CALIFORNIA EDUCATION CODE SECTION 66270

(Included since 2017, adjustments made to numbers from 10.7 – 10.13 to maintain alphabetical order)

As a Christian University affiliated with the Churches of Christ, Pepperdine treats everyone with the respect and kindness that we have been called to show one another. The University community is a space where lives intersect and knowledge is discovered, which fortifies the strength found in our differences and uncovers the virtues revealed in diversity, unity, and restoration. To that end, Pepperdine is committed to fostering an environment free from discrimination as described in California Education Code Section 66270 and reserves its right to remain a Christian University by favoring co-religionists in its admissions decisions.

10.0. SELECTION OF SPECIFIED PERSONNEL AND FACULTY OF PEPPERDINE UNIVERSITY

1. 'Division chairperson' replaced with 'divisional dean.'

2. 'Chairperson' replaced with 'divisional dean.'