

## **Recommendation 5**

### **Additional Policies related to Hybrid and Online Courses**

The following policies related to workload, intellectual property rights, and course identification for hybrid and online course are recommended. This content will be added to the Seaver College Faculty Handbook in a section on Hybrid and Online Courses to be added in Chapter III, Full-time Faculty Responsibilities. The content also will be added in Chapter VIII, Adjunct Faculty Responsibilities.

#### **Workload**

- Faculty workload for hybrid and online courses will be determined in compliance with the policy on faculty teaching loads published in the Seaver College Faculty Handbook (<http://seaver.pepperdine.edu/dean/documentsandpolicies/facultyhandbook/responsibilities/#A23>).

#### **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. Additionally, content identifying the course as being offered at Seaver College of Pepperdine University also must be present in the introductory and closing content for all course materials distributed using online learning technologies.