Messages from the Deans

(Handbook 2023-2025)

The content of this chapter is applicable to both full-time and adjunct faculty.

Messages from the Deans

- Message from Dean Emeritus
- Message from Dean Feltner

A Message from the Dean Emeritus

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 Emeritus of Seaver College

A Message from the Dean

I want to thank you for your service as a faculty member at Seaver College. Since its founding in 1937, Seaver College has remained focused 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.

Michael E. Feltner

Professor of Sports Medicine and Dean of Seaver College

Mission

(Handbook 2023-2025)

The content of this chapter is applicable to both full-time and adjunct faculty.

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1.1. INTRODUCTION

(modified 2014)

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 Faculty Handbook is intended to serve as a ready reference for the faculty on important areas of College and University policy. The handbook 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 handbook were compiled and modified with the help 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 handbook will follow this collaborative process. Readers will find that the text has been annotated with notes citing when particular sections first appeared in the handbook and when they were amended. These notes will demonstrate that the handbook, like most organic documents, has been evolutionary in its development.

1.2. THE MISSION OF PEPPERDINE UNIVERSITY

(modified 2012)

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).

1.2.1. 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 Caruso 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 Business School 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.

1.2.2. 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/or operates campuses in Argentina, China, England, Germany, Italy, Switzerland, and Washington D.C. 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, and Latin America to facilitate student and faculty exchanges.

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

1.2.3. 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.

1.2.4. 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.

1.2.5. 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.

1.2.6. 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.

1.2.7. 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.

1.2.8. 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.

1.2.9. 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, midsize, comprehensive university grounded in Christian values, dedicated to strengthening its graduates for lives of purpose, service, and leadership in the twenty-first century.

1.2.10. 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.

1.3. THE MISSION OF SEAVER COLLEGE

1.3.1. 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.

1.3.2. 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.

1.3.3. 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.

1.3.4. 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 lifelong 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.

1.3.5. 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.

Administrative & Academic Organization

(Handbook 2023-2025)

Chapter II. Administrative & Academic Organization

2.1. Faculty Status (Full-time and Adjunct Faculty)

- 2.1.1. Adjunct
- 2.1.2. Distinguished
- 2.1.3. Emeritus
- 2.1.4. Full-Time Tenure-Track
- 2.1.5. Fixed-Term
- 2.1.6. Visiting
- 2.1.7. University Professor
- 2.1.8. Joint Appointment
- 2.1.9. Special Appointment
- 2.1.10. Named Chairs, Professors and Fellows (CFP)

2.2. Faculty Performance Awards & Market Stipends (Full-time faculty only)

- 2.2.1. Faculty Performance Awards

2.3. Seaver College Organization (Full-time and Adjunct Faculty)

2.4. University Administration (Full-time and Adjunct Faculty)

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

2.6. Seaver Faculty Association (Full-time faculty only)

2.7. Shared Governance

2.8. Seaver College Diversity Council (Full-time and Adjunct Faculty)

2.9. Tenure and Promotion (Full-time faculty only)

2.9.1. University Tenure Policy

2.9.2. Guide to the Tenure Review Process

2.9.3. Best Practices for Tenure and Promotion Review

2.9.4. Seaver College Rank, Tenure and Promotion

2.9.5. Fixed-Term Faculty

2.9.6. Academic Freedom

2.9.7. Access to Personnel Records

2.1. FACULTY STATUS

(Included since 1978; modified 2002, 2006, 2023)

Faculty status at Seaver College takes the following forms:

2.1.1. ADJUNCT

Adjunct appointments are made on a term-to-term basis and carry the designation of adjunct instructor or adjunct professor. No rights of tenure or presumption of continued employment are conferred or implied by the signing of any contract or by a number of consecutive or concurrent contracts. No commitment for continued employment is implied beyond the semester for which the contract is written. Teaching responsibilities usually involve only one course per term and are limited to a maximum of 23 units in an academic year (August 1 through July 31) and no more than 30 hours per week.

The University reserves the right to cancel a class with insufficient enrollment with no remuneration to the adjunct faculty member. In such cases, as much advance notice as possible will be given.

Divisional deans select adjunct faculty members and prepare contracts, indicating the course to be taught, the number of units, and the salary rate per unit. The contract will be signed by the divisional dean, the senior associate dean, the provost, and the adjunct faculty member. Pay cannot be authorized until the adjunct faculty member has signed the contract and returned it to the Dean's Office.

Adjunct faculty members shall not be eligible for University benefits except as specifically provided in the Adjunct Faculty Benefits and Services chapter of this handbook.

2.1.2. 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.

2.1.3. EMERITUS

(Approved by University Faculty Council, March 5, 2003; University Education Council, December 17, 2003; modified 2012)

The policy describing the conditions and process for granting Faculty Emeritus status to retired faculty is found on the Provost's web site.

2.1.4. FULL-TIME, TENURE-TRACK

(Updated in 2017, 2023)

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 Seaver

College 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 divisional dean'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 on the Seaver College Rank, Tenure, and Promotion Document Archive web page or from the chairperson of the Seaver College Rank, Tenure, and Promotion Committee.

The University Tenure Policy is available directly from the website of the University Provost.

2.1.5. FIXED-TERM

(Included 2023)

Fixed-term appointments are so designated on the faculty contract and carry an academic rank of assistant instructor, associate instructor, instructor, assistant professor, associate professor, professor, or executive in residence. In addition, each appointment is designed as an instructor/professor of teaching or an instructor/professor of practice. A complete handbook of policies and procedures in matters dealing with fixed-term faculty rank, midterm advancement and promotion in rank may be obtained in the Fixed-Term Faculty Guidebook.

2.1.6. VISITING

(Modified 2006, 2023)

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 non-tenure track and must be renewed on a year-to year basis at the discretion of the College.

2.1.7. UNIVERSITY PROFESSOR

(Included 2012, updated 2023)

The title of University Professor is reserved for scholar teachers whose extraordinary professional accomplishments merit special commendation. The University Professor

Policy is available on the web site of the University Provost.

2.1.8 JOINT APPOINTMENT

(Included 2023)

Seaver College maintains a policy for the joint appointment of a faculty member to multiple academic programs or divisions within Seaver College. Please see the Joint Appointment policy for details.

2.1.9. 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.

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

(Approved by the Seaver Cabinet, September 15, 1999; included since 2002; revised 2008; modified 2010; revised 2014; modified 2017, 2019, 2023)

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 an outstanding 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 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 $8,000; professorships $6,000; fellowships $3,500) derived from endowment funds that will underwrite research, travel, and other professional costs. Of the total stipend, academic divisions will retain $1,000 in the case of chairs and $500 in the case of professorships to encourage scholarship among the faculty within the division. Holders of these appointments will access these

funds through the Vice Provost.

xiii. Assuming suitable candidates, each Seaver division will receive at least one chair and one professorship position.

xiv. Holders of named chairs and professorships may receive a single course release annually. Holders of named fellowships 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 divisional dean and dean, they may accept assignments to International Programs, off-campus programs such as the M.Div., summer research grants/contracts like SURP, or summer teaching appointments).

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

B. Operating Procedures:

i. Division Personnel Committees

- Divisional Dean: Division personnel committees will be chaired by divisional deans. In the event the divisional dean 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 (ten in total) and a single candidate for the division-specific professorship position (seven 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 four positions are discipline-specific (Fletcher-Jones, Carl P. Miller, Will Singleton, 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 divisional dean 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 ensure 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.

• 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.

To view open positions and find further information, please see the faculty research resources page.

2.2. FACULTY PERFORMANCE AWARDS

(Included since 2012; updated 2017, 2023)

2.2.1. 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 dean's 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, 2023)

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:

Unacceptable Unsatisfactory Good Very Good Outstanding

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 "unsatisfactory" 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 "unsatisfactory".

Category V ($1,000): Faculty member must be at least Associate Professor III and have 1 "good" (in teaching), and no "unacceptable" 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 divisional dean, 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.

2.3. SEAVER COLLEGE ORGANIZATION

(Updated 2017, 2023)

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 divisional deans of eight divisions. It is non-traditional in that admission and enrollment management, international programs, and alumni and

development also report to the dean of Seaver College.

2. ADMINISTRATIVE OPERATION

(Updated and modified in 2012, 2023)

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 2023), divisional deans (eight in 2023), president of the Seaver Faculty Association, and the budget director 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 for curriculum and general education, the SAC reviews proposals for new majors and courses and supervises curriculum assessment during its monthly meetings.

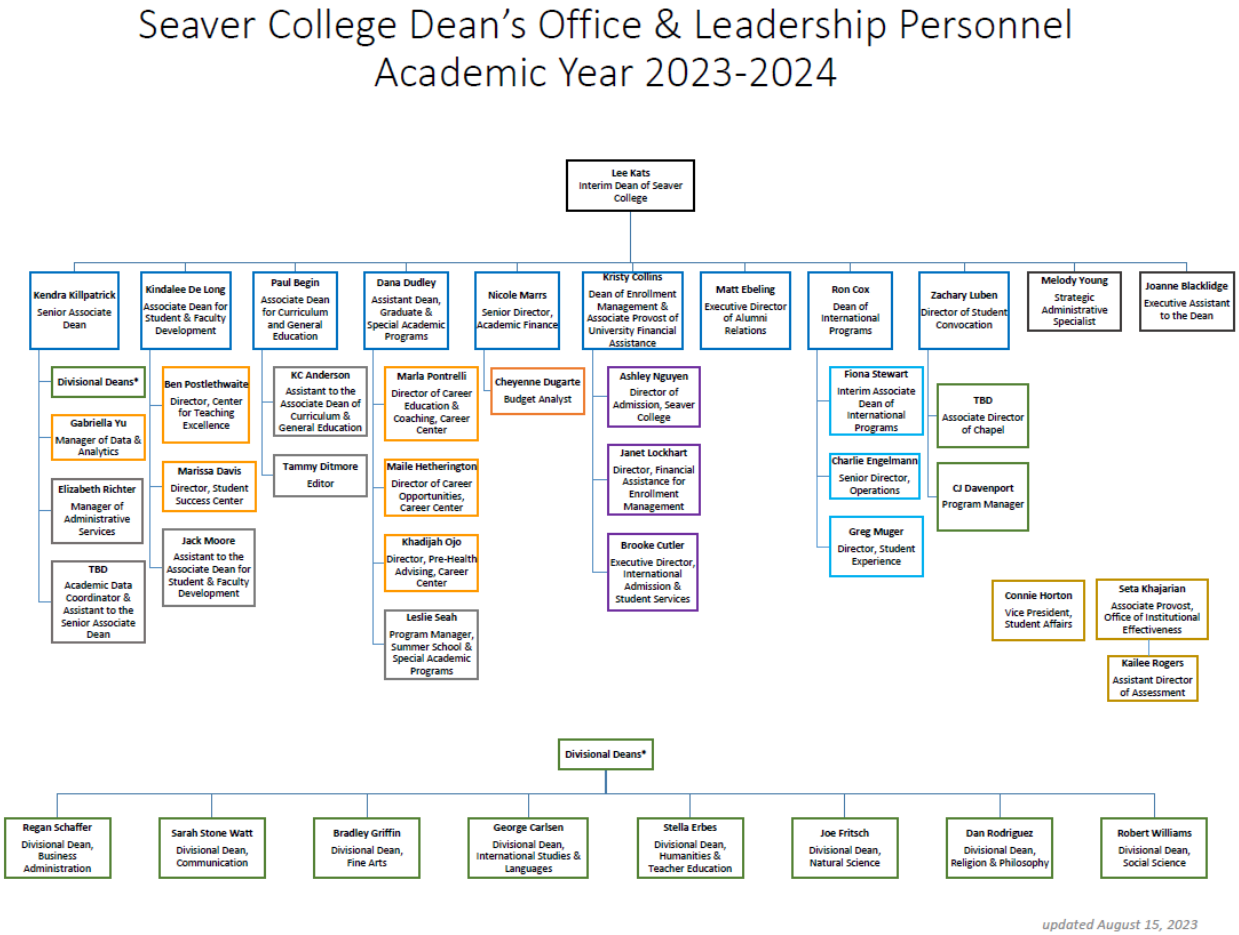
3. TERMS OF SERVICE

Associate and assistant academic deans for the college, like divisional deans, serve for limited periods of time. They are appointed initially to a four-year term of office, which, given positive evaluations by the Seaver College dean, the faculty, and other stakeholders, can be extended twice for as many as three additional years. Divisional deans are appointed to an initial four-year term, which can be extended twice up to three additional years. No appointment of a divisional dean or an academic associate dean shall extend, however, for more than ten 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 of varying length.

4. SEAVER COLLEGE

(Updated 2012, 2023)

Organizational Structure, Academic Year 2023-2024



2.4. UNIVERSITY ADMINISTRATION

(Updated 2023)

Seaver College is one of the five schools of Pepperdine University. The others are the Graduate School of Education and Psychology, the Pepperdine Graziadio Business School, the Caruso School of Law, and the School of Public Policy. 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.

2.5. UNIVERSITY FACULTY COUNCIL

(Modified in 2012; updated 2017)

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.

For further details, please consult the charter for the UFC.

The final version of the UFC charter was approved on March 26, 2001 and has been included in the Faculty Handbook since 2010.

2.6. SEAVER FACULTY ASSOCIATION

(Included in 2012; modified 2014, 2023)

The Seaver Faculty Association (SFA) 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.

The Constitution of the SFA and the standing committees of the SFA can be found on the SFA website.

2.7 SHARED GOVERNANCE

(Included in 2014)

A great institution of higher learning is the product of the shared wisdom of multiple constituencies, all dedicated to academic excellence and to the proper and effective functioning of the institution.

Pepperdine University's philosophy of institutional governance is grounded in the mission of the University, in the biblical mandate to treat others as we wish to be treated, in the very definition of the university as a "collegium" —that is, a society of colleagues, a fellowship—, and in the ethical expectations expressed in the University Code of Ethics. The Code states that: "We value integrity, honesty, and fairness and strive to integrate these values into our daily practices.... We seek to be people who are honorable, forthright, and upright at all times....We value people; we speak the truth; we have the courage of our convictions."

Thus, transparency, collaboration, a shared sense of responsibility, and the free expression of ideas and concerns are intrinsic to our institutional culture. In brief, while our decision-making practices are complex and evolving, nonetheless, they are carried out within a particular Pepperdine culture founded on enduring values. That culture is shaped by the Christian faith, which inspires an ethos of care, respect, and the welcoming of

vigorous debate. It is supported by the university's esteemed tradition of, and aspiration to, collegiality, open communication, mutual trust, and shared participation in a common life.

The shared governance document can be found on the Provost's website.

2.8. SEAVER COLLEGE DIVERSITY COUNCIL

(Included in 2012, updated 2023)

Pepperdine University is guided by its foundational Christian mission that inspires in us a profound respect for and love of the diverse cultures where we live, work, and study-both in culturally diverse Southern California and on our global campuses. Diversity is central to our mission and is essential to the health of our institution. A diverse university community of students, faculty, staff and board members enriches the learning experience for all, and prepares us for the global society in which we reside. The Seaver College Diversity Council focuses on enhancing systems of responsibility, accountability, and recognition aimed at fostering greater belonging at Pepperdine.

Further information about the initiatives of the Seaver Diversity Council and a copy of its charger can be found on the website for the Seaver College Diversity Council.

2.9. TENURE AND PROMOTION

(Included in 2012)

The policies and procedures governing the tenure and promotion process are provided in this section of the handbook.

2.9.1. UNIVERSITY TENURE POLICY

The University Tenure Policy is available on the web site of the University Provost.

2.9.2. GUIDE TO THE TENURE REVIEW PROCESS

An overview of the University's tenure review process, including: eligibility, when to apply, and the steps in the review process are provided in this document available on the web site of the University Provost.

2.9.3. BEST PRACTICES FOR TENURE AND PROMOTION REVIEW

A list of recommendations intended to put applicants' portfolios in the best possible light and to clarify expectations are provided in this document available on the web

site of the University Provost.

2.9.4. SEAVER COLLEGE RANK, TENURE AND PROMOTION

The Seaver College Rank, Tenure, and Promotion (RTP) Committee was established to develop procedures and make recommendations to the Seaver College and University Administration concerning initial rank, step advancement, tenure, and promotion of Seaver faculty members. The procedures and policies governing the operation of the Seaver College RTP Committee and the RTP process are detailed in the Seaver College RTP Handbook. The RTP Handbook is available from the Seaver College RTP website.

2.9.5. FIXED-TERM FACULTY

(Included 2023)

The Seaver College Fixed-Term Faculty Review Committee was established to develop procedures whereby members of the Seaver College faculty could be involved in making recommendations to the administration concerning initial placement review, midterm advancement, and promotion of Seaver fixed-term faculty members. The procedures and policies set forth in the Fixed-Term Faculty Guidebook are designed to ensure that all fixed-term faculty are treated fairly in matters dealing with faculty rank, midterm advancements, and promotions in rank. The Fixed-Term Faculty Guidebook is available from the Seaver College Fixed-Term Faculty Document Archive website.

2.9.6. ACADEMIC FREEDOM

The Provost's statement on academic freedom, reiterating a portion of the tenure policy, is available on the web site of the University Provost.

2.9.7. ACCESS TO PERSONNEL RECORDS

(Included since 2012)

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 (divisional deans) evaluation at the conclusion of the annual assessment process performed in each academic division at Seaver College. Faculty members should contact their

divisional dean 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.

Full-Time Faculty Responsibilities (Handbook 2023-2025)

The content of this chapter is applicable to only full-time faculty.

CHAPTER III. FULL-TIME Faculty Responsibilities

3.1. Academic Advisement

3.2. Chapel / Convocation Attendance

3.3. Class Rosters

3.4. Code of Ethics Policy

3.5. Committee Assignments

3.6. Course Syllabi

3.7. Coursework Accommodations for Athletes and Debaters

3.8. Office of Student Accessibility

3.9. Faculty Organization

3.10. Final Examinations

3.11. Grade Dispute Policy

3.12. Graduation

3.13. Independent Study

3.14. Meeting Classes

3.15. Office Hours

3.16. Online Evaluations

3.17. Outside Employment

3.18. Photocopy Guidelines

3.19. Registration

3.20. Sale of Required Course Materials to Students

3.21. Teaching Load

3.22. Testing and Grading

3.23. Course Grade Policy in Time of Disruption

3.24. Team Teaching

3.25. University-Wide Faculty Conference

3.26. Workload Allocation

3.27. Hybrid and Online Courses

3.1. ACADEMIC ADVISEMENT

(Included since 1978; modified 1988; updated 2006, 2012, 2019, 2023)

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 education requirements as well as in their major, each first-year student will have 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 One Stop 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 OneStop. Transfer students have a major advisor and staff advisor at OneStop.

2. When students change majors, OneStop will work with the division offices to assign a new faculty advisor.

3. Degree Audit Reports track each student's progress and are maintained electronically in PeopleSoft. They are accessible to all faculty members and students 24/7 via WaveNet. Additionally, our Navigate system, an excellent complement to the

advisement area in WaveNet, enables faculty to run queries about trends in their divisions, and also assess and track students using different parameters.

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 Degree Audit Report through WaveNet. Faculty may also use Navigate to assist in this process.

5. When a student submits an application for graduation, OneStop will assume responsibility for approving the application, taking into account (1) general education 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 also is 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 Student Care Team.

3.2. CHAPEL ATTENDANCE

(Included since 1978; language modified in 1988 and 1998; modified 2010, 2023)

The Seaver College Chapel program affirms Christian faith and values. Participation in Chapel is a professional responsibility at Seaver College and demonstrates the faculty's support for the special mission of Seaver College. Faculty members are especially encouraged to attend the Core Chapel gatherings at Firestone Fieldhouse, which meet four times per semester on Wednesdays at 10 AM and involve all first- and second-year students. Faculty may also participate in Chapel by leading a Connection Chapel (breakout group) on a topic of their choice.

3.3. CLASS ROSTERS

(Included since 1978; modified 2012)

Faculty members have access to their class rosters through WaveNet. Following the add/drop period, a second class roster will be sent to faculty via electronic mail from the Registrar. 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. Photo rosters are

also provided through WaveNet.

3.4. CODE OF ETHICS POLICY

(Adopted Jan 2, 2007; modified 2010, 2012)

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, 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.

Complete information can be found in the University Code of Ethics Policy.

3.5. COMMITTEE ASSIGNMENTS

(Included since 1978; updated language in 1988, 1991, 1998, and 2006, updated 2017, 2023)

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 service contribution to the University and Seaver College.

2. Representatives to the Seaver Faculty Senate (SFS), 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 the SFS. A list describing SFA faculty committees is found on the SFA website.

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. 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, SFS meetings, and SFA faculty committee meetings.

b. The SFS assigns its members to act as liaisons for each SFA faculty committee. The appropriate committee liaisons report SFS concerns to the relevant faculty committees, report to the SFS on issues arising in faculty committees, and make committee progress reports to the SFS.

c. SFA faculty committees present proposed solutions and reports to the SFS, to appropriate administration officials, and/or to the Seaver faculty.

3.6. COURSE SYLLABI

(Included since 1988; language edited in 1998; modified 2010; 2012; updated 2021, 2023)

A syllabus is simply an outline of the academic content of a course, but it also serves to communicate course organization and process. Syllabi are distinctive, following the personality of the professor and the course itself; thus, there are no strict formulae for creating a syllabus. However, it is required that faculty develop syllabi that communicate effectively to students key areas of course organization and content. The following is intended to aid the process of syllabus development in order to facilitate effective communication with Seaver College students. *The following was prepared using syllabus guidelines approved by UAC on April 20, 2012.*

Faculty must include the following content on the course syllabus.

1. Instructor Information:

- Professor name and professional title
- Professor contact information
- Office hours and office location. You must hold office hours at regular times at least three days per week. (see section 3.15).

- Course Information:
  - Course title and catalog number
  - Course Description/Purpose
  - Meeting time and meeting place
  - Any required course materials (textbooks, lab manuals, etc.)

- The Student Learning Outcomes (SLOs): Each SLO must be linked to the appropriate Program Learning Outcomes (PLOs).

- Support of the University and College Mission: A brief statement on the relationship between the course and the Mission of Seaver College and Pepperdine University

- Course Calendar and Topical Content

- Grading:
  - The methodology used for assessing student learning and the assignment of a course grade should be clearly defined.
  - Late and attendance policies also should be clearly defined.

- Final Examinations:
  - The date and time of the final examination.
  - All courses must have a final examination or concluding experience. All final exams (or concluding experiences) must occur during the scheduled exam period. Please review the policy on final examinations (see section 3.10).
  - All students enrolled in the course must take the final examination at the scheduled time. Exceptions are only granted if a student has two exams scheduled at the same time or three examinations scheduled on the same day.

- Course Evaluations:

- Online course evaluations are conducted for all Seaver courses.
- Further information and instructions for conducting course evaluations are found in section 3.16.
- Please encourage all students to complete the course evaluation.

- Students with Disabilities:
  - A statement concerning the Office of Student Accessibility. A suggested statement is included here:

    Any student with a documented disability (chronic medical, physical, learning, psychological, or temporary) who requires academic accommodations should contact the Office of Student Accessibility (Student Assistance Center, SAC 105, Phone: 310-506-6500) as early in the semester as possible. All discussions will remain confidential.

- Academic Integrity:
  - A statement regarding Academic Integrity.
  - The process to be enacted upon violation of course standards also should be referenced (catalog or appropriate school web page).

Faculty may wish to include the following on the course syllabus. This content is optional.

1. Intellectual Property: A statement regarding intellectual property of the course content.

You may use one of the following statements on intellectual property or compose your own statement.

A. Course materials prepared by the instructor, together with the content of all lectures and review sessions presented by the instructor, are the property of the instructor. Video and audio recording of lectures and review sessions without the consent of the instructor is prohibited. Unless explicit permission is obtained from the instructor, recordings of lectures and review sessions may not be modified and must not be transferred or transmitted to any other person. Electronic devices other than laptops (e.g., cell phones, PDAs, calculators, recording devices) are not to be used during lectures or exams without prior permission of the instructor.

B. Copyright 20XX [Name of Professor] as to this syllabus and all lectures. Students shall not sell notes (or receive remuneration for taking notes) during this course to

or by any person or commercial entity without the express written permission of the professor teaching this course.

C. My lectures are protected by state common law and federal copyright law. They are my own original expression and I record them at the same time that I deliver them in order to secure protection. Whereas you are authorized to take notes in class thereby creating a derivative work from my lecture, the authorization extends only to making one set of notes for your own personal use and no other use. You are not authorized to record my lectures, to provide your notes (including any presentations, handouts, guides, outlines made available to you in this class) to anyone else or to make any commercial use of them without express prior written permission from me.

2. Student Behavior: You may wish to include comments related to respectful classroom discourse or standards of behavior.

3. Dates: Indicating the following dates on the syllabus may benefit students.

- Classes, begin and end
- Final exams, begin and end
- Last day to submit Change of Final Exam form
- Holiday periods - Thanksgiving & Christmas
- Holidays - Labor Day & Martin Luther King Day
- Faculty Conference, Fall Break, and Spring Break
- "W" and "WP/WF" days
- Graduation

3.7. COURSEWORK ACCOMMODATIONS FOR UNIVERSITY SPONSORED ACTIVITIES

(Included since 2002; updated 2006, 2023)

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:

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.

3.8. OFFICE OF STUDENT ACCESSIBILITY

(Included since 2012, updated in 2017, 2023)

It is the policy of Pepperdine University to comply with the Americans with Disabilities Act, Section 504 of the Rehabilitation Act, and state and local regulations regarding students and applicants with disabilities. Pursuant to these laws, no qualified individual with a disability shall unlawfully be denied access to or participation in any services, programs, or activities of Pepperdine University. Faculty are expected to make reasonable accommodations to accommodate students with disabilities. The role of the Office of Student Accessibility (OSA) is to provide support to faculty as it helps to maintain an environment that guarantees students with disabilities full access to all University educational programs, activities, and facilities. All services through the OSA are kept strictly confidential.

As part of our distinctly Christian mission, we are dedicated to the dignity, independence and self-determination of all of our students, including their needs in the classroom. This includes the acquisition of course materials. By choosing materials that are available in hard copy and accessible PDF, you are creating an inclusive environment for our students with disabilities.

The complete University policy for accommodating students and applicants with disabilities is found on the Office of Student Accessibility website.

3.9. FACULTY ORGANIZATION

(Included since 1988; updated in 2006; modified in 2012; updated 2023)

1. All full-time faculty members are voting members in the Seaver Faculty Association (SFA). Faculty-wide meetings are called by the Seaver Faculty Senate (SFS) a minimum of one time per semester to present committee reports and discuss concerns of the faculty.

2. The SFS 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.

3.10. FINAL EXAMINATIONS

(Included since 1978; modified 1989 and 2002, updated 2021)

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 SENIOR ASSOCIATE 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 petition to have their final exam day/time changed by filling out the Change of Final Exam form. Students must obtain the faculty member's approval prior to submitting their petition to the Dean's Office.

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 divisional dean's signature.

3.11. GRADE DISPUTE POLICY

(Included since 2000; modified 2012, updated 2017)

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. The grade dispute policy is found in the Student Handbook and on the University website.

3.12. GRADUATION

(Included since 1978; modified 2012, 2023)

All faculty members are expected to attend graduation exercises. This is a professional responsibility. The Seaver Dean's office 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 Dean's Office (see section 7.1 of this handbook).

For more information on Seaver Graduation, please visit the graduation website.

3.13. INDEPENDENT STUDY

(Included since 1988; modified 2010, updated 2021)

Instructors directing students' independent study must prepare a written contract specifying the requirements, deadlines, and basis for grading. This contract must be signed by instructor, student, divisional dean and the associate dean for curriculum and general education and be filed using the electronic form found on Etrieve. Copies should be in the possession of both parties and should be on file both at the divisional office and the dean's office.

3.14. MEETING CLASSES

(Included since 1978; modified 1988, updated 2017, 2023)

With the exception of classes listed as online classes, faculty members are expected to meet all classes in person. All classes should begin promptly at the time scheduled. Necessary absences must be reported to the relevant divisional dean in advance whenever possible. Failure to meet scheduled classes and chronic tardiness are serious lapses of professional behavior.

3.15. OFFICE HOURS

(Included since 1978; modified 1998 and 2006; updated 2023)

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 in person at regular times at least three days each week. Office hours should be included in the class syllabus, posted prominently at the faculty member's office, and filed with the division office.

3.16. ONLINE EVALUATIONS

(Included since 2010, updated 2021, 2023)

Since thoughtful reflection is very important, please allow a minimum of 15 minutes for completion of the surveys at the beginning of a class session during the survey period. The course evaluation survey period begins at 3 AM PST on the Monday of the penultimate week of regular instruction and closes after 14 days, before final exams begin, at 3 AM PST on the Monday of final exam week.

Read the following statement to your class prior to releasing the students to fill out the evaluation forms:

> Thank you for taking the time to complete these course evaluation surveys. Your input is a very important part of ensuring the highest quality of teaching here at Seaver. Evaluations really do count. These surveys help faculty improve their classes for future students as well as contribute valuable information for faculty performance and promotion reviews. Your professor will not be able to see the evaluation until after grades have been assigned. Comments regarding strengths of the class are as helpful as those regarding areas that need improvement.

Absent yourself from the room while students are filling out the form. Avoid offering incentives for the completion of the surveys, since the uneven distribution of any kind of incentives, such as extra credit or food, may skew results. If possible, surveys should be administered on a day as similar as possible to a typical class day, (e.g. end-of-semester celebrations should preferably occur on a different day of the semester). Students who are absent or have forgotten a device can still complete the surveys since they are available during the entire survey period and not linked to in-class administration.

When the online evaluation period begins, students are notified by an email from the Dean's Office with directions for logging into Course Eval. Students are able to print a confirmation page upon completing their evaluation for each course; printing this page does not compromise the anonymity of the students in making their responses. Faculty are advised to collect these sheets since this is the only way to verify whether a specific student has completed an evaluation. Having a high percentage of student responses is important because student evaluations play a significant role in the rank, tenure, and promotion process. Throughout the evaluation period a faculty member will receive email updates regarding the number and percentage of students who have completed the evaluations for each course.

After all grades have been submitted, faculty may log in and see both numerical ratings and student comments for each course.

3.17. OUTSIDE EMPLOYMENT

(Included since 1978; modified 1988; language edited 2006, updated 2017)

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 divisional dean **AND** the dean of the College. This includes teaching assignments undertaken in other schools within the University.

3.18. PHOTOCOPY GUIDELINES FOR CLASSROOM AND RESEARCH USE

(Included since 2012; updated 2023)

The complete photocopy guidelines are found on the Provost's website.

3.19. REGISTRATION

(Included since 1988; modified 1989; updated 2006; 2008; 2012; 2019)

1. OneStop 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, returning 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 Technology 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 educational interest, as defined by FERPA), and under no circumstances may such information be released to individuals outside the University.

   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.

3.20. 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 coursepacks, 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.

3.21. TEACHING LOAD

(Included since 1978; updated 1998, 2008, 2010, 2012, 2017, 2021, 2023)

Barring unforeseen financial difficulties, pre-tenured assistant professors at Seaver College have a full-time, two semester teaching load of twenty units (three courses one semester and two courses the other semester) for the six pre-tenure years. The teaching load for all tenured faculty members is twenty-four units or three courses each semester. Visiting faculty members will have a teaching load of thirty-two units or four courses each semester. Some members of the faculty receive reduced teaching loads to conduct research activities or perform special administrative tasks. Reduced teaching loads (3/2 or a one

course reduction) are available by application for tenured faculty members. Criteria for awarding and the application procedure for a course release are found in chapter four of the handbook, Faculty Development, in the section titled Course Release for Tenured Faculty (see section 4.1).

1. Faculty members teaching large classes with unrestricted enrollment may receive extra teaching credit. The exact amount is determined by the dean and divisional dean based on the relevant factors but generally faculty teaching more than 150 students in one class without grading assistance or more than 200 students with grading assistance will receive double teaching load for the course.

2. 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;
   c. Exceptions to the above may occasionally occur and will be determined by the divisional dean and approved by the dean.

3. Physical education activity courses of one unit = 1½ teaching units.

4. Direction of a student teacher = ½ teaching unit.

5. Private music lessons with three units of instruction = 1 teaching unit.

6. Art studio classes are treated as laboratory classes (see above).

7. 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 credit hour);
   d. Internships = 1/8 unit (per student credit hour).

The success of the first phase of the "3/2 teaching program" requires the following administrative parameters:

i) All release time for administrative purposes must be approved by the dean of Seaver College.

ii) Divisional deans and academic deans will teach two courses per academic year, excepting the senior associate dean of the college, who will teach one, and the dean of the college who will not teach any courses.

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, except deans, academic deans, and divisional deans, teach less than four courses per year.

v) Fixed-term and visiting faculty will have a teaching load of four courses per term.

3.22. TESTING AND GRADING

(Included since 1978; modified 2002, 2012; updated 2017, 2023)

Grades must be assigned accurately and fairly. Careful records of student progress should be maintained. 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 instructor. Evaluation should begin early in the semester, continue at reasonable intervals, and be communicated regularly to students. Students may appeal grades to the relevant divisional dean. (Please refer to the Grade Dispute Policy.)

3.23. COURSE GRADE POLICY IN TIME OF DISRUPTION

(Included since 2023)

The Seaver Academic Council (SAC) approved a Course Grade Policy in Time of Disruption in Spring 2021, and the policy took effect during the 2021-2022 academic year.

3.24 TEAM TEACHING

(Included since 2023)

Faculty wishing to team teach a class must first receive approval from the Seaver Dean's Office and from their divisional dean. Both faculty approved to team teach a class will receive full unit credit the first time they team teach the course. Half of the unit credit will be given for all subsequent times a faculty member team teaches the course, regardless of team teaching partner.

3.25. UNIVERSITY-WIDE FACULTY CONFERENCE

(Included since 1988, updated 2023)

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. No classes are held on the day of the conference.

3.26. WORKLOAD ALLOCATION

(Included since 2006; updated 2008, 2023)

1. The typical faculty contract at Seaver College is for nine months. 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. Fixed-term faculty are responsible for allocating their time toward two basic activities: teaching (4 courses) and service. Visiting faculty members are not expected to devote time to research or service. They are not assigned more teaching duties but should focus their efforts on teaching responsibilities.s.

2. With nine-month contracts, faculty members have summers free to pursue personal and funded research as well as other activities.

3.27. HYBRID AND ONLINE COURSES

(Included since 2017; updated 2023)

Given the events of the global pandemic that began in 2020, this section will undergo further review and revision prior to the next handbook revision period in summer 2025. In the interim period, faculty who have not taught an online course for Seaver College previously will be asked to complete the Center for Teaching Excellence's Rapid Onboarding to Online Teaching training prior to the start of the online course. All exceptions must be approved by the Senior Associate Dean.

Review and Approval Process for Hybrid and Online Courses

Seaver College neither promotes nor discourages 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 by the Seaver Dean's Office to offer online courses. Typically, faculty would receive such certification by completing one or more faculty development courses offered (usually in the summer) by the Technology and Learning Group of the Information Technology department at Pepperdine, and approved by the Seaver College Dean's Office. Faculty must receive certification 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.

    o In order to receive release time to develop a hybrid or online course, the course must have been approved by SAC.

    o Release time will only be granted for the initial offering of a hybrid or online course.

    o 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

o Exemplar timelines

i. Summer 2020 (or earlier) – Faculty receives hybrid/online teaching certification

ii. Fall 2020 – SAC approves online course proposal

iii. Fall 2021 – Faculty member receives release time to develop hybrid/online course

iv. Spring 2022 – Initial offering of hybrid/online course

OR

i. Summer 2020 (or earlier) – Faculty receives hybrid/online teaching certification

ii. Spring 2021 – SAC approves online course proposal

iii. Spring 2022 – Faculty member receives release time to develop hybrid/online course

iv. Fall 2022 – Initial offering of hybrid/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 received certification to teach hybrid/online courses.

- 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 3.21 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.

Full-Time Faculty Development (Handbook 2023-2025)

The content of this chapter is applicable to only full-time faculty.

Chapter IV. FULL-TIME Faculty Development

4.1. Course Release for Tenured Faculty

4.2. Distinguished Professor Guidelines for Release Time

4.3. Employee Expense Reimbursement

4.4. International Programs Teaching Assignments

4.5. Professional Travel

4.6. Publicizing of Faculty Publications

4.7. Research & Scholarly Activities

4.7.1. General

4.7.2. Faculty Research Policies

4.7.2.1. Protection of Human Participants in Research

4.7.2.1.1. Institutional Review Board (IRB)

4.7.2.1.2. University Privacy Practices

4.7.2.1.3. HIPAA Policies and Procedures

4.7.2.2. Animal Subject Research

4.7.2.3. Allegations Regarding Research Misconduct

4.7.2.4. Patents and Copyrights

4.7.3. Internal Resources

4.7.4. External Funding for Research

4.7.4.1. Research, Grants, and Foundation Relations

4.7.5. Compliance

4.8. Sabbatical Leave

4.1. COURSE RELEASE FOR TENURED FACULTY MEMBERS

(Included since 2010, updated 2014, updated 2017)

A. Eligible Candidates

• Any tenured Seaver faculty member currently teaching a 3/3 load (or its equivalent) is eligible to apply for a one course release. (Faculty members who have been granted a sabbatical for the concurrent academic year are ineligible.)

• Tenured Seaver faculty members currently holding a distinguished professor position or an endowed chair position are automatically granted a one course release. No application is necessary while the faculty member holds the above designation. (This involves approximately ten individuals).

B. Application Process and Timeline

• The eligible faculty member will submit a one- or two-page document (no more than two pages) outlining the project that will be undertaken if a 3/2 teaching load is granted; the project document must include expected outcomes of the project. The candidate will also provide a curriculum vitae with the project proposal.

• The types (not exhaustive) of projects envisioned are:

o Scholarly activity – a paper presentation at a professional conference, student related research, published article or book, exhibition, performance, or grant proposal.

o New course / program development – development of a new course not currently in the Seaver catalog (developed in conjunction with the need of GE, the major, or division) or development of a new pedagogy that would result in a presentation or publication.

o Assessment-related activities – leadership or extensive role in a five-year review, general education review, or projects that advance assessment and program review at Seaver College.

• The criteria used to evaluate projects will largely mirror the criteria used for the

evaluation of sabbatical proposals and current Seaver research grants: merit and significance of the proposal, likelihood of completion, benefit to the division and/or the college, current contributions of the faculty member to the division and the college.

• In subsequent rounds successful recipients will also provide a brief statement documenting the outcomes of previous course reduction awards.

• Application Timeline

o Eligible applicants seeking a course release will submit a proposal and curriculum vitae to their division chairs by the last Tuesday in October.

o Divisional deans will review and forward applications to the Seaver Dean's office by Friday, November 1.

o The Awards Committee will review materials and determine recipients in December.

C. Awards Committee

• The committee awarding the one course release will be composed of the Seaver dean, Seaver associate deans, and divisional deans.

D. Implementation

• Course releases will be awarded on an annual basis because they are funded with non-base dollars.

• Whether the two-course load is taken in the fall or spring semester will be determined by divisional needs.

E. 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.

3) If a 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 divisional dean will determine whether it can be taken in the Fall or Spring semester.

4.2. DISTINGUISHED PROFESSOR GUIDELINES FOR RELEASE TIME

(Included since 2002; modified 2010, updated 2017)

1. Distinguished professors automatically receive a 3/2 teaching load.

2. No distinguished professor may receive less than a 2/2 teaching load.

3. 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.

4. 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.

5. Distinguished professors must apply to the divisional dean 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 divisional dean and the dean of Seaver College.

6. 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.

7. There shall be no limit on the number of times distinguished professors may apply for and receive additional released time (up to one per year).

4.3. EMPLOYEE EXPENSE REIMBURSEMENT

(Included since 1988; Modified 2007; Modified 2012)

Faculty and staff shall be reimbursed for reasonable travel and entertainment expenses incurred on authorized university business. The policy governing expense reimbursements is the Travel and Entertainment Policy found in Section 4.1 of the University Financial Policies.

4.4. 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, Hauteville, London, and Washington DC, 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 (x4230). Faculty members who have not yet earned tenure should consider the possible impact of an overseas assignment on their development as scholars before applying. All faculty members should speak with their divisional dean before applying for an appointment.

4.5. PROFESSIONAL TRAVEL

(Included since 1978; modified 1988, 1991, 2006, 2010, 2012, 2014, 2017; updated 2022)

1. GENERAL

Faculty travel to professional meetings, seminars, and events, as well as for research purposes, creative activity, and other professional development activities, is strongly encouraged, particularly when original research is presented, papers are read, or creative activities are performed. The following 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 divisional dean on the basis of these guidelines. The guidelines establish maximum allocation or reimbursement amounts. Divisional deans 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, with original receipts. 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 4.1 of the University Financial Policies.

2. ALLOCATION PARAMETERS

a. Any full-time faculty member delivering a peer-reviewed scholarly paper or engaging in a professional creative activity at a meeting or event may receive reimbursement of expenses for lodging, meals, and local transportation for four days.

- **Airfare and Travel.** All domestic and foreign travel should be booked in the lowest priced, coach/economy class option available from major domestic and international carriers. 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. Fees for one bag of checked luggage will be reimbursed. If traveling by car, mileage reimbursement will be at the applicable University-approved per mile rate and the total amount cannot exceed the lowest available airfare for travel and transfers.

- While traveling, reserved or upgraded seats or other reasonable and necessary accommodations are allowable up to a maximum amount of $30. The maximum allotment amount applies to all flights necessary to reach the final destination. It is not applied on a per flight basis.

- **Lodging and Meals.** Federal government guidelines for Per Diem Rates (see www.gsa.gov, click on Per Diem Lookup) will be used to establish maximum payment amounts for lodging and meals.

- **Registration Fees.** Payment of registration fees for conference attendance shall be reimbursed. Registration fees less than $400 do not require a priori approval. Registration fees over $400 require the approval of the divisional dean, and fees over $600 require the approval of the Senior Director of Finance. If the registration fee includes meals, fees less than $500 do not require a priori approval. Registration fees over $500 in this case require the approval of the divisional dean, and fees over $700 require the approval of the Senior Director of Finance.

- **Ground Transportation.**

  - Airport Shuttles. The airport shuttle service should be the preferred method of transportation to a hotel or meeting site.

  - Taxi/Shared-Ride Services (Uber/Lyft). The use of taxis and shared ride services

should be limited, with preference given to public transportation. If public transportation or a shuttle service is not available, or if taxi or shared-ride services provide a more cost-effective mode of transportation, they may be used.

- Rental Cars. The use of a rental car for ground transportation requires a priori approval by the divisional dean and the Senior Director of Finance. When approved, employees must comply with all University policies governing the use of rental cars in Section 4.1 of the University Travel Policy.

- **Parking.**

  - Airport parking will be reimbursed at a rate not to exceed that of LAX economy parking daily.

- **Travel Related Expenses.**

  - Parking and Toll Charges

    o Necessary parking and toll charges incurred on University business are reimbursable.

  - Tips and Gratuities

    o Tips and gratuities should be reasonable. Tips and gratuities on meals, hotel (e.g., housekeeping), and taxi expenses should not exceed 20% of the total charge. Bellhop/porter tips should not exceed $2 for each bag.

b. Any full-time faculty member serving as an officer (president, vice president, secretary, or treasurer) 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 may also request funding for the following purposes. In these cases, financial support is dependent on available funding and *may* be limited to 75% of the funding levels noted in 4.5.2.a.

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.

3. PROCEDURE

Requests for these funds should be made at least 30 days prior to the meeting and in accordance with procedures detailed by the divisional dean. Funding requests must 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 4.5.2.a and 4.5.2.b above.

4. ADMINISTRATIVELY ASSIGNED TRAVEL

If a faculty member is requested in writing by the dean or another senior administrator of Pepperdine University or Seaver College 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.

5. EXCEPTIONS

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

4.6. PUBLICIZING OF FACULTY PUBLICATIONS

(Included since 1988; updated 2023)

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. If a faculty member would like to publicize a work of research, please inquire with the Seaver Writer by submitting a Seaver Story Submissions Google Form.

4.7. RESEARCH AND SCHOLARLY ACTIVITIES

(Included since 1988; modified 1998; updated 2006)

4.7.1. 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).

4.7.2. 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.

4.7.2.1. PROTECTION OF HUMAN PARTICIPANTS IN RESEARCH

4.7.2.1.1. INSTITUTIONAL REVIEW BOARD (IRB)

(Modified 2012, 2019)

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 human subjects research, Pepperdine University is guided by the ethical principles set forth in the Belmont Report (i.e., respect for persons, beneficence, and justice). 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, Department of Health and Human Services (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). Research conducted pre-2018 will be reviewed under 45 CFR 46, and any research implemented after January 21, 2019, will be reviewed under the new Revised Common Rule (NRCR). The delay of the NRCR transitioned the updates being called the "2018 Final Rule", which was published by DHHS on January 19, 2017, with no revisions since 1991, providing several revisions that offer clarification and reduce administrative burden. 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*). The actions of Pepperdine University will also conform to all other applicable federal, state, and local laws and regulations, including tribal law passed by the official governing body of an American Indian or Alaska Native tribe.

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 website's announcement page. 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/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

IRB website. Additionally, contact information for the chairpersons of the Graduate and Professional Schools (GPS) and Seaver College IRBs may be obtained from the IRB website. 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.

For more information on Human Resource Policies, please visit the Policies and Procedures page on Human Resources' website.

4.7.2.1.2. UNIVERSITY PRIVACY PRACTICES

(Effective April 14, 2003; included 2012; updated 2023)

The formal notice of Pepperdine University's privacy practices as described in the Health Insurance Portability and Accountability Act of 1996 and regulations promulgated thereunder, commonly known as HIPAA are found on the Office of the Provost's website.

4.7.2.1.3. HIPAA POLICIES AND PROCEDURES

(Included 2012; updated 2017, 2023)

A. General Policy

Pepperdine University is committed to protecting the privacy of individual health information in compliance with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and the regulations promulgated there under. These policies and procedures apply to protected health information created, acquired, or maintained by the designated covered components of the University after April 14, 2003. The statements in this Manual represent the University's general operating policies and procedures. For further details regarding these policies and procedures see 45 C.F.R. Parts 160 and 164.

B. Scope

Pepperdine University is a hybrid entity as defined in 45 C.F.R. §164.103 and includes both covered and non-covered components. These policies and procedures apply only to the University's designated covered components, which include:

- Student Health Center;

- Athletic Training Center;
- Student Counseling Center;
- Boone Center for the Family
- Pepperdine Psychology and Education Clinic;
- Pepperdine Community Counseling Centers;
- Pepperdine Resource, Youth, Diversion, and Education (PRYDE);
- Pepperdine Union Rescue Clinic;
- Office of Student Accessibility; and
- Human Resources.

Certain administrative and/or support offices may also be designated as covered components.

The designated covered components may not share protected health information with the non-covered components of the University, unless specifically permitted by the privacy regulations. It is the responsibility of each designated covered component to assure that their employees, students, volunteers, etc. comply with these policies and procedures. A designated covered component may develop and incorporate additional policies and procedures if doing so is necessary and appropriate to comply with more stringent state laws. However, a designated covered component may not delete sections of these policies and procedures without first consulting the Privacy Official or the Security Official.

Pepperdine University's HIPAA Policies, Procedures, and Forms Manual is found on the Office of the Provost's website.

4.7.2.2. ANIMAL SUBJECT RESEARCH

(Modified 2014, modified 2017, updated 2021)

Pepperdine University's animal subject research procedures and resources are available on the IACUC website.

4.7.2.3. ALLEGATIONS REGARDING RESEARCH MISCONDUCT

(Approved by UAC on March 28, 2003; modified 2012)

Guidelines for responding to allegations of scientific misconduct for research supported by or seeking support from the US Public Health Service are posted on the Office of the Provost's website.

4.7.2.4. PATENTS AND COPYRIGHTS

(Included 2012)

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. 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 through 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.

Pepperdine University's policy on copyrightable materials, patents, and inventions is found on the Office of the Provost's website.

4.7.3. 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 and the Office of the Vice Provost.

4.7.4. EXTERNAL FUNDING FOR RESEARCH

(Updated 2023)

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 applying for grants, faculty members should, in consultation with their divisional dean and the associate provost for research, grants, and foundation relations, take into account the time commitments required by the proposed project, and the effect that 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.

4.7.4.1. RESEARCH, GRANTS, AND FOUNDATION RELATIONS

(Since 2010; modified 2012; modified 2023)

The Office of Research, Grants, and Foundation Relations (RGFR) is Pepperdine University's central office for extramural funding relations, grant development and submission, post-award administration, and research compliance at the University. RGFR works closely with university leadership, faculty, staff, and students on efforts related to:

- Extramural Grants (includes public and private funders, foundation and corporate partnerships, and federal agencies)
- Internal Research Grants
- Institutional Animal Care and Use Committee (IACUC)
- Institutional Review Board (IRB)

The mission of RGFR is to promote academic excellence through the facilitation of philanthropy and external support. Funding partnerships include but are not limited to:

- Programmatic initiatives
- Student support through scholarships and graduate fellowships
- Faculty research
- Infrastructure enhancements to educational and research facilities

Through RGFR's comprehensive development, fiscal, and administrative services and oversight of the University's pursuit, acquisition, and administration of extramural grants from public and private agencies, our team is committed to growing the educational and research enterprise to realize the strategic goals and objectives of Pepperdine 2030: Ascend Together.

RGFR is located in TAC 336 and can be reached at extension 4819 or through its website.

4.8. SABBATICAL LEAVE

(Included since 1978; modified 1988; 2002; 2012, updated 2017, 2021)

1. PURPOSE

The purpose of the sabbatical leave (hereafter called sabbatical) is to provide 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. These activities normally involve 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 of 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

Full-time, tenured or tenure-track faculty members are eligible for sabbatical after completing seven full years of continuous service to the University. Faculty members' first year of employment or most recent sabbatical must have occurred at least seven years previous to the year of their proposed sabbatical leave. For example, faculty members proposing sabbatical in the 2014-2015 academic year must have started employment or taken their most recent sabbatical during or before the 2007-2008 academic year. Applications are due on June 1, fourteen months before the start of the academic year during which the sabbatical is sought. In the previous example, applications would be due on June 1, 2013.

The following is considered when determining years of continuous service:

- The seven years of continuous service must be years spent as a tenured or tenure-track faculty member.
- Time spent on a previous sabbatical is counted toward a faculty member's years of continuous service.
- Non-sabbatical leaves of absence are not counted toward a faculty member's years of continuous service. They freeze—but do not reset—the count toward seven years of continuous service. Medical and Expectant Parent Leaves are exceptions; they do

count toward years of continuous service.

▪ Release or reassigned time does not affect sabbatical eligibility or the continuous service period.

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) determining selection criteria, evaluating requests by the faculty, and making recommendations to the Seaver academic administration for sabbatical leaves and reassigned time. 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 and make a worthy application.

5. PROCEDURAL RESPONSIBILITIES FOR THE APPLICANT

a. Proposals submitted to the Committee in June 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 at the latest by September 1.

b. 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, recipients will be expected to present the results of their work at a meeting open to the entire faculty.

c. 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 DIVISIONAL DEAN

a. It is the responsibility of the divisional dean 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 divisional dean 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 loosely monitoring the progress of the sabbatical during the period of the leave.

7. SABBATICAL WEBSITE

a. The Seaver Dean's Office maintains a website to communicate information regarding the sabbatical application process.

Faculty-Student Relations

(Handbook 2023–2025)

The content of this chapter is applicable to both full-time and adjunct faculty.

Chapter V. Faculty-Student Relations

5.1. Academic Integrity

5.2. Nonacademic and Social Relations

5.3. Student Enrichment Fund

5.3.1. Student Home Entertainment

5.3.2. Dine with a Student

5.4. Student Policies

5.5. Student Organizations

5.6. Student Privacy Rights

5.1. ACADEMIC CODE OF INTEGRITY

(Included since 1988; modified 2006; modified 2012, updated 2021)

1. The Seaver College Code of Academic Integrity 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.

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.

5.2. NONACADEMIC AND SOCIAL RELATIONS

(Included since 1988, updated 2023)

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. 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.

5.3. STUDENT ENRICHMENT FUND

(Included since 1989; modified 2002, 2010, 2012, 2023)

One of the things that makes Pepperdine such a special place is the personal connection students maintain with faculty and staff. To support these connections, Pepperdine offers several programs that provide faculty with resources to share a meal with a Seaver student in one of the on-campus dining facilities or with a group of students in a faculty member's residence. For any questions about either program, please call the Office of the Vice President for Student Affairs at 310-506-4472.

5.3.1. Student Home Entertainment

This program encourages faculty and staff to entertain students in their homes for a social meal as a way to cultivate community, promote a sense of belonging, and foster the student educational experience beyond the classroom. For guidelines and more details, visit the Enrichment Fund website.

5.3.2. Dine with a Student

The Dine with a Student program provides a meal at one of the on-campus dining facilities to any Seaver faculty or staff member who dines with a Seaver student. For guidelines and more details, visit the Enrichment Fund website.

5.4. STUDENT POLICIES

(Included since 1988; modified 2012, 2017, 2023)

Every Seaver faculty member should become familiar with the Pepperdine University

Student Code of Conduct and the Seaver College Standards of Conduct. Faculty members may be able to answer many student questions by referring to these student policies.

5.5. STUDENT ORGANIZATIONS

(Included since 1988; modified 2006; modified 2012; updated 2014; updated 2019, 2021)

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 Organizations Handbook produced by the Student Activities Office.

5.6. STUDENT PRIVACY RIGHTS

(Included since 1978; modified 1988, 2006, 2012)

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 Student Records Policy also may be found in the Legal Notices section of the Seaver College Academic Catalog.

3. If explanation or assistance is needed after consulting with the Office of the Registrar, faculty members should contact the University's General Counsel at 310-506-4607.

Full-time Faculty Benefits

(Handbook 2023-2025)

The content of this chapter is applicable to only full-time faculty.

Chapter VI. Full-time Faculty Benefits

6.1. Compensation

6.2. Market Stipends

6.3. Continuation / Conversion Privileges

6.4. Credit Union

6.5. Retiree Health Plan

6.6. Family and Medical Leave Act Policy ("FMLA Leave")

6.7. Faculty Parental Leave Policy

6.8. Flexible Spending Accounts

6.9. Health and Welfare Plan

6.10. Income Protection During Disability

6.11. Jury Duty

6.12. Medical Leave of Absence Policy

6.13. Plan Amendment/Termination Procedures

6.14. Relocation

6.15. Retirement

6.16. Social Security/Medicare

6.17. Substance Abuse Program

6.18. Tuition Remission Policy and Exchange Policies

6.19. Unemployment Compensation

6.20. Worker's Compensation Insurance

For more information on Human Resources policies, please visit the Policies and Procedures page on Human Resources' website. For an overview of faculty benefits, please visit the Faculty and Staff Benefit Package page on Human Resources' website.

6.1. COMPENSATION

(modified 2014; updated 2017, 2023)

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. Faculty members are paid by the 26th of each month. When the 26th falls on Saturday or Sunday, payday will be the preceding Friday. Under certain circumstances, payday may be advanced to the last working day prior to a holiday period. For the payroll schedule please visit the Payroll website.

3. An automatic direct deposit of net pay is available to all employees. Payroll strongly encourages the use of direct deposit. A Payroll Direct Deposit Authorization and Agreement form is part of new hire paperwork. Faculty members who wish to make changes or updates to their direct deposit information may do so in the employee self-service module of their WaveNet account.

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 Human Resources. Payroll deductions are made for individual retirement contributions, obligatory taxes, voluntary payroll deductions, insurance premiums, retirement contributions, dependent care, and other voluntary contributions, or for other purposes as announced from time to time by Human Resources.

6.2. MARKET STIPENDS

(Included since 2000; edited 2006, 2008; updated 2012)

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 divisional dean specifies a recruitment/hiring problem, presenting objective data indicating that the market conditions for the discipline justify a stipend.

ii. The divisional dean 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.
- The divisional dean 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 divisional dean'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 Association to Advance Collegiate Schools of Business (AACSB) Salary Survey Reports is to be the primary data source for all faculty in the Business Administration Division. 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 for all remaining Seaver College faculty. 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 A1 denotes the average salary for a given discipline-rank and A denotes the all discipline rank average for all institutions, then (A1/A) is the numerical value of the salary factor for that discipline-rank. The three-year moving-average salary factor for a discipline-rank is denoted a1. The stipend factor for a given discipline-rank is defined as the three-year-average salary factor (a1) minus 1.05, or a1 − 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 cases where the discipline-rank salary factors exceed the capped percentages, 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 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 AACSB or CUPA discipline-rank salary factors to each faculty member receiving a stipend and to all divisional deans. The committee will provide the AACSB or CUPA data to any 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.

- 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 chair'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.

6.3. CONTINUATION/CONVERSION PRIVILEGES

(Updated 2017, 2023)

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

2. If an employee's status changes from part-time to full-time the employee should receive an explanation of any change in benefits. The employee must contact Human Resources and sign a statement that applicable benefits have been explained.

6.4. CREDIT UNION

(modified 2012; updated 2017)

Pepperdine University faculty members are eligible to join the credit unions that are available at the time of enrollment. For additional information please see section 24.6 of the University Policy Manual regarding credit unions.

6.5. RETIREE HEALTH PLAN

(Included since 2006; modified 2017, 2023)

1. The Retiree Health Plan provides the following benefit:

    a. A tax-advantaged way to invest and accumulate assets exclusively to help meet future retiree medical expenses — the Retiree Health Account. The plan is a tax-exempt VEBA account that allows eligible employees to pay for qualified out-of-pocket medical expenses during retirement years.

2. Eligible employees may participate in the University's Retiree Health Plan. Detailed information is set forth in the official plan document that governs the plan. Once eligible, the University will make contributions to the Retiree Health Plan account for the faculty member. The faculty member may also make voluntary after-tax contributions to the account.

For further details, please see the Summary Plan Description of the University's retiree

health plan.

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

(modified 2012, 2014; updated 2017)

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). 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). 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. For further details, please visit Human Resources' Medical Leave Resource Page. Faculty requesting FMLA leave associated with the birth or adoption of a child should also review the next section of this handbook.

6.7. FACULTY PARENTAL LEAVE POLICY

(Included since 2014; updated 2017, 2023)

Parental leave for faculty members at Seaver College is governed by the University's Medical Leave of Absence Policy and the Family and Medical Leave Absence (FMLA) Policy. Expectant mothers or fathers and/or adopting parents are encouraged to use the resources on the Expectant Parent Leave Resource Page on the Human Resources website as they plan for faculty parental leave.

Eligibility

Faculty must fulfill all of the following conditions to be eligible for faculty parental leave for any period beyond that required by FMLA/CFRA (parental leave under FMLA/CFRA is subject to the eligibility conditions defined in the University Policy Manual):

- Hold a continuing faculty appointment (tenure-track or tenured);
- Be approved for parental leave (FMLA/CFRA) to care for a newborn child or for the adoption of a child; and,
- Be the child's primary caregiver during the period of the leave beyond what is required under FMLA, CFRA, and California PDL.

Visiting faculty members are eligible only for leave periods required under State and

Federal law as set forth in the University Policy Manual. Exceptions are considered on a case-by-case basis for long term, full-time visiting faculty members who have multi-year contracts.

Where both parents are faculty members at Seaver College and meet all eligibility requirements for faculty parental leave, each parent faculty member is eligible for faculty parental leave; however, the leave time must be taken in sequential semesters.

Parental Leave Details

Female faculty granted faculty parental leave through the California Pregnancy Disability Leave Law (CA PDL), California Family Rights Act (CFRA), and/or the federal Family and Medical Leave Act (FMLA) will be released from all teaching, scholarly, and service responsibilities for a period equal in length to the FMLA/CFRA leave period and for no less than one academic semester (or its equivalent). Outside of a female faculty's pre- and postpartum disability period, she may choose a modified schedule leave allowing for a reduced teaching load over a period not exceeding two academic terms. All FMLA/CFRA modified schedule leaves must be concluded within 12 months from the date of birth or adoption as prescribed under the FMLA/CFRA policy.

Male faculty granted faculty parental leave through the FMLA and/or CFRA policy are eligible for leave up to a maximum period of 12 weeks as permitted under FMLA/CFRA law. A male faculty member may choose a modified schedule leave of a one course load reduction for each six weeks of eligible FMLA/CFRA. This modified schedule leave allows an eligible faculty member to elect a two-course reduction for one term or a one course reduction over two terms. All FMLA/CFRA modified schedule leaves must be concluded within 12 months from the date of birth or adoption as prescribed under the FMLA/CFRA policy.

Adoptive parents granted faculty parental leave through the FMLA and/or CFRA policy are eligible for leave up to a maximum period of 12 weeks as permitted under FMLA/CFRA law. An adoptive parent may choose a modified schedule leave of a one course load reduction for each six weeks of eligible FMLA/CFRA. This modified schedule leave allows an eligible faculty member to elect a two-course reduction for one term or a one course reduction over two terms. All FMLA/CFRA modified schedule leaves must be concluded within 12 months from the date of birth or adoption as prescribed under the FMLA/CFRA policy.

Faculty members should work with their division dean and the dean of Seaver College to determine the specific dates of the faculty parental leave period.

Salary & Benefits during Faculty Parental Leave

Salary and benefits during faculty parental leaves are governed by federal and state laws. It is important that expectant parents work closely with the University's Human Resources staff to coordinate between state and University-specific benefits. With proper coordination of benefits, faculty members will receive their full gross salary and benefits during the period of the faculty parental leave.

Effect of Faculty Parental Leave on Tenure, Promotion & Sabbatical

Faculty members granted faculty parental leave may request to extend their tenure and promotion period by one year. Faculty members must inform their divisional dean and the dean of Seaver College in writing if they wish to extend the tenure and promotion period because of faculty parental leave. Faculty members electing to extend the tenure and promotion clock are not eligible to apply for step increases, promotions in rank, tenure, pre-tenure, accelerated promotion, or five-year evaluation reviews during the year when the leave occurs.

The faculty parental leave period is considered a continuous service period with respect to eligibility for sabbatical leave. Faculty parental leave neither halts nor does it reset the count toward the seven years of continuous service required for sabbatical leave.

6.8. FLEXIBLE SPENDING ACCOUNTS

(modified 2012, 2017, 2023)

Flexible Spending Accounts (FSAs) allow a faculty member to pay eligible health care and dependent care expenses with tax free money. Full-time faculty may enroll in an FSA within 30 calendar days of their initial hire and during each subsequent open enrollment period. FSA funds are contributed on a pre-tax basis through convenient payroll deductions, and employees will need to re-enroll each calendar year to take advantage of this benefit.

6.9. HEALTH AND WELFARE PLAN

(modified 2012, updated 2017)

The Health and Welfare Plan provides each employee with a set of core benefits and offers the opportunity to choose from a variety of options in other benefit categories. Information regarding specific benefits and eligibilities can be found on Human Resources' Benefit Package web page.

6.10. INCOME PROTECTION DURING MEDICAL LEAVE

(updated 2017, 2023)

1. The University provides income protection for faculty members during periods of one's own serious health condition or that of a designated family member. 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 due to their own or a designated family member's serious health condition should notify the Dean's Office and Human Resources.

2. As a general rule, full salary will be continued up to a maximum of 180 days from the last day of active work (less any state disability payments for which the faculty member is eligible). After 180 days, a faculty member may apply for long-term disability benefits. If approved, 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's normal retirement age as long as the faculty member's disability status is continuously certified by a medical professional or as specified in the insurance contract.

6.11. JURY DUTY

(Approved 9/16/04 by UMC, 9/17/04 by Steering; updated 2017, 2023)

The University considers jury duty to be an important civic responsibility. Having loyal, conscientious, honest citizens serving on our juries or as a witness 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. For additional information about jury duty please visit section 21.1 of the University Policy Manual.

6.12. MEDICAL LEAVE OF ABSENCE POLICY

(updated 2017, 2023)

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 (FMLA) and/or California

Family Rights Act (CFRA) policy.

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 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 with pay are available to full-time faculty members for the period of their disabled status, up to a maximum of 6 months following the last day of active work (see section 6.9). 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 returning 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 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 6 months (180 days) following the last day of active work. If this policy is used in conjunction with a medical leave of absence under FMLA, CFRA, and/or CA PDF, the total combined time may not exceed 6 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. Faculty requesting a medical leave of absence due to the birth of a child should also review section 6.6 of this handbook.

6. University benefits under the Health and Welfare Plan and any voluntary employee programs will be continued during a medical leave of absence, and employees are expected to pay their portion of required premiums. The Human Resources benefits administrator will contact the individual on leave regarding payment of applicable premiums.

7. The faculty member should contact Human Resources for information regarding California State Disability Insurance (SDI) benefits. Application may be made online at the California EDD website, at a local State Disability Office, or by mail using a form

available at Human Resources or the doctor's office.

6.13. 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 president and executive vice president of the University are 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.

6.14. RELOCATION

(modified 2012)

The University will reimburse reasonable relocation expenses for new faculty members as agreed to in writing within the guidelines. These guidelines can be found on the Provost's website.

6.15. RETIREMENT

(modified 2012 2017; updated 2021, 2023)

1. Sources of retirement income for faculty members at Pepperdine University are twofold:

- The Social Security program of the federal government and
- The Pepperdine University Retirement Plan.

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. Retirement plan income generally begins at the normal retirement age, as determined by the Social Security Administration. However, following termination of employment, the faculty member may begin to receive income at any time which may

be either earlier or later than the normal retirement date. A faculty member may defer taking a distribution from their retirement savings account until April 1 of the calendar year following the year in which he or she attains the age of 73. Faculty who are still employed by the University upon reaching age 73 may defer distributions until retirement.

4. Eligible employees may participate in the University's Retirement Plan. Detailed information is set forth in the official plan document that governs the plan. Additional information about the University's Retirement Plan can be found on Human Resources' Retirement web page and in section 29 of the University Policy Manual.

6.16. SOCIAL SECURITY / MEDICARE

(modified 2012; updated 2017, 2023)

Faculty members participate in the Social Security and Medicare programs. Deductions are mandatory and are made from each paycheck in the amount prescribed by law. Equal amounts are also contributed by the University.

6.17. SUBSTANCE ABUSE PROGRAM

(modified 2012; updated 2017, 2023)

The University provides assistance to employees who are dealing with personal or family drug or related problems. Faculty members are expected to seek assistance through the Office of the Provost. Information concerning employees who participate in treatment and/or rehabilitation programs will be accorded confidential status. Only those persons who have a need to know shall have access to such information. More detailed information regarding the substance abuse policy can be found in section 18 of the University Policy Manual.

6.18. TUITION REMISSION POLICY AND EXCHANGE POLICIES

(Since 1988; modified 2006, 2012; updated 2017, 2023)

One great advantage of working in higher education is the access to a wealth of concentrated knowledge in the form of distinguished faculty, prominent guests, groundbreaking research, thoughtful discussions, and vast libraries. Pepperdine University is pleased to extend to qualified employees and their dependents one of its most generous benefits of continued education through the faculty/staff tuition remission program. For

the details of this benefit please visit Human Resources' Tuition Remission and Exchange Programs web page.

6.19. UNEMPLOYMENT COMPENSATION

(modified 2012; updated 2017)

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.

6.20. WORKERS' COMPENSATION INSURANCE

(modified 2012; updated 2017, 2023)

Pepperdine University has complete Workers' Compensation coverage for all of its faculty members for injuries, illness, or death that may 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 divisional dean and Human Resources as soon as practicable to ensure 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 divisional dean's responsibility to notify Human Resources the day on which a work-related injury or illness occurs. For more information please visit section 27 of the University Policy Manual and Human Resources' Workers' Compensation web page.

Full-Time Faculty Services

(Handbook 2023-2025)

The content of this chapter is applicable to only full-time faculty.

Chapter VII. Services and Facilities Available to FULL-TIME Faculty

7.1. Academic Regalia

7.2. Athletic Facilities

7.3. ATM

7.4. Bookstore

7.5. Business Cards

7.6. Center for the Arts

7.7. Clerical, Student, and, Laboratory Assistants

7.8. Division / Facility Technological Resources

- 7.8.1. Business Administration
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- 7.8.4. Humanities / Teacher Education
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- 7.8.6. Social Science
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- 7.8.8. Payson Library

7.9. Faculty Dining Room

7.10. Faculty Offices and Classroom Assignments

7.11. ID Cards and Employee Discounts

7.12. Information Technology Services

7.13. Instructional and Office Supplies

7.14. Keys / Card Swipe Access

7.15. Library Services

7.16. Mail Services

7.17. Parking

7.18. Printing Services

7.19. Repairs and Maintenance

7.20. Security and Emergency Services

7.21. Technology Support and Services

7.22. Travel Agency

7.23. Vans and Shuttles

7.1. ACADEMIC REGALIA

(Since 1988; updated 2023)

The Seaver Dean's Office provides services to Seaver College faculty members who may desire to rent academic regalia to attend commencement and convocation ceremonies. A Seaver Dean's Office staff member will reach out to faculty members for their rental orders in advance of commencement and convocation ceremonies.

7.2. ATHLETIC FACILITIES

(Since 1988; updated 2023)

Faculty 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 Human Resources upon request. Guest passes may be obtained by

employees from Susan Bousman in Tyler Campus Center suite 210 during open hours using a valid Pepperdine ID. For weekend use, guest passes must be obtained during the normal business hours during the week. Faculty are allowed to receive a three-day guest pass valid for up to four guests four times per academic year. For facility hours and policies, visit the Recreational Facilities page on Campus Recreation's website.

7.3. ATM

(Since 1991; updated 2023)

There is an automated teller machine (ATM) located on campus for community members' banking convenience. It is located adjacent to the second-floor entrance of the Thornton Administrative Center.

7.4. CAMPUS STORE

(Since 1978; modified 2014; updated 2017, 2023)

1. The University Campus Store offers a variety of trade and reference books, school and office supplies, and general merchandise. A 20% discount is extended to all faculty and staff members (excluding select technology products) upon presentation of a faculty/staff identification card.

Office supplies are also available at the Campus Store and can be requisitioned through the divisional dean. A 30% discount is extended when a department uses a purchase order for payment.

2. We ask faculty members to please submit their textbook adoptions with the Campus Store in a timely manner with consideration of the Campus Store's adoption deadlines. When faculty members are able to submit adoptions in time, it helps to ensure there will be enough time for students to secure their course materials before classes begin, and it also helps the Campus Store to provide the maximum quantities of used books for our students. Our Campus Store is committed to providing textbooks (new, used, and online) at the most affordable rates possible and will match prices listed on Amazon and Barnes & Noble, when students purchase in-store.

Please note, desk copies or complimentary copies of textbooks must be ordered through divisional offices and will not be available through the Campus Store.

There are four ways faculty members can place their textbook adoptions:

- Follett Discover Online - Faculty may access this site through the WaveNet portal;

please click on the “Faculty tab” and then click on the “Follett Discover” link.

• Email - Faculty may email the Course Materials Market Manager, Danielle Nodine, at d.nodine@follett.com.

• Phone - Faculty may call the Campus Store Manager, Seema Sharma, at 310-506-4291.

• In-person - Please feel free to walk into the Campus Store and place a textbook adoption with a team member.

3. Special supply orders needed for classes should be discussed with the Campus Store manager. The Campus Store will stock all textbooks required or recommended by faculty members including, upon request, faculty publications and special orders of any books currently in print. Please discuss requests with the Campus Store manager.

7.5. 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.

7.6. CENTER FOR THE ARTS

(Since 1988; modified 2012, 2014, 2019; updated 2023)

The Lisa Smith Wengler Center for the Arts is home to Smothers Theatre, Lindhurst Theatre, Raitt Recital Hall, and the Frederick R. Weisman Museum of Art. Each year, the Center for the Arts hosts over 250 events including high-quality art exhibitions and performances by students, internationally acclaimed artists, and community groups. Admission to the museum is free. Faculty/staff discounts are available on select tickets when presenting a valid Pepperdine faculty/staff ID at the time of purchase. The Center for the Arts 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 visit the Center for the Arts website.

7.7. CLERICAL, STUDENT, AND, LABORATORY ASSISTANTS

(Since 1988, updated 2017; 2019)

Administrative assistant 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 divisional deans through the Dean's Office.

7.8. DIVISION / FACILITY TECHNOLOGICAL RESOURCES

7.8.1. BUSINESS ADMINISTRATION

(Updated 2007)

The Business Administration Division has no open lab for faculty or student use.

7.8.2. COMMUNICATION

(Since 2006; modified 2007, 2010, 2014; updated 2023)

The Communication Division supports two computer classrooms that use a MAC platform. Both of these computer classrooms are located in the 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 in Payson Library, provides tutorial and practice assistance for students enrolled in Communication Division courses requiring a presentation or public speaking component. The Student Journalism newsroom, Graphic Studio, Television newsroom, TV/Film Studio, radio studio, video edit bays and production offices are located on the first floor of the CCB. These facilities are available to students enrolled in Screen Arts and Journalism courses and/or students who are actively involved in student journalism and broadcasting co-curricular programs.

7.8.3. FINE ARTS

(Since 2006; modified 2010, 2012, 2014; updated 2023)

The Fine Arts Division's Kwong Music Technology Lab (MTL), located in the Ahmanson Music Building (AMB126), provides the necessary tools for students to acquire skills in music notation, MIDI sequencing, digital audio, sound design, and electronic music. The lab houses seventeen workstations, each outfitted with an iMac computer, Yamaha keyboard controller, M-Box Audio/MIDI interface, as well as specialized music software. Courses in music technology and sound design are offered in the MTL as are courses in music theory and class piano. The MTL offers an extensive schedule for student use, including daytime, evening, and weekend availability. Hours are posted on the door for

each semester.

7.8.4. HUMANITIES / TEACHER EDUCATION

(Additions in 2005; modified 2010; updated 2023)

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, tutors are available six to seven days a week. The hours vary from day to day. Visit the Writing Center's website for more information or to schedule an appointment.

7.8.5. NATURAL SCIENCE

(Since 2006)

The Natural Science Division operates one computer classroom, primarily for instruction in Computer Science, although it is also used for other high-level computing applications. Faculty members teaching appropriate courses are scheduled in this classroom.

7.8.6. 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.

7.8.7. ELKINS AUDITORIUM

(Since 2006; modified 2010; updated 2023)

Elkins Auditorium is used as Seaver College's large lecture hall. The facility supports the highest standard in audio and visual technology, including a smart podium with an intuitive touch panel. The technology also allows for the ability to record or stream lectures and events to other rooms on campus and online. Contact the Dean's office or Special Programs for reservations and scheduling information.

7.8.8. 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.

7.9. FACULTY DINING ROOM

(Since 1978; modified 2006, 2012, 2019; updated 2023)

1. The Faculty Dining Room provides a place for faculty members to meet together in a comfortable, informal setting to develop community 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 adjunct faculty who are teaching during the current year. The president, chancellor, provost, as well as vice presidents, deans, budget managers, and the university chaplain in the administration are also welcome.

2. Outside visitors, guests, and students are welcome to eat in the faculty dining room when accompanied by and seated with faculty members.

3. A buffet lunch is served in the Faculty Dining Room for a reasonable price between 11:30 AM and 1:30 PM on Tuesdays and Thursdays, during the academic year when classes are in session. A buffet meal may be purchased onsite with meal points or credit card. Adding money to a faculty/staff identification card is simple and convenient; instructions are found on the Pepperdine Card Services website.

4. Committee meetings or Center for Teaching Excellence events may be scheduled at other times and can be scheduled with the Seaver Dean's Office. When no committee meetings are scheduled in this room, it may be used as the faculty lounge and a space for the Center for Teaching Excellence.

7.10. FACULTY OFFICES AND CLASSROOM ASSIGNMENTS

(Since 1988; updated 2017, 2023)

1. Faculty office assignments are made by the Seaver Dean's Office in consultation with the appropriate divisional dean. Classroom assignments are made by the divisional dean from rooms assigned to that division by the dean's office. Inquiries regarding classroom use other than scheduled classes should be made to the respective academic division office manager.

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:

Major Facility	**Supervising Office**	**Ext.**
Bettingen Conference Room	Second Floor Receptionist, TAC	(x6159)
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)
Page Conference Room	Advancement, TAC	(x6439)
Shellenberger Conference Room	Second Floor Finance Office, TAC	(x6592)
Stauffer Chapel	Special Programs Office	(x4264)

7.11. ID CARDS AND EMPLOYEE DISCOUNTS

(Since 1988; updated 2023)

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 printers. 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. Discounts for

amusement parks, movie theaters, and local restaurants and services are available through OneStop using a valid Pepperdine ID.

ID cards are available for all faculty and staff and are obtained from Human Resources.

7.12. INFORMATION TECHNOLOGY SERVICES

(Modified 2007, 2010, 2012; updated 2023)

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.

Students have access to general-use computer labs and fee-based black/white and color printing and photocopying. Students are required to abide by the Computer and Network Responsible Usage Policy as published on the Information Technology website. This policy, and detailed information about all Information Technology services, is available on the Information Technology website.

Information Technology staff are available to support students, faculty, and staff. Tech Central provides in-person support on the Malibu campus during business hours and full telephone technical support 24 hours per day, 7 days per week, at 310-506-HELP (4357). See point 7 under section 7.21 for more information about Tech Central. The IT Audio Visual Technologies team (AVT) provides academic and event technology support during business hours at 310-506-6953.

Also within Information Technology, the Technology and Learning (TechLearn) team provides faculty professional development regarding learning technologies. TechLearn partners with faculty to develop innovative and helpful ways to foster learning using educational technology. Request a one-on-one consultation by sending an email to techlearn@pepperdine.edu or by visiting TechLearn's website.

In addition to support services offered by Information Technology, Seaver College employs Academic Support and Resource Specialists (ASRS) who are assigned to specific academic divisions. To contact the ASRS team member assigned to a specific division, see the academic division office manager.

Academic Support and Resource Specialists work with Seaver faculty and staff to provide division and academic project consultation, development, and support. They are available to answer technology acquisition questions and serve as the primary contact for faculty technology-related lab support. They also provide backup classroom support when AVT is

not available.

7.13. INSTRUCTIONAL AND OFFICE SUPPLIES

(Since 1988; updated 2017)

Office supplies come under the divisional budget and such expenses are authorized by the Divisional Deans. Any supplies for instructional purposes must be ordered through the bookstore and should be discussed with the bookstore manager (see section 7.4 of this handbook).

7.14. KEYS / CARD SWIPE ACCESS

(Since 1978; updated 2017, 2023)

An employee's University identification card is used to obtain access to individual offices, secure buildings, and gated parking lots, as appropriate to their role. Access will be provided on a timely basis. Requests for additional access must be made via the academic division office manager. For questions or access issues, please contact Michael Landis via email or at 310-506-7346.

Requests for University keys must be made via the divisional dean to the Department of Facilities Services (DFS) via Etrieve. Lost keys should be reported immediately to the Department of Public Safety. No key should ever be lent to someone else, nor should a key ever be duplicated.

7.15. LIBRARY SERVICES

(Since 1978; modified in 2006, 2009, 2010, 2012, 2014, 2023)

Inspired by the University's mission, Pepperdine Libraries serve the learning community by facilitating exploration, discovery, and creativity. Students, faculty, and staff have access to more than 1.4 million items via the library catalog and 3 billion items via interlibrary loan. Library materials are searchable in the online catalog on the Libraries' website, and circulating items may be requested for pickup at any of the Pepperdine Libraries locations. The community also has access to more than 100 electronic databases featuring 65,000 journals, more than 500,000 e-books, and thousands of papers in Digital Commons, the institutional repository for Pepperdine scholarship.

There are three library locations in Malibu (Drescher Graduate Campus Library, Jerene Appleby Harnish Law Library, and Payson Library) and other libraries across Southern

California (West Los Angeles Graduate Campus Library, and Irvine Graduate Campus Library). The Calabasas campus houses a closed stacks environment and provides pick-up services. There are also libraries at Pepperdine's international campuses. Special Collections and University Archives, located in Payson Library, provides access to historic primary source materials. Students doing primary source research can also search more than 40,000 items, including photographs, documents, films, and recordings, in the Digital Collections.

Additional information about library resources, including instructions for accessing electronic databases, can be found on the Libraries' website. A brief description of services offered at Payson Library follows:

1. CIRCULATION

(Modified 2009, 2010, 2023)

a. The Pepperdine ID serves as the library card.
To check out materials from any of the libraries, please present a valid Pepperdine ID card at the circulation desk.

b. Faculty Borrowing Privileges:
Faculty may check out books for a four-month period and renew up to two times (excluding items with restricted loan periods). For additional information on borrowing privileges please go to the Borrowing Privileges and Responsibilities web page on the Libraries' website.

c. Faculty Proxy Privileges

(Included since 2006; updated 2012, 2023)

Faculty members may designate a research assistant, or other proxy, to perform certain library-related functions on his/her behalf (e.g., checking out library items, requesting ILL items, etc.). To request proxy privileges, email payson.library@pepperdine.edu. Please note that proxy privileges are granted for a period up to a year, and faculty members will be solely responsible for the materials that are charged to their account.

2. RESERVES AND ACQUISITIONS

(Modified 2009, 2010, 2012, 2023)

Pepperdine Libraries will place materials on hard copy or electronic reserve at the initiative of faculty for the non-commercial, educational use of students. For information on reserving materials, or to learn how to request that the library add

materials to its general collection that will be supportive of courses and programs taught at Pepperdine, visit the Reserves and Special Requests web page on the Libraries' website.

3. REQUESTING MATERIALS AT OTHER PEPPERDINE CAMPUSES

(Modified 2009, 2010, 2023)

Regardless of which Pepperdine campus a book or periodical is located, Pepperdine students, faculty, and staff have access to all physical materials owned by Pepperdine Libraries, except for those located at the international campuses. Through the campus loan service, the Libraries offers delivery of physical materials. Requests are submitted online through the Library Catalog in the following manner:

- After finding the item to request, select the blue "hold" button and click.
- When prompted enter one's Pepperdine username and password.
- Choose the desired pick-up location from the drop-down menu.
- One can check on the status of one's request by selecting "Your record" from the library catalog home page.

4. INTERLIBRARY LOAN

(Modified in 2009, 2010, 2014, 2023)

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, and most books arrive within five business days. Requests may be submitted electronically via the interlibrary loan request form. Interlibrary loan requests can also be submitted directly during an online search in the library's catalog. Additional information can be found on the interlibrary loan website.

5. FACULTY RECIPROCAL BORROWING

(Modified 2009, 2010, 2023)

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 one wishes to visit one of these libraries and check out books, please email the Associate University Librarian for

Public Services and Instruction at payson.library@pepperdine.edu.

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. Please contact the Associate University Librarian for Public Services and Instruction at payson.library@pepperdine.edu to secure a SCELC Reciprocal Borrowing Authorization form.

c. 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.

6. INSTRUCTION

(Modified in 2009, 2010, 2023)

The Payson Library information literacy Program is designed to acquaint students with a wide range of information resources. 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:

- Articulate and focus information needs
- Develop information-gathering strategies which save the researcher time
- Search electronic and print databases
- Use internet resources to research a topic
- Evaluate sources of information
- Apply information ethics (citing sources and fair use policy)

Class instruction can be scheduled in Payson's Digital Learning Lab, a state-of-the-art space, designed with active learning and collaboration in mind. The Lab contains four mediascape tables that allow students to connect their laptops to a larger screen and work collaboratively on projects. From the wheeled lectern, instructors can connect their laptops wirelessly to both the projector screen and the mediascape tables, enabling librarians to offer more detailed instruction in information literacy and other

topics.

To schedule class instruction, please email payson.library@pepperdine.edu. A librarian who is also a subject specialist in the faculty member's area will work with the faculty member and their class. Please schedule a class at least one week in advance.

7. RESEARCH CONSULTATIONS WITH LIBRARY SUBJECT LIAISONS

(Modified in 2009, 2010, 2023)

Individual and small group consultation is available to Pepperdine University students, faculty, and staff. Librarians are equipped to assist researchers at any phase of the research process, whether just getting started and needing help deciding what to research, having a document ready and looking for a journal in which to publish it, or measuring impact of already published works. The Libraries even offers stipends for faculty seeking to publish their work in open access journals; apply on the Open Access Publishing Support web page. Research appointments with one of the Payson librarian subject liaisons may be made by phone, email, in person, or online. Please refer to the Libraries' staff directory for a list of librarian liaisons.

8. GOVERNMENT DOCUMENTS

(Modified in 2009; 2010; 2014)

Pepperdine University Libraries receive a selection of federal government documents including books, periodicals, pamphlets, microfiche, and CDs through the Federal 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 Congress.gov, the official Congressional source of information on bills and pending legislation, as well as websites 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 research guide, please visit the Libraries' government information website.

9. DIGITAL AND ELECTRONIC RESOURCES

(Modified in 2009, 2010, 2012, 2014, 2023)

Pepperdine Libraries has a multitude of digital resources available for conducting research and sharing work with colleagues and students.

Faculty members have access to more than 100 electronic databases. Many indexed and abstracted journals are available full-text or full-image, including charts, pictures, and graphs. Faculty use their network ID and password to access databases. More library databases are available worldwide. Please refer to the databases website for a complete list of library databases.

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.

WorldCat is a search interface that provides for discovery of and access to the 1.4 million books, journals, and e-resources that the Libraries hold and the 3 billion items worldwide.

Pepperdine Digital Collections facilitate the discovery of and access to a wide variety of digital materials drawn from Pepperdine's unique archival holdings.

10. BOONE SPECIAL COLLECTIONS AND ARCHIVES

(Added in 2023)

The Boone Special Collections and Archives consists of rare books, archives, and other historic documents that support research in multiple disciplines. Special Collections is also home to the extraordinary Saint John's Bible, the Malibu Historical Collection, and the Churches of Christ Heritage Collection. For more information, visit the Boone Special Collections and Archives website. To schedule a class or research visit to work with these materials, contact specialcollections@pepperdine.edu.

11. EMERGING TECHNOLOGIES

(Added in 2023)

The Genesis Lab is Payson Library's makerspace where Pepperdine students and faculty can work, learn, and create in an interdisciplinary setting. Students can work with 3D printers, Virtual Reality rigs, and other emerging technology to create prototypes for business, learn to code to build an app for a service project, explore design with virtual reality tools, and more. In the iLab at Drescher Graduate Campus, users can access technological tools to engage in research tasks such as transforming complex datasets into simple visual graphics using software like Tableau, exploring virtual reality with an Oculus Quest 2 VR headset, creating original video recordings or podcasts in the iLab studio, fabricating three-dimensional objects with a Dremel Digilab 3D45 printer, and accessing Bloomberg financial data. Both the Genesis Lab and iLab are collaborative

spaces where faculty and students from different fields of study can use their varying expertise to produce innovative ventures. Visit the Genesis Lab's web page to learn more. To brainstorm ideas with a librarian, email genesis.lab@pepperdine.edu.

12. LIBRARY PROGRAMMING

(Added in 2023)

Each year, the Payson Library hosts a wide range of lectures and public events. Previous guest speakers have included authors, singers, activists, entrepreneurs, members of the U.S. Congress, and Emmy award-winning actors, writers, and costume designers. The Libraries also host monthly recitals performed by the guitar students of world-renowned guitar virtuoso Christopher Parkening. Additionally, rotating exhibits are presented in the gallery space on the second floor of Payson Library and in the Boone Special Collections and Archives center. Please see the Libraries' events calendar for a full list of upcoming programs. Faculty members are encouraged to contact the Libraries at libraries@pepperdine.edu if they are interested in bringing a speaker to campus or wish to speak on their scholarly work.

7.16. MAIL SERVICES

(Since 1978; modified 2007; updated 2010; modified 2012, 2017; updated 2023)

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. Central Receiving and Shipping 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 AM to 5:00 PM, Monday through Friday, with the Retail Window hours of operation from 8:30 AM to 4:00 PM, 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 and credit 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. Visit the Mail Services web page for more information or call Mail Services at x4293 with any questions regarding campus mail.

7.17. PARKING

(Since 1988; modified 2012, 2014)

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(s). Faculty members are expected to observe all campus parking and traffic regulations. For a full explanation of all vehicle regulations, refer to the Department of Public Safety's Parking Information web page.

7.18. PRINTING SERVICES

(Modifications in 2006, 2012; updated 2023)

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. For a more detailed list of services please visit the Products and Services page of the Printing Services website.

Orders can be placed by initiating an online request. Printing Services at Calabasas is open from 7 AM - 5 PM Monday through Friday and can be reached at 818-702-1033. Printing Services on the Malibu campus is open from 8 AM - 4 PM and can be reached at

310-506-4196. For further information on services available, please check their website.

7.19. REPAIRS AND MAINTENANCE

(Since 1988; modified 2014; updated 2017, 2019)

Faculty members should report the need for repairs or maintenance of existing equipment, furniture, or fixtures to their divisional dean, 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 divisional dean. Building maintenance issues may be reported directly to the Department of Facilities Services or by phone at x4101.

7.20. SECURITY AND EMERGENCY SERVICES

(Since 1988; updated 2010, 2014, 2023)

In case of any emergency at any time, call 911, then 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 Pepperdine University's Emergency Information website.

7.21. TECHNOLOGY SUPPORT AND SERVICES

(Included since 1978; modified in 2002; significant changes in 2006; and modified 2007; significant changes in 2010; modified in 2012; updated 2023)

The Information Technology department provides the following helpful services to Pepperdine University 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, the University WaveNet portal, and the digital resources of the University library. Pepperdine University has wireless networking capabilities in all non-residential buildings and in most educational facilities.

    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

the University's Computer and Network Responsible Usage Policy.

2. TELEPHONE SERVICES

a. Office Telephone and Voicemail

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 website.

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.

c. A faculty/staff telephone and email directory is available via the University network.

3. PEPPERDINE WAVENET

WaveNet is a web-based information portal that provides members of the Pepperdine University community with access to personal information such as paychecks and benefits. Students use WaveNet to register for classes, check grades, make payments to student accounts, and to access the library catalog and electronic resources. Faculty also use WaveNet to check course rosters, submit grades, access student information and degree audit reports, and enter advising flags. Login to WaveNet requires a University-issued Network ID and password.

4. COURSES

Courses is Pepperdine's learning management system. Powered by Sakai, Courses offers tools for course management, collaboration, content delivery, and assessment to support teaching and learning. For more information or training, contact TechLearn or your division's Academic Support and Research Specialist.

5. TECHNOLOGY 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 Academic Support and Resource Specialist. In order to view the available online and instructor-led offerings, please visit the IT Training website.

6. COMPUTING AND INSTRUCTIONAL FACILITIES

a. General computing access for students is available in locations throughout Payson Library and in 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. Check with the division office manager or Academic Support and Resource Specialist regarding checkout procedures for AV equipment or data projectors to use in classrooms that do not have built-in resources.

7. TECH CENTRAL

Tech Central is Pepperdine University's Information Technology support center, offering total technology support for students, faculty, and staff. Tech Central is located on the basement level of the Thornton Administrative Center on the Malibu campus. Visit Tech Central's website for more information.

Hours of operation for in-person service are Monday through Friday, 8:00 AM to 5:00 PM. Contact Tech Central at 310-506-4811 for support 24 hours per day, 7 days per week.

8. TECHNOLOGY DISCOUNTS

Information Technology provides specific technology discounts for University faculty, students and staff. Through established partnerships with select vendors, Information Technology offers special pricing on software and hardware. Visit Information Technology's website for details on available technology discounts.

9. INFORMATION TECHNOLOGY QUESTIONS AND ASSISTANCE

Additional information is available on the IT website. Assistance for personal computing and printing is available by calling Tech Central at 310-506-4357 (HELP). Classroom support is provided by the Audio Visual Technologies (AVT) team at 310-506-6953. The divisional Academic Support and Resource Specialist provides support for division- and college-specific technology and for classroom technology when support from Tech Central or AVT is not available.

7.22. TRAVEL AGENCY

(Since 1988; modified 2008, 2010, 2012; updated 2023)

Corniche Travel is located at the Facilities, Management, and Planning pad. All University-related and personal travel can be arranged through Corniche Travel. Corniche is a full-service agency which provides travel-related services, including air tickets, car rental, hotel reservations, personal travel, and tour packages. They can be reached via phone at 310-854-6000 or via email at corniche@pepperdine.edu. Additional information can be found on Business Services' Travel Services web page.

7.23. VANS AND SHUTTLES

(Since 1988; modified in 2012, 2014)

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 for use of the vans and 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. Additional information can be found on Transit Services' web page on department event requests.

Adjunct Faculty Responsibilities (Handbook 2023-2025)

The content of this chapter is applicable to only adjunct faculty.

CHAPTER VIII. ADJUNCT Faculty Responsibilities

8.1. Class Rosters

8.2. Code of Ethics Policy

8.3. Course Syllabi

8.4. Coursework Accommodations for Athletes and Debaters

8.5. Office of Student Accessibility

8.6. Final Examinations

8.7. Grade Dispute Policy

8.8. Meeting Classes

8.9. Office Hours

8.10. Online Evaluations

8.11. Photocopy Guidelines

8.12. Testing and Grading

8.13. Hybrid and Online Courses

8.1. CLASS ROSTERS

(Included since 1978; modified 2012)

Faculty members have access to their class rosters through WaveNet. Following the add/drop period, a second class roster will be sent to faculty via electronic mail from the

Registrar. 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. Photo rosters are also provided through WaveNet.

8.2. CODE OF ETHICS POLICY

(Adopted Jan 2, 2007; modified 2010, 2012)

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, 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.

Complete information can be found in the University Code of Ethics Policy.

8.3. COURSE SYLLABI

(Included since 1988; language edited in 1998; modified 2010, 2012; updated 2021, 2023)

A syllabus is simply an outline of the academic content of a course, but it also serves to communicate course organization and process. Syllabi are distinctive, following the personality of the professor and the course itself; thus, there are no strict formulae for creating a syllabus. However, it is required that faculty develop syllabi that communicate effectively to students key areas of course organization and content. The following is intended to aid the process of syllabus development in order to facilitate effective communication with Seaver College students. *The following was prepared using syllabus guidelines approved by UAC on April 20, 2012.*

Faculty must include the following content on the course syllabus:

1. Instructor Information:

    - Professor name and professional title

    - Professor contact information

    - Office hours and office location. You must hold office hours at regular times at least two times per week (see section 8.9).

- Course Information:

    - Course title and catalog number

    - Course Description/Purpose

    - Meeting time and meeting place

    - Any required course materials (textbooks, lab manuals, etc.)

- The Student Learning Outcomes (SLOs): Each SLO must be linked to the appropriate Program Learning Outcomes (PLOs).

- Support of the University and College Mission: A brief statement on the relationship between the course and the Mission of Seaver College and Pepperdine University.

- Course Calendar and Topical Content

- Grading:

    - The methodology used for assessing student learning and the assignment of a course grade should be clearly defined.

    - Late and attendance policies also should be clearly defined.

- Final Examinations:
  - The date and time of the final examination.
  - All courses must have a final examination or concluding experience. All final exams (or concluding experiences) must occur during the scheduled exam period. Please review the policy on final examinations (see section 8.6).
  - All students enrolled in the course must take the final examination at the scheduled time. Exceptions are only granted if a student has two exams scheduled at the same time or three examinations scheduled on the same day.
- Course Evaluations:
  - Online course evaluations are conducted for all Seaver courses.
  - Further information and instructions for conducting course evaluations are found in section 8.10.
  - Please encourage all students to complete the course evaluation.
- Students with Disabilities:
  - A statement concerning the Office of Student Accessibility. A suggested statement is included here:

    Any student with a documented disability (chronic medical, physical, learning, psychological, or temporary) who requires academic accommodations should contact the Office of Student Accessibility (Student Assistance Center, SAC 105, Phone: 310-506-6500) as early in the semester as possible. All discussions will remain confidential.
- Academic Integrity:
  - A statement regarding Academic Integrity.
  - The process to be enacted upon violation of course standards also should be referenced (catalog or appropriate school web page).

Faculty may wish to include the following on the course syllabus. This content is optional.

1. Intellectual Property: A statement regarding intellectual property of the course content.

You may use one of the following statements on intellectual property or compose your

own statement.

A. Course materials prepared by the instructor, together with the content of all lectures and review sessions presented by the instructor, are the property of the instructor. Video and audio recording of lectures and review sessions without the consent of the instructor is prohibited. Unless explicit permission is obtained from the instructor, recordings of lectures and review sessions may not be modified and must not be transferred or transmitted to any other person. Electronic devices other than laptops (e.g., cell phones, PDAs, calculators, recording devices) are not to be used during lectures or exams without prior permission of the instructor.

B. Copyright 20XX [Name of Professor] as to this syllabus and all lectures. Students shall not sell notes (or receive remuneration for taking notes) during this course to or by any person or commercial entity without the express written permission of the professor teaching this course.

C. My lectures are protected by state common law and federal copyright law. They are my own original expression and I record them at the same time that I deliver them in order to secure protection. Whereas you are authorized to take notes in class thereby creating a derivative work from my lecture, the authorization extends only to making one set of notes for your own personal use and no other use. You are not authorized to record my lectures, to provide your notes (including any presentations, handouts, guides, outlines made available to you in this class) to anyone else or to make any commercial use of them without express prior written permission from me.

2. Student Behavior: You may wish to include comments related to respectful classroom discourse or standards of behavior.

3. Dates: Indicating the following dates on the syllabus may benefit students.

- Classes, begin and end
- Final exams, begin and end
- Last day to submit Change of Final Exam form
- Holiday periods - Thanksgiving & Christmas
- Holidays - Labor Day & Martin Luther King Day
- Faculty Conference, Fall Break, and Spring Break

- "W" and "WP/WF" days
- Graduation

8.4. COURSEWORK ACCOMMODATIONS FOR UNIVERSITY SPONSORED ACTIVITIES

(Included since 2002; updated 2006, 2023)

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:

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.

8.5. OFFICE OF STUDENT ACCESSIBILITY

(Included since 2012, updated in 2017)

It is the policy of Pepperdine University to comply with the Americans with Disabilities Act, Section 504 of the Rehabilitation Act, and state and local regulations regarding students and applicants with disabilities. Pursuant to these laws, no qualified individual with a disability shall unlawfully be denied access to or participation in any services, programs, or activities of Pepperdine University. Faculty are expected to make reasonable accommodations to accommodate students with disabilities. The role of the Office of Student Accessibility is to provide support to faculty as it helps to maintain an

environment that guarantees students with disabilities full access to all University educational programs, activities, and facilities. All services through the Office of Student Accessibility are kept strictly confidential.

The complete University policy for accommodating students and applicants with disabilities can be found on the Office of Student Accessibility website.

Information specific to faculty may be found on the Office of Student Accessibility website.

8.6. FINAL EXAMINATIONS

(Included since 1978; modified 1989 and 2002; updated 2017, 2023)

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 SENIOR ASSOCIATE 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.

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 divisional dean's signature.

8.7. GRADE DISPUTE POLICY

(Included since 2000; modified 2012, updated 2017)

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. The grade dispute policy is found in the Student Handbook and on the University website.

8.8. MEETING CLASSES

(Included since 1978; modified 1988, updated 2017, 2023)

With the exception of classes listed as online classes, faculty members are expected to meet all classes in person. All classes should begin promptly at the time scheduled. Necessary absences must be reported to the relevant divisional dean in advance whenever possible. Failure to meet scheduled classes and chronic tardiness are serious lapses of professional behavior.

8.9. OFFICE HOURS

(Included since 1978; modified 1998 and 2006)

Arranging office hours may be challenging for adjunct faculty members, but efforts should be made to provide time for consultation with students outside of scheduled class time. Each division provides space for such consultations, and adjunct faculty members are urged to take advantage of this provision. Regular times, usually just before or after class, should be announced to the class and maintained conscientiously, aiming for a frequency of two times per week to be available to meet with students outside of class.

8.10. ONLINE EVALUATIONS

(Included since 2010, updated 2017, 2021, 2023)

Since thoughtful reflection is very important, please allow a minimum of 15 minutes for completion of the surveys at the beginning of a class session during the survey period. The course evaluation survey period begins at 3 AM PST on the Monday of the penultimate week of regular instruction and closes after 14 days, before final exams begin, at 3 AM PST

on the Monday of final exam week.

Read the following statement to your class prior to releasing the students to fill out the evaluation forms:

> Thank you for taking the time to complete these course evaluation surveys. Your input is a very important part of ensuring the highest quality of teaching here at Seaver. Evaluations really do count. These surveys help faculty improve their classes for future students as well as contribute valuable information for faculty performance and promotion reviews. Your professor will not be able to see the evaluation until after grades have been assigned. Comments regarding strengths of the class are as helpful as those regarding areas that need improvement.

Absent yourself from the room while students are filling out the form. Avoid offering incentives for the completion of the surveys, since the uneven distribution of any kind of incentives, such as extra credit or food, may skew results. If possible, surveys should be administered on a day as similar as possible to a typical class day, (e.g. end-of-semester celebrations should preferably occur on a different day of the semester). Students who are absent or have forgotten a device can still complete the surveys since they are available during the entire survey period and not linked to in-class administration.

When the online evaluation period begins, students are notified by an email from the Dean's Office with directions for logging into Course Eval. Students are able to print a confirmation page upon completing their evaluation for each course; printing this page does not compromise the anonymity of the students in making their responses. Faculty are advised to collect these sheets since this is the only way to verify whether a specific student has completed an evaluation. Having a high percentage of student responses is important because student evaluations play a significant role in the rank, tenure, and promotion process. Throughout the evaluation period a faculty member will receive email updates regarding the number and percentage of students who have completed the evaluations for each course.

After all grades have been submitted, faculty may log in and see both numerical ratings and student comments for each course.

8.11. PHOTOCOPY GUIDELINES FOR CLASSROOM AND RESEARCH USE

(Included since 2012; updated 2023)

The complete photocopy guidelines are found on the Provost's website.

8.12. TESTING AND GRADING

(Included since 1978; modified 2002, 2012, 2013; updated 2017, 2023)

Grades must be assigned accurately and fairly. Careful records of student progress should be maintained. 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 instructor. Evaluation should begin early in the semester, continue at reasonable intervals, and be communicated regularly to students. Students may appeal grades to the relevant divisional dean. (Please refer to the Grade Dispute Policy.)

8.13. COURSE GRADE POLICY IN TIME OF DISRUPTION

(Included since 2023)

The Seaver Academic Council (SAC) approved a Course Grade Policy in Time of Disruption in Spring 2021, and the policy took effect during the 2021-2022 academic year.

8.14. HYBRID AND ONLINE COURSES

(Included since 2017; updated 2023)

Given the events of the global pandemic that began in 2020, this section will undergo further review and revision prior to the next handbook revision period in summer 2025. In the interim period, faculty who have not taught an online course for Seaver College previously will be asked to complete the CTE ROOT training prior to the start of the online course. All exceptions must be approved by the Senior Associate Dean.

Review and Approval Process for Hybrid and Online Courses

Seaver College neither promotes nor discourages 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.

    - o FPD 101 – This course focuses on integration of technology in the classroom and introduces a variety of technology tools and techniques.

    - o 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.

    - o In order to receive release time to develop a hybrid or online course, the course must have been approved by SAC.

    - o Release time will only be granted for the initial offering of a hybrid or online course.

    - o 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

o 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.

- 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 3.21 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.

Adjunct Faculty Benefits and Services (Handbook 2023-2025)

The content of this chapter is applicable to only adjunct faculty.

Chapter IX. Adjunct Faculty Benefits and Services

BENEFITS

9.1. Credit Union

9.2. State Disability Insurance

9.3. Pay Day

9.4. Social Security / Medicare

9.5. Unemployment Compensation

9.6. Worker's Compensation Insurance

SERVICES

9.7. Athletic Facilities

9.8. ATM

9.9. Bookstore

9.10. Center for the Arts

9.11. Clerical, Student, and Laboratory Assistants

9.12. Division / Facility Technological Resources

- 9.12.1. Business Administration
- 9.12.2. Communication

9.12.3. Fine Arts

9.12.4. Humanities / Teacher Education

9.12.5. Natural Science

9.12.6. Social Science

9.12.7. Elkins Auditorium

9.12.8. Payson Library

9.13. Faculty Dining Room

9.14. Faculty Offices and Classroom Assignments

9.15. ID Cards and Employee Discounts

9.16. Information Technology Services

9.17. Instructional and Office Supplies

9.18. Keys / Card Swipe Access

9.19. Library Services

9.20. Mail Services

9.21. Parking

9.22. Printing Services

9.23. Repairs and Maintenance

9.24. Security and Emergency Services

9.25. Technology Support and Services

9.26. Travel Agency

9.27. Vans and Shuttles

For more information on adjunct faculty benefits, please visit the Adjunct Benefits page on Human Resources' website.

9.1. CREDIT UNION

(Modified 2012)

Pepperdine University faculty members are eligible to join the credit unions that are available at the time of enrollment.

9.2. STATE DISABILITY INSURANCE

(Updated 2023)

Eligibility for benefits is available to Pepperdine employees under the California State Disability Insurance Act. This benefit is paid entirely by the employee. The required contribution, as mandated by state law, is withheld from each paycheck. This program provides income protection for illness or injury which is not job-related as well as for pregnancy. In order to take advantage of this benefit, it is necessary to file a State Disability claim form upon hospitalization or if the employee is disabled for more than seven (7) consecutive calendar days, and is under a doctor's care. For more information, please see section 26 of the University Policy Manual.

9.3. PAY DAY

(Updated 2023)

1. Exempt adjunct faculty members are paid on a monthly basis and are not required to report hours worked. Exempt employees are paid by the 26th of each month. When the 26th falls on Saturday or Sunday, payday will be the preceding Friday. Under certain circumstances, payday may be advanced to the last working day prior to a holiday period.

2. Nonexempt adjunct faculty members are paid on a biweekly basis and are required to accurately report all hours worked using Kronos, an online time management system. For additional information on timekeeping, please see “Kronos Timekeeping for Adjuncts” under the Faculty Onboarding - Policies and Resources section on Human Resources’ New Employee Resources web page. For the payroll schedule please visit the Payroll website.

9.4. SOCIAL SECURITY / MEDICARE

(Modified 2012; updated 2017, 2023)

Faculty members participate in the Social Security and Medicare programs. Deductions are

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

9.5. UNEMPLOYMENT COMPENSATION

(Modified 2012; updated 2017)

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.

9.6. WORKER'S COMPENSATION INSURANCE

(Modified 2012; updated 2017, 2023)

Pepperdine University has complete Workers' Compensation coverage for all of its faculty members for injuries, illness, or death that may 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 divisional dean and Human Resources as soon as practicable to ensure 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 divisional dean's responsibility to notify Human Resources the day on which a work-related injury or illness occurs. For more information please visit section 27 of the University Policy Manual and Human Resources' Workers' Compensation web page.

9.7. ATHLETIC FACILITIES

(Since 1988; updated 2023)

Faculty 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 Human Resources upon request. Guest passes may be obtained by employees from Susan Bousman in Tyler Campus Center suite 210 during open hours using a valid Pepperdine ID. For weekend use, guest passes must be obtained during the normal business hours during the week. Faculty are allowed to receive a three-day guest pass valid for up to four guests four times per academic year. For facility hours and policies, visit the Recreational Facilities page on Campus Recreation's website.

9.8. ATM

(Since 1991; updated 2023)

There is an automated teller machine (ATM) located on campus for community members' banking convenience. It is located adjacent to the second-floor entrance of the Thornton Administrative Center.

9.9. CAMPUS STORE

(Since 1978; modified 2014, updated 2017, 2023)

1. The University Campus Store offers a variety of trade and reference books, school and office supplies, and general merchandise. A 20% discount is extended to all faculty and staff members (excluding select technology products) upon presentation of a faculty/staff identification card.

Office supplies are also available at the Campus Store and can be requisitioned through the divisional dean. A 30% discount is extended when a department uses a purchase order for payment.

2. We ask faculty members to please submit their textbook adoptions with the Campus Store in a timely manner with consideration of the Campus Store's adoption deadlines. When faculty members are able to submit adoptions in time, it helps to ensure there will be enough time for students to secure their course materials before classes begin, and it also helps the Campus Store to provide the maximum quantities of used books for our students. Our Campus Store is committed to providing textbooks (new, used, and online) at the most affordable rates possible and will match prices listed on Amazon and Barnes & Noble, when students purchase in-store.

Please note, desk copies or complimentary copies of textbooks must be ordered through divisional offices and will not be available through the Campus Store.

There are four ways faculty members can place their textbook adoptions:

- Follett Discover Online - Faculty may access this site through the WaveNet portal; please click on the "Faculty tab" and then click on the "Follett Discover" link.

- Email - Faculty may email the Course Materials Market Manager, Danielle Nodine, at d.nodine@follett.com.

- Phone - Faculty may call the Campus Store Manager, Seema Sharma, at

310-506-4291.

• In-person - Please feel free to walk into the Campus Store and place a textbook adoption with a team member.

3. Special supply orders needed for classes should be discussed with the Campus Store manager. The Campus Store will stock all textbooks required or recommended by faculty members including, upon request, faculty publications and special orders of any books currently in print. Please discuss requests with the Campus Store manager.

9.10. CENTER FOR THE ARTS

(Since 1988; modified 2012; 2014; 2019)

The Lisa Smith Wengler Center for the Arts is home to Smothers Theatre, Lindhurst Theatre, Raitt Recital Hall, and the Frederick R. Weisman Museum of Art. Each year, the Center for the Arts hosts over 250 events including high-quality art exhibitions and performances by students, internationally acclaimed artists, and community groups. Admission to the museum is free. Faculty/staff discounts are available on select tickets when presenting a valid Pepperdine faculty/staff ID at the time of purchase. The Center for the Arts 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 visit the Center for the Arts website.

9.11. CLERICAL, STUDENT, AND LABORATORY ASSISTANTS

(Since 1988, updated 2017; 2019)

Administrative assistant 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 divisional deans through the Dean's Office.

9.12. DIVISION / FACILITY TECHNOLOGICAL RESOURCES

9.12.1. BUSINESS ADMINISTRATION

(Updated 2007)

The Business Administration Division has no open lab for faculty or student use.

9.12.2. COMMUNICATION

(Since 2006; modified 2007, 2010, 2014; updated 2023)

The Communication Division supports two computer classrooms that use a MAC platform. Both of these computer classrooms are located in the 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 in Payson Library, provides tutorial and practice assistance for students enrolled in Communication Division courses requiring a presentation or public speaking component. The Student Journalism newsroom, Graphic Studio, Television newsroom, TV/Film Studio, radio studio, video edit bays and production offices are located on the first floor of the CCB. These facilities are available to students enrolled in Screen Arts and Journalism courses and/or students who are actively involved in student journalism and broadcasting co curricular programs.

9.12.3. FINE ARTS

(Since 2006; modified 2010; 2012; 2014; updated 2023)

The Fine Arts Division's Kwong Music Technology Lab (MTL), located in the Ahmanson Music Building (AMB126), provides the necessary tools for students to acquire skills in music notation, MIDI sequencing, digital audio, sound design, and electronic music. The lab houses seventeen workstations, each outfitted with an iMac computer, Yamaha keyboard controller, M-Box Audio/MIDI interface, as well as specialized music software. Courses in music technology and sound design are offered in the MTL as are courses in music theory and class piano. The MTL offers an extensive schedule for student use, including daytime, evening, and weekend availability. Hours are posted on the door for each semester.

9.12.4. HUMANITIES / TEACHER EDUCATION

(Additions in 2005; modified 2010; updated 2023)

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, tutors are available six to seven days a week. The hours vary from day to day. Visit the

Writing Center's website for more information or to schedule an appointment.

9.12.5. NATURAL SCIENCE

(Since 2006)

The Natural Science Division operates one computer classroom, primarily for instruction in Computer Science, although it is also used for other high-level computing applications. Faculty members teaching appropriate courses are scheduled in this classroom.

9.12.6. 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.

9.12.7. ELKINS AUDITORIUM

(Since 2006; modified 2010; updated 2023)

Elkins Auditorium is used as Seaver College's large lecture hall. The facility supports the highest standard in audio and visual technology, including a smart podium with an intuitive touch panel. The technology also allows for the ability to record or stream lectures and events to other rooms on campus and online. Contact the Dean's office or Special Programs for reservations and scheduling information.

9.12.8. 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.

9.13. FACULTY DINING ROOM

(Since 1978; modified 2006, 2012, 2019; updated 2023)

1. The Faculty Dining Room provides a place for faculty members to meet together in a comfortable, informal setting to develop community 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 adjunct faculty who are teaching during the current year. The president, chancellor, provost, as well as vice presidents, deans, budget managers, and the university chaplain in the administration are also welcome.

2. Outside visitors, guests, and students are welcome to eat in the faculty dining room when accompanied by and seated with faculty members.

3.A buffet lunch is served in the Faculty Dining Room for a reasonable price between 11:30 AM and 1:30 PM on Tuesdays and Thursdays, during the academic year when classes are in session. A buffet meal may be purchased onsite with meal points or credit card. Adding money to a faculty/staff identification card is simple and convenient; instructions are found on the Pepperdine Card Services website.

4. Committee meetings or Center for Teaching Excellence events may be scheduled at other times and can be scheduled with the Seaver Dean's Office. When no committee meetings are scheduled in this room, it may be used as the faculty lounge and a space for the Center for Teaching Excellence.

9.14. FACULTY OFFICES AND CLASSROOM ASSIGNMENTS

(Since 1988; updated 2017, 2023)

1. Faculty office assignments are made by the Seaver Dean's Office in consultation with the appropriate divisional dean. Classroom assignments are made by the divisional deans from rooms assigned to that division by the dean's office. Inquiries regarding classroom use other than scheduled classes should be made to the respective academic division office manager.

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:

Major Facility	Supervising Office	Ext.
Bettingen Conference Room	Second Floor Receptionist, TAC	(x6159)
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)
Page Conference Room	Advancement, TAC	(x6439)
Shellenberger Conference Room	Second Floor Finance Office, TAC	(x6592)
Stauffer Chapel	Special Programs Office	(x4264)

9.15. ID CARDS AND EMPLOYEE DISCOUNTS

(Since 1988; updated 2023)

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 printers. 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. Discounts for amusement parks, movie theaters, and local restaurants and services are available through OneStop using a valid Pepperdine ID.

ID cards are available for all faculty and staff and are obtained from Human Resources.

9.16. INFORMATION TECHNOLOGY SERVICES

(Modified 2007; 2010; 2012; updated 2023)

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.

Students have access to general-use computer labs and fee-based black/white and color printing and photocopying. Students are required to abide by the Computer and Network

Responsible Usage Policy as published on the Information Technology website. This policy, and detailed information about all Information Technology services, is available on the Information Technology website.

Information Technology staff are available to support students, faculty, and staff. Tech Central provides in-person support on the Malibu campus during business hours and full telephone technical support 24 hours per day, 7 days per week, at 310-506-HELP (4357). See point 7 under section 9.25 for more information about Tech Central. The IT Audio Visual Technologies team (AVT) provides academic and event technology support during business hours at 310-506-6953.

Also within Information Technology, the Technology and Learning (TechLearn) team provides faculty professional development regarding learning technologies. TechLearn partners with faculty to develop innovative and helpful ways to foster learning using educational technology. Request a one-on-one consultation by sending an email to techlearn@pepperdine.edu or by visiting TechLearn's website.

In addition to support services offered by Information Technology, Seaver College employs Academic Support and Resource Specialists (ASRS) who are assigned to specific academic divisions. To contact the ASRS team member assigned to a specific division, see the academic division office manager.

Academic Support and Resource Specialists work with Seaver faculty and staff to provide division and academic project consultation, development, and support. They are available to answer technology acquisition questions and serve as the primary contact for faculty technology-related lab support. They also provide backup classroom support when AVT is not available.

9.17. INSTRUCTIONAL AND OFFICE SUPPLIES

(Since 1988, updated 2017)

Office supplies come under the divisional budget and such expenses are authorized by the divisional deans. Any supplies for instructional purposes must be ordered through the bookstore and should be discussed with the bookstore manager (see section 9.9 of this handbook).

9.18. KEYS / CARD SWIPE ACCESS

(Since 1978; updated 2017, 2023)

An employee's University identification card is used to obtain access to individual offices, secure buildings, and gated parking lots, as appropriate to their role. Access will be provided on a timely basis. Requests for additional access must be made via the academic division office manager. For questions or access issues, please contact Michael Landis via email or at 310-506-7346.

Requests for University keys must be made via the divisional dean to the Department of Facilities Services (DFS) via Etrieve. Lost keys should be reported immediately to the Department of Public Safety. No key should ever be lent to someone else, nor should a key ever be duplicated.

9.19. LIBRARY SERVICES

(Since 1978; modified in 2006, 2009, 2010, 2012, 2014, 2023)

Inspired by the University's mission, Pepperdine Libraries serve the learning community by facilitating exploration, discovery, and creativity. Students, faculty, and staff have access to more than 1.4 million items via the library catalog and 3 billion items via interlibrary loan. Library materials are searchable in the online catalog on the Libraries' website, and circulating items may be requested for pickup at any of the Pepperdine Libraries locations. The community also has access to more than 100 electronic databases featuring 65,000 journals, more than 500,000 e-books, and thousands of papers in Digital Commons, the institutional repository for Pepperdine scholarship.

There are three library locations in Malibu (Drescher Graduate Campus Library, Jerene Appleby Harnish Law Library, and Payson Library) and other libraries across Southern California (West Los Angeles Graduate Campus Library, and Irvine Graduate Campus Library). The Calabasas campus houses a closed stacks environment and provides pick-up services. There are also libraries at Pepperdine's international campuses. Special Collections and University Archives, located in Payson Library, provides access to historic primary source materials. Students doing primary source research can also search more than 40,000 items, including photographs, documents, films, and recordings, in the Digital Collections.

Additional information about library resources, including instructions for accessing electronic databases, can be found on the Libraries' website. A brief description of services offered at Payson Library follows:

1. CIRCULATION

(Modified 2009, 2010, 2023)

a. The Pepperdine ID serves as the library card.
To check out materials from any of the libraries, please present a valid Pepperdine ID card at the circulation desk.

b. Faculty Borrowing Privileges:
Faculty may check out books for a four-month period and renew up to two times (excluding items with restricted loan periods). For additional information on borrowing privileges please go to the Borrowing Privileges and Responsibilities web page on the Libraries' website.

c. Faculty Proxy Privileges

(Included since 2006; updated 2012, 2023)

Faculty members may designate a research assistant, or other proxy, to perform certain library-related functions on his/her behalf (e.g., checking out library items, requesting ILL items, etc.). To request proxy privileges, email payson.library@pepperdine.edu. Please note that proxy privileges are granted for a period up to a year, and faculty members will be solely responsible for the materials that are charged to their account.

2. RESERVES AND ACQUISITIONS

(Modified 2009, 2010, 2012, 2023)

Pepperdine Libraries will place materials on hard copy or electronic reserve at the initiative of faculty for the non-commercial, educational use of students. For information on reserving materials, or to learn how to request that the library add materials to its general collection that will be supportive of courses and programs taught at Pepperdine, visit the Reserves and Special Requests web page on the Libraries' website.

3. REQUESTING MATERIALS AT OTHER PEPPERDINE CAMPUSES

(Modified 2009, 2010, 2023)

Regardless of which Pepperdine campus a book or periodical is located, Pepperdine students, faculty, and staff have access to all physical materials owned by Pepperdine Libraries, except for those located at the international campuses. Through the campus loan service, the Libraries offers delivery of physical materials. Requests are submitted online through the Library Catalog in the following manner:

- After finding the item to request, select the blue "hold" button and click.

- When prompted enter one's Pepperdine username and password.
- Choose the desired pick-up location from the drop-down menu.
- One can check on the status of one's request by selecting "Your record" from the library catalog home page.

4. INTERLIBRARY LOAN

(Modified in 2009, 2010, 2014, 2023)

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, and most books arrive within five business days. Requests may be submitted electronically via the interlibrary loan request form. Interlibrary loan requests can also be submitted directly during an online search in the library's catalog.

5. FACULTY RECIPROCAL BORROWING

(Modified 2009, 2010, 2023)

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 one wishes to visit one of these libraries and check out books, please email the Associate University Librarian for Public Services and Instruction at payson.library@pepperdine.edu.

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. Please contact the Associate University Librarian for Public Services and Instruction at payson.library@pepperdine.edu to secure a SCELC Reciprocal Borrowing Authorization form.

c. 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.

6. INSTRUCTION

(Modified in 2009, 2010, 2023)

The Payson Library Information Literacy Program is designed to acquaint students with a wide range of information resources. 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:

- Articulate and focus information needs
- Develop information-gathering strategies which save the researcher time
- Search electronic and print databases
- Use Internet resources to research a topic
- Evaluate sources of information
- Apply information ethics (citing sources and fair use policy)

Class instruction can be scheduled in Payson's Digital Learning Lab, a state-of-the-art space, designed with active learning and collaboration in mind. The Lab contains four mediascape tables that allow students to connect their laptops to a larger screen and work collaboratively on projects. From the wheeled lectern, instructors can connect their laptops wirelessly to both the projector screen and the mediascape tables, enabling librarians to offer more detailed instruction in information literacy and other topics.

To schedule class instruction, please email payson.library@pepperdine.edu. A librarian who is also a subject specialist in the faculty member's area will work with the faculty member and their class. Please schedule a class at least one week in advance.

7. RESEARCH CONSULTATIONS WITH LIBRARY SUBJECT LIAISONS

(Modified in 2009, 2010, 2023)

Individual and small group consultation is available to Pepperdine University students, faculty, and staff. Librarians are equipped to assist researchers at any phase of the research process, whether just getting started and needing help deciding what to research, having a document ready and looking for a journal in which to publish it, or measuring impact of already published works. The Libraries even offers stipends for faculty seeking to publish their work in open access journals; apply on the Open Access Publishing Support web page. Research appointments with one of the Payson librarian

subject liaisons may be made by phone, email, in person, or online. Please refer to the Libraries' staff directory for a list of librarian liaisons.

8. GOVERNMENT DOCUMENTS

(Modified in 2009; 2010; 2014)

Pepperdine University Libraries receive a selection of federal government documents including books, periodicals, pamphlets, microfiche, and CDs through the Federal 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 Congress.gov, the official Congressional source of information on bills and pending legislation, as well as websites 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 research guide, please visit the Libraries' government information website.

9. DIGITAL AND ELECTRONIC RESOURCES

(Modified in 2009, 2010, 2012, 2014, 2023)

Pepperdine Libraries has a multitude of digital resources available for conducting research and sharing work with colleagues and students.

Faculty members have access to more than 100 electronic databases. Many indexed and abstracted journals are available full-text or full-image, including charts, pictures, and graphs. Faculty use their network ID and password to access databases. More library databases are available worldwide. Please refer to the databases website for a complete list of library databases.

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.

WorldCat is a search interface that provides for discovery of and access to the 1.4 million books, journals, and e-resources that the Libraries hold and the 3 billion items worldwide.

Pepperdine Digital Collections facilitate the discovery of and access to a wide variety of digital materials drawn from Pepperdine's unique archival holdings.

10. BOONE SPECIAL COLLECTIONS AND ARCHIVES

(Added in 2023)

The Boone Special Collections and Archives consists of rare books, archives, and other historic documents that support research in multiple disciplines. Special Collections is also home to the extraordinary Saint John's Bible, the Malibu Historical Collection, and the Churches of Christ Heritage Collection. For more information, visit the Boone Special Collections and Archives website. To schedule a class or research visit to work with these materials, contact specialcollections@pepperdine.edu.

11. EMERGING TECHNOLOGIES

(Added in 2023)

The Genesis Lab is Payson Library's makerspace where Pepperdine students and faculty can work, learn, and create in an interdisciplinary setting. Students can work with 3D printers, Virtual Reality rigs, and other emerging technology to create prototypes for business, learn to code to build an app for a service project, explore design with virtual reality tools, and more. In the iLab at Drescher Graduate Campus, users can access technological tools to engage in research tasks such as transforming complex datasets into simple visual graphics using software like Tableau, exploring virtual reality with an Oculus Quest 2 VR headset, creating original video recordings or podcasts in the iLab studio, fabricating three-dimensional objects with a Dremel Digilab 3D45 printer, and accessing Bloomberg financial data. Both the Genesis Lab and iLab are collaborative spaces where faculty and students from different fields of study can use their varying expertise to produce innovative ventures. Visit the Genesis Lab's web page to learn more. To brainstorm ideas with a librarian, email genesis.lab@pepperdine.edu.

12. LIBRARY PROGRAMMING

(Added in 2023)

Each year, the Payson Library hosts a wide range of lectures and public events. Previous guest speakers have included authors, singers, activists, entrepreneurs, members of the U.S. Congress, and Emmy award-winning actors, writers, and costume designers. The Libraries also host monthly recitals performed by the guitar students of world-renowned guitar virtuoso Christopher Parkening. Additionally, rotating exhibits are presented in the gallery space on the second floor of Payson Library and in the Boone Special Collections and Archives center. Please see the Libraries' events calendar for a full list of upcoming programs. Faculty members are encouraged to contact the Libraries at libraries@pepperdine.edu if they are interested in bringing a speaker to

campus or wish to speak on their scholarly work.

9.20. MAIL SERVICES

(Since 1978; modified 2007; updated 2010; modified 2012, 2017; updated 2023)

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. Central Receiving and Shipping 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 AM to 5:00 AM, Monday through Friday, with the Retail Window hours of operation from 8:30 AM to 4:00 PM, 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 and credit 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. Visit the Mail Services web page for more information or call Mail Services at x4293 with any questions regarding campus mail.

9.21. PARKING

(Since 1988; modified 2012, 2014)

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(s). Faculty members are expected to observe all campus parking and traffic regulations. For a full explanation of all vehicle regulations, refer to the Department of Public Safety's Parking Information web page.

9.22. PRINTING SERVICES

(Modifications in 2006, 2012; updated 2023)

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. For a more detailed list of services please visit the Products and Services page of the Printing Services website.

Orders can be placed by initiating an online request. Printing Services at Calabasas is open from 7 AM - 5 PM Monday through Friday and can be reached at 818-702-1033. Printing Services on the Malibu campus is open from 8 AM - 4 PM and can be reached at 310-506-4196. For further information on services available, please check their website.

9.23. REPAIRS AND MAINTENANCE

(Since 1988; modified 2014; updated 2017, 2019)

Faculty members should report the need for repairs or maintenance of existing equipment, furniture, or fixtures to their divisional dean, 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 divisional dean. Building maintenance issues may be reported directly to the Department of Facilities Services or by phone at x4101.

9.24. SECURITY AND EMERGENCY SERVICES

(Since 1988; updated 2010, 2014, 2023)

In case of any emergency at any time, call 911, then 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 Pepperdine University's Emergency Information website.

9.25. TECHNOLOGY SUPPORT AND SERVICES

(Included since 1978; modified in 2002; significant changes in 2006; and modified 2007; significant changes in 2010; modified in 2012; updated 2023)

The Information Technology department provides the following helpful services to Pepperdine University 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, the University WaveNet portal, and the digital resources of the University library. Pepperdine University has wireless networking capabilities in all non-residential buildings and in most educational facilities.

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 the University's Computer and Network Responsible Usage Policy.

2. TELEPHONE SERVICES

a. Office Telephone and Voicemail

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 website.

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.

c. A faculty/staff telephone and email directory is available via the University network.

3. PEPPERDINE WAVENET

WaveNet is a web-based information portal that provides members of the Pepperdine University community with access to personal information such as paychecks and benefits. Students use WaveNet to register for classes, check grades, make payments to student accounts, and to access the library catalog and electronic resources. Faculty also use WaveNet to check course rosters, submit grades, access student information and degree audit reports, and enter advising flags. Login to WaveNet requires a University-issued Network ID and password.

4. COURSES

Courses is Pepperdine's learning management system. Powered by Sakai, Courses offers tools for course management, collaboration, content delivery, and assessment to support teaching and learning. For more information or training, contact TechLearn or your division's Academic Support and Research Specialist.

5. TECHNOLOGY 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 Academic Support and Resource Specialist. In order to view the available online and instructor-led offerings, please visit the IT Training website.

6. COMPUTING AND INSTRUCTIONAL FACILITIES

a. General computing access for students is available in locations throughout Payson Library and in 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. Check with the division office manager or Academic Support and Resource Specialist regarding checkout procedures for AV equipment or data projectors to use in classrooms that do not have built-in resources.

7. TECH CENTRAL

Tech Central is Pepperdine University's Information Technology support center, offering total technology support for students, faculty, and staff. Tech Central is located on the basement level of the Thornton Administrative Center on the Malibu campus. Visit Tech Central's website for more information.

Hours of operation for in-person service are Monday through Friday, 8:00AM to 5:00PM. Contact Tech Central at 310-506-4811 for support 24 hours per day, 7 days per week.

8. TECHNOLOGY DISCOUNTS

Information Technology provides specific technology discounts for University faculty, students and staff. Through established partnerships with select vendors, Information Technology offers special pricing on software and hardware. Visit Information Technology's website for details on available technology discounts.

9. INFORMATION TECHNOLOGY QUESTIONS AND ASSISTANCE

Additional information is available on the IT website. Assistance for personal computing and printing is available by calling Tech Central at 310-506-4357 (HELP). Classroom support is provided by the Audio Visual Technologies (AVT) team at 310-506-6953. The divisional Academic Support and Resource Specialist provides support for division- and college-specific technology and for classroom technology when support from Tech Central or AVT is not available.

9.26. TRAVEL AGENCY

(Since 1988; modified 2008, 2010, 2012; updated 2023)

Corniche Travel is located at the Facilities, Management and Planning pad. All University-related and personal travel can be arranged through Corniche Travel. Corniche is a full-service agency which provides travel-related services, including air tickets, car rental, hotel reservations, personal travel, and tour packages. They can be reached via phone at 310-854-6000 or via email at corniche@pepperdine.edu. Additional information can be found on Business Services' Travel Services web page.

9.27. VANS AND SHUTTLES

(Since 1988; modified in 2012, 2014)

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 for use of the vans and 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. Additional information can be found on Transit Services' web page on department event requests.

University Policies

(Handbook 2023-2025)

The content of this chapter is applicable to both full-time and adjunct faculty.

CHAPTER X. Administrative and Miscellaneous Policies

10.1. Computer and Network Usage

10.2. Confidentiality

10.3. Copyright and Patent Policy

10.4. Equal Employment Opportunity Employer

10.5. Faculty Notice and Comment Policy

10.6. Jointly-Sponsored University Events

10.7. Pepperdine Disclosure: California Education Code Section 66270

10.8. Proof of Employability

10.9. Safety and Hazardous Substances

10.10. Selection of Specified Personnel and Faculty of Pepperdine University

10.11. Smoking

10.12. Substance Abuse

10.13. Use of Name and Letterhead

For more information on Human Resources policies, please visit the Policies and Procedures page on Human Resources' website.

10.1. COMPUTER AND NETWORK USAGE

(Included since 1988; modified 2012, 2014, 2023)

The complete Computer and Network Responsible Usage Policy and any technical requirements and guidelines are published on the Information Technology website.

10.2. CONFIDENTIALITY

(Included since 1988; modified 2014)

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

For more information on Human Resource policies, please see the University Policy Manual.

10.3. COPYRIGHT AND PATENT POLICY

(Included since 2000; modified 2012)

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. For the detailed policy please see the Provost's University Policy on Patents and Copyrights web page.

10.4. EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

(Included since 1978; revised 2001; modified 2012; 2014)

1. Pepperdine is an Equal Employment Opportunity Employer and does not unlawfully discriminate on the basis of any status or condition protected by applicable federal, state, or local law. Pepperdine is committed to providing a work environment free from all forms of harassment and discrimination. Engaging in unlawful discrimination or harassment will result in appropriate disciplinary action, up to and including dismissal from the University.

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. While students, faculty, staff, and members of the Board of Regents represent many religious backgrounds, Pepperdine reserves the right to seek, hire, and promote persons who support the goals and mission of the institution, including the right to prefer co-religionists.

It is the intent of the University to create and promote a diverse workforce consistent with its stated goals and mission.

2. A full statement of Pepperdine's Equal Employment Opportunity (EEO) Policy is posted in the University Policy Manual.

3. PEPPERDINE PROHIBITS UNLAWFUL EMPLOYMENT DISCRIMINATION AND HARASSMENT

As stated in the EEO Policy (Section 1 of the University Policy Manual), Pepperdine prohibits unlawful discrimination and harassment. This policy includes conduct that occurs on Pepperdine's campus, while traveling on University business, or at University-related social functions, whether on or off campus. The University does not tolerate unlawful discrimination and harassment of its employees by vendors, guests, and other visitors to campus.

Information on how to file a complaint is provided below. Additionally, with regard to complaints concerning sexual harassment or violence, the University's Title IX coordinators are available to address concerns or receive complaints.

Unlawful Discrimination and Harassment Defined

Title IX Coordinators

Filing Complaints

For more information on this policy, please see section 5 of the University Policy Manual.

10.5. 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 Senate prior notice of proposed policy changes that impact the academic enterprise and are specific to Seaver College. The Senate 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 Senate 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.

10.6. 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 of campus facilities, as determined by the Special Programs Office.

For a complete explanation see the Policy Regarding Jointly-Sponsored University Events document posted on the Provost's website.

10.7. PEPPERDINE DISCLOSURE: CALIFORNIA EDUCATION CODE SECTION 66270

(Included since 2017)

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.

10.8. PROOF OF EMPLOYABILITY

(Included since 2000; modified 2014)

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 listed on the Proof of Right to Work in the United States web page on Human Resources' website.

2. 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.

For more information or clarification on this mandatory verification of all new hires, please refer to the Proof of Right to Work in the United States web page on Human Resources' website.

For more information on Human Resources policies, please see the University Policy Manual.

10.9. SAFETY AND HAZARDOUS SUBSTANCES

(Included since 1991; modified 2007; 2012; 2014)

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. Faculty and staff must understand that safety is 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, as well as the safe practices uniquely applicable to the specific jobs and tasks in their department. Effective implementation includes investigating actual and potential accident causes and promptly recommending corrective measures. Performance evaluations should include the success or failure of each supervisor in fulfilling these responsibilities. All University community members are encouraged to report immediately any unsafe conditions and make suggestions to their respective supervisors or departmental safety committees, as applicable. Additionally, employees may report unsafe conditions to the Office of Insurance

and Risk, Human Resources, or the Department of Public Safety.

The complete Safety Policy and Hazardous Substance Policy are available in Section 32 and Section 39, respectively, of the University Policy Manual.

10.10. SELECTION OF SPECIFIED PERSONNEL AND FACULTY OF PEPPERDINE UNIVERSITY

(Adopted 1990; included since 2000; updated 2006, updated 2017)

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 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 divisional dean to be selected by the divisional deans. 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 Divisional Dean

In the event that Seaver College seeks to select an academic divisional dean, 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 senior 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

(Updated 2023)

In the event that an academic division of Seaver College seeks to appoint new

faculty, a search committee will be established. The members of all Seaver College search committees in an academic year must be in a full-time appointment that will continue in the next academic year. Additionally, all members of a search committee must complete implicit bias training. The divisional dean shall be an **ex officio** member of the committee.

i. For a tenure-track search committee, the committee chair must hold a tenured faculty appointment, and the committee will be composed of at least five but no more than seven members. All full-time tenured, tenure-track, or fixed-term faculty holding an appointment for the current AND next academic year are eligible to participate in the search committee. Ideally, the search committee will include a pre-tenured member, a tenured member, and a member with an academic specialty different from that of the requested position. Additionally, the search committee must have both gender and ethnic diversity.

ii. For a visiting faculty search committee, the committee chair must be in a tenured or tenure-track faculty appointment with at least three years of experience at Seaver College. The committee will be composed of at least three but no more than five members. All full-time tenured, tenure-track, or fixed-term faculty holding an appointment for the current AND next academic year are eligible to participate in the search committee. Visiting faculty who hold a full-time academic appointment in the current academic year may serve on the search committee with the approval of the dean. Ideally, the search committee should include a pre-tenure, tenured, and visiting/fixed-term member. Additionally, the search committee must have gender diversity. Ideally, it will also have ethnic diversity.

Every 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.

10.11. SMOKING

(Included since 1988; modified 2000; 2012; 2014, updated 2021)

All Pepperdine University campuses are smoke-free at all times and smoking, including e-cigarettes, is strictly prohibited. This prohibition includes but is not limited to the interior of University facilities, outdoor areas, and undeveloped property, as well as in any vehicle owned, leased, or operated by the University. Also, the sale, distribution, and advertisement of, or sponsorship by tobacco products is prohibited anywhere on campus, at University-sponsored events, or in publications produced by the University. This policy applies to all persons on a Pepperdine University campus.

Please note: California passed a law in 2016 raising the smoking age to 21; consequently, students under 21 are not permitted to smoke cigarettes, cigars, vape, e-cigarettes, hookah, and many other tobacco products. Pepperdine sponsored events with students under 21 should not involve smoking or use of any other tobacco products.

10.12. SUBSTANCE ABUSE

(Included since 1989; modified 2000; revised 2001; modified 2012)

In keeping with the mission of the University and its commitment to provide an alcohol and drug-free work environment, the University has formulated a policy regarding alcohol and drugs. The University's policy prohibiting substance abuse may be found in section 18 of the University Policy Manual. This policy applies to all employees, including those persons who are classified as faculty, staff, and student workers.

The University provides assistance to employees who are dealing with personal or family drug or related problems. (See section 6.18 of this handbook.)

10.13. 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.