

Adjunct Faculty Benefits and Services

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

Chapter IX. Adjunct Faculty Benefits and Services

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For more information on adjunct faculty benefits, please visit the [Adjunct Benefits](#) page on Human Resources' website.

9.1. CREDIT UNION

(Modified 2012, 2025)

Pepperdine University faculty members are eligible to join the credit unions that are available at the time of enrollment. For additional information please reference [section 24.6 of the University Policy Manual](#) regarding credit unions.

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 reference [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 refer to "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, 2025)

Pepperdine University has complete Workers' Compensation coverage for all of its faculty members for injuries, illness, or death that may occur during the course of your work. This coverage is provided at no cost to 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 timely 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, 2025)

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, at 0854mgr@follett.com.

- Phone - Faculty may call the Campus Store Manager, 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.

9.13. 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, 2025)

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's office manager.

2. Special Programs schedules the use of facilities in the 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 (x4228); Cultural Arts Center 122: HUTE Division (x4225); Heritage Hall: Athletics Department (x4150); Lamb Conference Room: First Floor Receptionist, TAC (x4397); Shellenberger Conference Room: Second Floor Finance Office, TAC (x7799); Stauffer Chapel: Special Programs Office (x4264).

9.15. ID CARDS AND EMPLOYEE DISCOUNTS

(Since 1988; updated 2023, 2025)

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 [Pepperdine's Tickets at work](#) E-ticket program 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). Refer to 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, contact 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 (reference section 9.9 of this handbook).

9.18. KEYS / CARD SWIPE ACCESS

(Since 1978; updated 2017, 2023, 2025)

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 keycards must be made via the divisional dean to the Department of Facilities Services (DFS) via [Etrieve](#).

9.19. LIBRARY SERVICES

(Since 1978; modified 2006, 2009, 2010, 2012, 2014, 2023, 2025)

Inspired by the University's mission, Pepperdine Libraries serves the learning community by facilitating exploration, discovery, and creativity. Students, faculty, and staff have access to a rich array of digital and analog resources, which support teaching, learning and research in the disciplines. All library resources are searchable on the [Libraries' website](#), and circulating analog items may be requested for pickup at any of the Pepperdine Libraries' locations.

Pepperdine Libraries hosts three library locations in Malibu (Payson Library, Drescher Graduate Campus Library, and Law Library) and three libraries across Pepperdine's Southern California graduate campuses (West Los Angeles Graduate Campus, Irvine Graduate Campus, and the Calabasas Campus), and libraries at each of our international program locations.

Additional information about library resources, hours, and 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, 2025)

Faculty members may designate a research assistant, or other proxy, to perform certain library-related functions on their behalf, such as checking out library items. 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, 2025)

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 offer delivery of physical materials. Requests are submitted online by clicking the blue "hold" button on the item's catalog record.

4. INTERLIBRARY LOAN

(Modified 2009, 2010, 2014, 2023, 2025)

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 one business day, 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 and databases. Additional information can be found on the [interlibrary loan guide](#).

5. FACULTY RECIPROCAL BORROWING

(Modified 2009, 2010, 2023, 2025)

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. To obtain a current list of member institutions or to learn more, please email 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 email 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 2009, 2010, 2023, 2025)

Pepperdine Libraries teaches students how to become informed information consumers. Every year, around 5,000 students receive knowledge navigation training from our librarians, which all first-year students are required to attend. Students learn how to articulate and focus information needs, develop information-gathering strategies, search electronic and print databases, and evaluate sources of information. Our librarians also teach students how to thoughtfully use artificial intelligence, formulate successful AI prompts and fine tune their results, and check their citations.

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 2009, 2010, 2023; updated 2025)

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](#).

8. GOVERNMENT DOCUMENTS

(Modified 2009, 2010, 2014; updated 2025)

Pepperdine University Libraries serves as a selective federal depository library and has received a range of federal government documents including books, periodicals,

pamphlets, microfiche, and CDs through the Federal Depository Library Program. As more government documents become easily accessible online, most of our collection is now digital and can be accessed through our library catalog. For more information on the government documents research guide, please visit the Libraries' [government information website](#).

9. DIGITAL AND ELECTRONIC RESOURCES

(Modified 2009, 2010, 2012, 2014, 2023, 2025)

Pepperdine Libraries maintains a rich and robust portfolio of digital resources that are refined and updated annually, ensuring our students and faculty have access to materials typically found at other top-tier university libraries. Patrons can survey scores of electronic databases to search the tens of thousands of journals available to them as well as stream countless films, musical compositions, and performances.

[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 millions of books, journals, and e-resources that the Libraries hold and the billions of 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. SPECIAL COLLECTIONS AND ARCHIVES

(Added 2023; modified 2025)

Pepperdine Libraries' Special Collections and Archives showcases a variety of historically valuable items, including major collecting areas of rare books, University Archives, the Malibu Historical Collection, the Churches of Christ Heritage Collection, and film and television archives. Every year, faculty from the sciences to the humanities partner with our Special Collections librarians to incorporate these primary materials into their curriculum, giving students a rich, tactile learning experience that enables them to better understand the past. We collaborate with faculty to preserve rare books by identifying texts they wish to use in the classroom or for their research.

Special Collections also welcomes researchers from outside the Pepperdine community,

including scholars from other institutions and those from the local Malibu community, who wish to do research within our collections. For more information, visit the [Special Collections and Archives website](#). To schedule a class or research visit to work with these materials, contact specialcollections@pepperdine.edu.

11. GENESIS LAB AND GRADUATE CAMPUS iLABS

(Added 2023; modified 2025)

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 a wide spectrum of tools, including 3D printers, virtual reality rigs, and traditional hand tools, enabling them to fabricate functional prototypes across diverse disciplines, leverage emerging platforms for immersive storytelling or scientific visualization, and more. In the iLabs at Drescher and West Los Angeles Graduate Campuses, 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 studios, fabricating three-dimensional objects with a Dremel Digilab 3D45 printer, and accessing Bloomberg financial data. The Genesis Lab and the iLabs 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 2023; modified 2025)

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, Distinguished Professor of Music and Chair in Classical Guitar at Seaver College. Additionally, rotating exhibits are presented in the gallery space on the second floor of Payson Library and in the Special Collections and Archives center. Please refer to 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, 2025)

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 8:00 AM to 3:30 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

(Modified 2006, 2012; updated 2023, 2025)

Printing Services is the University's full-service, in-house print provider. Offering commercial-quality printing to the Pepperdine community, they produce reports, books, presentations, posters, banners, student projects, and many other formats. Completed jobs can be shipped at no cost to faculty on the Malibu campus.

Orders can be placed by emailing printshop@pepperdine.edu. Located at the Calabasas Campus, Printing Services is open from 8 AM–5 PM Monday through Friday and can be reached at 818.702.1033. For a comprehensive list of services, please visit the [Printing Services 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 2002; significant changes 2006; modified 2007; significant changes 2010; modified 2012; updated 2023, 2025)

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. PEPPERDINE CANVAS

[Pepperdine Canvas](#) is Pepperdine's learning management system. 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 2012, 2014; updated 2025)

The University maintains a few vans and shuttles which may be scheduled for official University business, field trips, excursions by student groups with departmental approval. A valid California Class B license with passenger endorsement is required of the driver. Contact your department head to learn 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](#).