

## Seaver College Faculty Handbook 2012 Revisions

### Messages from the Deans

1. No changes

### Mission

1. Added URL to Seaver College Mission on the Seaver College web site - <http://seaver.pepperdine.edu/about/mission/> - in section 1.3.

### Administrative and Academic Organization

1. Reorganized the chapter
  - a. Renumbered sections
  - b. All faculty appointments were grouped in section 2.1 Faculty Status
  - c. All salary related items (FPAs and stipends) were grouped in a new section titled Faculty Performance Awards and Market Stipends
2. Section 2.1.3. Emeritus. Deleted content and provided link to identical policy on the Provost's web site - <http://www.pepperdine.edu/provost/content/facemeritus.pdf>.
3. Section 2.1.4. Full-Time Tenure-Track
  - a. Deleted University Tenure Policy from the Appendices, but retained reference and link to University Tenure Policy on the Provost's web site. As the Provost's site is the official location for this document, best practice dictates that it be referenced only from this location.
  - b. Change sentence "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>" to read "The University Tenure Policy is available on the web site of the University Provost at <http://www.pepperdine.edu/provost/content/TenurePolicy.pdf>"
  - c. Added link to Seaver RTP section of the handbook.
  - d. Added link to University Tenure Policy section of the handbook.
4. Added Section 2.1.6. University Professor.
  - a. Added sentence "The title of University Professor is reserved for scholar teachers whose extraordinary professional accomplishments merit special commendation."
  - b. Linked to content describing this policy on the Provosts web site - <http://www.pepperdine.edu/provost/content/univprof.pdf>.
5. Section 2.3. Seaver College Administrative Operation.
  - a. Updated membership of Seaver Cabinet to reflect current practice.
  - b. Updated titles of Seaver Cabinet members to reflect current titles.
  - c. Moved paragraph on Seaver Faculty Association to a unique heading in Section 2.6.
6. Section 2.3. Seaver College Organizational Chart. Updated the organizational chart.
7. Section 2.5. University Faculty Council.
  - a. Added link to UFC web site
  - b. Added link to UFC charter
8. Added Section 2.6. Seaver Faculty Association

- a. Copied content of this section from prior SFA content in section on Seaver College Administration Operation.
  - b. Updated reference to SFA Constitution in the Handbook Appendices.
  - c. Updated reference to SFA Standing Committees in the Handbook Appendices.
9. Added Section 2.7. Seaver College Diversity Council
- a. Added content for this section from content found at <http://www.pepperdine.edu/diversity/christian-rationale/> and <http://www.pepperdine.edu/diversity/councils/>.
  - b. Linked to SDC charter at <http://www.pepperdine.edu/diversity/councils/seaver.htm>.
10. Added Section 2.8. Tenure and Promotion
- a. Section was added to organize and reference all tenure-related materials in one section of the handbook. Five sections were created:
    - i. University Tenure Policy
      - 1. Link to policy on the Provost's web site provided.
    - ii. Guide to the Tenure Review Process
      - 1. Link to document on the Provost's web site provided.
    - iii. Best Practices for Tenure and Promotion Review
      - 1. Link to document on the Provost's web site provided.
    - iv. Seaver College Rank, Tenure and Promotion
      - 1. Links to Seaver College RTP web site and RTP Handbook are provided.
    - v. Academic Freedom
      - 1. Link to policy on the Provost's web site provided.
    - vi. Added new section on Access to Personnel Records. This material was generated by the ad hoc SFA/Administration Committee in 2011-2012 and approved by the SFA. Content follows.

Faculty members have a right to inspect, at reasonable intervals and times, personnel records which relate to their performance, including the supervisor's evaluation.

#### Annual Reviews

The annual review process is both formative and evaluative and is conducted primarily to aid the faculty member in his/her professional development. Consequently, faculty members should receive a copy of their supervisor's (chairperson's) evaluation at the conclusion of the annual assessment process performed in each academic division at Seaver College. Faculty members should contact their chairperson to inspect his or her annual review if it is not received by August 1.

#### Rank, Tenure and Promotion (RTP) & Step Advancement Reviews

Faculty members may inspect, upon request, their personnel records at the conclusion of all RTP review (tenure, pre-tenure, promotions in rank, and five-year evaluations) and step advancement processes.

#### Grievance

The rules governing the grievance procedure are found in the University Tenure Policy. Faculty members filing a grievance may inspect, upon request, the supervisor evaluation and confidential

internal and external peer reviews in summary or redacted form so as to preserve the anonymity of the author.

### Faculty Responsibilities

1. Changed Academic Advising Center to OneStop throughout this section.
2. Changed general studies to general education throughout this section.
3. Changed Information Resources to Information Technology throughout this section.
4. Section 3.1. Academic Advisement
  - a. Credit summaries (Degree Audit Reports) are maintained electronically in PeopleSoft via the software package ON COURSE, which is and are accessible to all faculty members via the University computer network WaveNet.
  - b. 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 Degree Audit Report through WaveNet.
5. Section 3.3. Class Rosters
  - a. Faculty members have access to their class rosters through WaveNet. ~~will receive a tentative class roster (either electronically or in hard copy) soon after registration day.~~
  - b. Following the add/drop period, a second class roster will be sent ~~out~~ to faculty via electronic mail from the Registrar.
  - c. Photo rosters are also provided through WaveNet.
6. Section 3.4. Code of Ethics Policy
  - a. Section content duplicated the Code of Ethics Policy found on the University web site. Deleted the bulk of the section content and provided a link to the Code of Ethics Policy - <http://community.pepperdine.edu/hr/policies/ethics.htm>.
7. Section 3.5. Committee Assignments
  - a. A list describing SFA faculty committees is found in the Appendix ~~E~~ of this handbook and is available on the SFA website at ~~under 'files.'~~ <http://community.pepperdine.edu/seaver/sfa/>.
  - b. 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 at ~~under 'files.'~~ <http://community.pepperdine.edu/seaver/sfa/>.
8. Section 3.6. Course Syllabus
  - a. Section was rewritten in its entirety to comply with new syllabus content guidelines approved by UAC in April, 2012.
9. Section 3.8. Faculty Organization
  - a. The SFA Constitution is found in the Appendix ~~printed in Appendix F~~ of the handbook. ~~and is posted on the SFA website on WaveNet under Groups~~
10. Section 3.10. Grade Dispute Policy.
  - a. Section content duplicated the Grade Dispute Policy found on the University web site. Deleted the bulk of the section content and provided a link to the Grade Dispute Policy - <http://seaver.pepperdine.edu/studentaffairs/content/handbook/8-5-ppgrade.pdf>.

11. Section 3.11 Graduation
  - a. 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 at [http://seaver.pepperdine.edu/dean/documentsandpolicies/facultyhandbook/serviceandfacilities/#ACADEMIC\\_REGALIA](http://seaver.pepperdine.edu/dean/documentsandpolicies/facultyhandbook/serviceandfacilities/#ACADEMIC_REGALIA) , Chapter VII, Section A).
12. Section 3.16 Online Evaluations
  - a. When the online evaluation period begins, students are notified by an e-mail from the Dean's Office with directions for logging in at <http://services.pepperdine.edu/course-evaluations/> <https://courseeval.pepperdine.edu/>.
  - b. Deleted duplicate sentence – "After all grades have been submitted, faculty may login and see both numerical ratings and student comments for each course."
  - c. After all grades have been submitted, faculty may login through WaveNet at <https://courseeval.pepperdine.edu/> and see both numerical ratings and student comments for each course.
13. Section 3.18 Registration
  - a. OneStop and 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.
14. Section 3.21 Testing and Grading
  - a. (Please refer to ~~Chapter III, J,~~ the Grade Dispute Policy at <http://seaver.pepperdine.edu/dean/documentsandpolicies/facultyhandbook/responsibilities/#A12>).
15. Section 3.22 Teaching Load
  - a. Criteria for awarding and the application procedure are found in Appendix I Application for Awarding Process for a One Course Release for Tenured Faculty Members Chapter IV of the handbook, Faculty Development in the section titled Course Release for Tenured Faculty.
16. Added section on Photocopy Guidelines to draw awareness to the Policy on Copying for Classroom and Research Purposes found on the Provost's web site.
17. Added section on Disability Services with a link to the Disability Services Office web site.

## Faculty Development

1. Reorganized the chapter
  - a. Renumbered sections
2. Added section 4.1 on Course Release for Tenured Faculty
  - a. Content of this section was copied verbatim from the former Appendix 9.9. of the same topic. Appendix was removed when content was relocated to this section of the handbook.
3. Added section 4.3 on Employee Expense Reimbursement
  - a. Content of this section is duplicated in Section 14 of the University Finance Policies. Duplicative content was deleted and a link to Section 14 of the Financial

Policies was provided -

<http://community.pepperdine.edu/finance/policies.htm#Section14>.

4. Section 4.5 on Professional Travel
  - a. Changed sentence “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://services.pepperdine.edu/finance/policies.htm#Section14>” to “All faculty travel is subject to Pepperdine’s employee expense reimbursement policy and procedures, which may be found in Section 4.3 of this chapter or in Section 14 of the University Financial Policies at <http://community.pepperdine.edu/finance/policies.htm#Section14>.”.
  - b. Updated link to per diem rates at [www.gsa.gov](http://www.gsa.gov).
5. Section 4.7 Research & Scholarly Activities
  - a. Reorganized this section to better organize content in topical areas.
    - i. Faculty Research Policies
      1. Created section on Protection of Human Subjects in Research
        - a. IRB content moved to this section
        - b. Updated URL to IRB web site
        - c. Added links to 2 human subject research policies on the Provost’s web site
          - i. HIPAA Privacy Policy (University Privacy Practices)
          - ii. HIPAA Policies and Procedures
      2. Animal Subjects Research was unchanged
      3. Added link to Research Misconduct Policy on the Provost’s web site.
      4. Added section on Patents and Copyrights and linked to this policy on the Provost’s web site.
    - ii. External Funding for Research
      1. Added sections for the CFR and RSP offices.
        - a. Link to Corporate and Foundations web site provided in the CFR section.
        - b. Link to Research and Sponsored Programs web site provided in the RSP section.
        - c. Content for both sections copied from their respective web sites.
      2. Deleted section on Administration of Grants. This content was out of dated and superseded by the new sections for the RSP and CFR offices.
6. Section 4.8 Sabbatical Leave
  - a. Revised language in the Eligibility Requirements section to better clarify eligibility for sabbatical.
    - i. Original Language - 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.

**ii. Revised Language - TBD**

- b. Added a seventh component to the section to provide the URL to the sabbatical web site -

<http://seaver.pepperdine.edu/dean/documentsandpolicies/sabbatical.htm>.

### **Faculty-Student Relations**

1. Section 5.1. Academic Code of Integrity. Revised the sentence, "This code may be found at: <http://seaver.pepperdine.edu/academicintegrity/>." to read "The Seaver College code of academic integrity may be found at <http://seaver.pepperdine.edu/academicintegrity/>."
2. Section 5.3 Student Enrichment Fund. Guidelines for the Student Home Entertainment program are found on the web at <http://seaver.pepperdine.edu/studentaffairs/enrichmentfund/>. Deleted the handbook content that duplicate the web site and added a URL.
3. Section 5.3 Student Enrichment Fund. Guidelines for the Dine with a Student program are found on the web at <http://seaver.pepperdine.edu/studentaffairs/enrichmentfund/>. Deleted the handbook content that duplicate the web site and added a URL.
4. Section 5.3 Student Enrichment Fund. Deleted dated content that should have been removed in an earlier revision (content noted below).

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.

5. Section 5.4 Student Handbook. Added URL to Student Handbook web site - <http://seaver.pepperdine.edu/studentlife/handbook/>.
6. Section 5.5 Student Organizations. Added URL to Student activities web site - <http://seaver.pepperdine.edu/studentactivities/>. Added URL to Student Organizations web site - <http://studentorgs.pepperdine.edu/home/>.
7. Section 5.6 Student Privacy Rights. Content was dated and conflicted with official Student Records Policy listed on the Registrar's web site at <http://www.pepperdine.edu/registrar/policies/>. Replaced the dated content with the URL to the policy on the Registrar's web site.

### **Faculty Benefits**

1. 6.3 Credit Union. Eliminated repeated information and linked to the Credit Union information on the Human Resources policy page: <http://community.pepperdine.edu/hr/policies/bulletin.htm#creditunion>
2. 6.5 Family and Medical Leave Act Policy ("FMLA Leave"). Eliminated repeated information that was currently already stated on the Human Resources policy page and added link to the current policy: <http://community.pepperdine.edu/hr/policies/policymanual.htm#14-7>
3. 6.6 Flexible Spending Accounts. Added website: [community.pepperdine.edu/hr/policies/bulletin.htm#flexiblespending](http://community.pepperdine.edu/hr/policies/bulletin.htm#flexiblespending)
4. 6.7 Health and Welfare Plan. Removed detailed outline of benefits from the handbook. Added language about general benefit options and added link to specific benefit and eligibility information that can be found on the Human Resources policy page: [community.pepperdine.edu/hr/policies/bulletin.htm#healthandwelfare](http://community.pepperdine.edu/hr/policies/bulletin.htm#healthandwelfare)
5. 6.13 Relocation. Removed detailed relocation information and linked to information currently provided on the Provost's website: [www.pepperdine.edu/provost/content/FacultyRelocation.pdf](http://www.pepperdine.edu/provost/content/FacultyRelocation.pdf)
6. 6.14 Retirement. Added website information: [community.pepperdine.edu/hr/benefits/retirement/default.htm](http://community.pepperdine.edu/hr/benefits/retirement/default.htm)
7. 6.15 Added website information: <http://community.pepperdine.edu/hr/policies/bulletin.htm#socialsecurity>
8. 6.16 Substance Abuse Program. Left information in tact. Added HR website: <http://community.pepperdine.edu/hr/policies/bulletin.htm#substanceabuse> NOTE: HR information is much more extensive and goes into the consequences of substance abuse while employed etc.
9. 6.18 Tuition Remission Policy and Exchange Policies. Removed text. Added brief description and added the links that included the information that was removed. <http://community.pepperdine.edu/hr/content/tuition-benefit-policy.pdf> and <http://community.pepperdine.edu/hr/benefits/benefit-package/tuition.htm>
10. 6.19 Unemployment Compensation. Added link: <http://community.pepperdine.edu/hr/policies/bulletin.htm#unemployment>
11. 6.20 Worker's Compensation: added link: <http://community.pepperdine.edu/hr/policies/bulletin.htm#workerscomp>

### **Services and Facilities**

1. Added Section on Safety and Hazardous Substances Policy. This content was in an Appendix in the 2010 Faculty Handbook and was moved to this location in the 2012 revision. As the University Policy Manual is the official location for this policy, best

practice dictates that it be referenced from the Policy web site at <http://community.pepperdine.edu/hr/policies/policymanual.htm>.

2. Moved section on Corporate and Foundation Relations to the Chapter on Faculty Development (<http://seaver.pepperdine.edu/dean/documentsandpolicies/facultyhandbook/development>) to group this material with other research-related resources.
3. Moved section on Research and Sponsored Programs to the Chapter on Faculty Development (<http://seaver.pepperdine.edu/dean/documentsandpolicies/facultyhandbook/development>) to group this material with other research-related resources.
4. Section 7.6 Center for the Arts. Added website. [Arts.pepperdine.edu](http://Arts.pepperdine.edu)
5. Section 7.8.3 Fine Arts. Updated the name of the Music Technology Lab to the Kwong Music Technology Lab/
6. Section 7.12 Information Technology Services. Updated web address to the new community site.
7. Section 7.15 Library Services. Replaced most text with links to current library pages. Sections affected were, faculty proxies, faculty borrowing and reserves. Updated appropriate web addresses included in the text.
8. Section 7.16 Mail Services. Update website to: <http://community.pepperdine.edu/businessservices/mail/>
9. Section 7.17 Parking. Updated website to be specific to parking rather than just the public safety site: <http://www.pepperdine.edu/publicsafety/parking/>
10. Section 7.18 Printing Services. Removed redundant information. Updated website to reflect the new community site: <http://community.pepperdine.edu/businessservices/printing/>
11. Section 7.21 Technology Support and Services. Updated web address to the new community site.
12. Section 7.22 Travel Agency. Added website: <http://community.pepperdine.edu/businessservices/travel/>
13. Section 7.23 Vans and Shuttles. Added website: <http://community.pepperdine.edu/businessservices/transit/>

## University Policies

1. Section 8.1 Computer Crime. Updated website: <http://community.pepperdine.edu/it/security/policies/usagepolicy.htm>
2. Section 8.3 Copyright and Patent Policy. Linked directly to the provost's site that contains the policy rather than duplicating the information in the faculty handbook: [www.pepperdine.edu/provost/content/CopyrightPatent.pdf](http://www.pepperdine.edu/provost/content/CopyrightPatent.pdf)
3. Section 8.4 Equal Employment Opportunity/Nondiscrimination. Updated website: [community.pepperdine.edu/hr/policies/policymanual.htm#1](http://community.pepperdine.edu/hr/policies/policymanual.htm#1)
4. Section 8.6 Harassment. Updated website: <http://community.pepperdine.edu/hr/policies/policymanual.htm#11-5>
5. Section 8.11 Smoking. Added link to the HR policy: <http://community.pepperdine.edu/hr/policies/policymanual.htm#11-3>
6. Section 8.12 Substance Abuse. Added link to provost's site: <http://www.pepperdine.edu/provost/content/SubstAbuse.pdf>

## Appendices



1. Appendix 9.1 – Employee Expense Reimbursement was deleted from the Appendix and moved to the Chapter on Faculty Development.
2. Appendix 9.2 – Safety and Hazardous Substances Policy was deleted from the Appendix and moved to the Chapter on University Policies.
3. Appendix 9.3 - Code of Academic Integrity was deleted. Section 5.1 of the Faculty Handbook (Faculty-Student Relations chapter) already addresses Academic Integrity. Further, the content of this appendix is duplicated on the Academic Integrity web site. The link to the Academic Integrity web site - <http://seaver.pepperdine.edu/academicintegrity/> - is found in section 5.1 of the Faculty Handbook.
4. Appendix 9.4 – Seaver College Diversity Council Charter was deleted. A section on the SDC was added in the handbook in the Chapter on Administrative and Academic Organization. A link to the SDC charter on the web - <http://www.pepperdine.edu/diversity/councils/seaver.htm> – is provided in this section.
5. Appendix 9.7 – University Tenure Policy was deleted.
  - a. Retained reference and link to University Tenure Policy on the Provost's web site in the Handbook in the section on Full-Time Tenure-Track faculty in the chapter on Academic and Administrative Organization. As the Provost's site is the official location for this document, best practice dictates that it be referenced only from this location.
6. Appendix 9.8 – Charter for the Creation of a University Faculty Council was deleted. A link to this content and the UFC charter on the UFC web site was provided in the section on the UFC in the Administrative and Academic Organization chapter.
7. Appendix 9.9 - Application for Awarding Process for a One Course Release for Tenured Faculty Members was deleted from the Appendix and moved to the Chapter on Faculty Development.