

## **December 2024 Newsletter**

### **Faculty Affairs Department**



“

The best way to spread Christmas cheer is singing loud for all to hear.

”

~ Buddy the Elf from Elf

# Faculty Highlights

## AD Academic Affairs Corner



I have three quick items to share this month...

First, thank you Lynda Palmer for hosting a faculty social at your home recently. It was a great afternoon to share conversation, laughs, and a beautiful sunset with colleagues. (*see photo*)

Second, we are pleased to announce that after multiple conversations with the University, Dean Crown has secured authorization to remove the 2023-24 restrictions on Professional Development Funds. Effective immediately, we are returning to the historical practices for the use of these funds.

Please visit the Faculty Affairs [website](#) for detailed information on the guidelines and procedures for using Professional Development Funds.

Finally, as a final reminder all full-time PGBS faculty and AA staff are invited to an informal faculty holiday reception at my house on Thursday, Dec 5. Please RSVP on the calendar invite so we can plan accordingly. It's a come-as-you-are, come-when-you-can event, so please drop by for 5-minutes for the full three hours (5-8pm).



**Dr. Cole Short**  
*Assistant Professor of Strategy*

## **Emerald Literati Award for Outstanding Research Contribution**

Dr. Cole Short has been awarded the Outstanding Author Contribution award in the 2024 Emerald

Literati Awards. His winning chapter, "Extending Upper Echelons Theory: How Evaluators Influence Signal Interpretation and Evaluation," was featured in *New Horizons in Managerial and Organizational Cognition* and recognized for its exceptional research and valuable contribution to the field of strategic management.

Read the award winning research [here](#).

---

## PGBS Faculty Shine at Pickleball Event

We're thrilled to see PGBS faculty members participating in the community pickleball event that occurred in Malibu this past month! The event was full of energy, and we captured some fantastic action shots during the event. Congratulations to Dr. Lee on his impressive victory in the beginner tournament!



---

## 2024 Pepperdine Honors

The 2024 Pepperdine Honors was held on October 23, 2024 to celebrate the people of Pepperdine on triumphs and significant career milestones and many of your colleagues were honored. Take a look at the list and share your congratulations to them.

## **5 Years**

Heather Boren  
Practitioner of Finance

Joseph Cheng  
Associate Professor of  
Finance

Jozefina Kalaj  
Assistant Professor of  
Economics

Cole Short  
Assistant Professor of  
Strategy

## **10 Years**

Virginia Green  
Practitioner of Applied  
Behavioral Science

Brian McGilvray  
Practitioner of Business Law

## **15 Years**

Bernice Ledbetter  
Practitioner of Organizational  
Theory & Management

Abraham Park  
Professor of Finance

## **20 Years**

Ken Ko  
Professor of Decision  
Sciences

Samuel Seaman  
Professor of Decision  
Sciences

Michael Williams  
Associate Professor of  
Information Systems &  
Technology  
Management

## **Retirees**

L. Wayne Gertmenian  
Professor of Economics

Fred Petro  
Professor of Accounting

Michael Rainey  
Practitioner of Business Law

Darrol Stanley  
Luckman Distinguished  
Professor of Finance &  
Accounting

Teri Tompkins  
Professor of Applied  
Behavioral Science

Christopher Worley

---

# Faculty Calendar Highlights

**DEC**  
2-13      **Spring 2025 Research Assistant**  
[Application](#) Period

**DEC**  
2      **President Gash's Holiday Party**  
**WLA Campus-Room 203**  
**3:00 PM-5:00 PM**

**DEC**  
3      **President Gash's Holiday Party**  
**Malibu Campus- Fireside Room**  
**3:00 PM-5:00 PM**

[CLICK HERE FOR FULL CALENDAR](#)

---

## Reminders

Subscribe to the PGBS Faculty Events, Meetings, & Deadlines calendar to stay up to date.

- Click [HERE](#)
- Click "Add" when prompted

The new calendar will appear in your list of calendars, making it easy to stay informed and organized.

**DEC 2**

ADRII Finalist Interviews 11AM & 1PM via [Zoom](#)

**DEC 13**

Faculty Expense Reports: Office Hours via [Zoom](#)

**DEC 24 -  
JAN 1**

Christmas Holiday - [University Closed](#)

**DEC  
31**

Faculty Custom Regalia Order Deadline

---

## Important Reminders for Expense Reimbursements

To ensure timely processing of your [expense reimbursements](#), please adhere to the following best practices:

- **120-Day Deadline:** Per University [policy](#), after 120 days, reimbursements become taxable income.
  - **Single PDF Document:** We recommend using Adobe Acrobat Pro to combine all receipts into a single PDF document for submission ([Download instructions](#) for Adobe Acrobat Pro)
  - **Per Diem Option:** Consider utilizing the [per diem](#) option for eligible expenses.
  - **Additional Support:** For further assistance or questions regarding expense reimbursements, please contact Spencer Hardman.
- 

**\*NEW\***

## Incomplete Grade Submission Process

When considering assigning an "Incomplete" grade, faculty should leave the grade field on the grade roster empty. Instead, the "Notification of Incomplete Grade" [form](#) must be filled out by the grading deadline. This form is then sent to the Program Office, which forwards it to the Registrar's Office for entry of the "I" grade into WaveNet.

It's crucial to remember that the "I" grade must be replaced with a final grade (A-F or CR/NC) by the end of the following trimester. If a final grade isn't submitted by this deadline, the "I" will automatically become an "F". See [website](#) for additional information.

---

## Cheers for Peers

We invite you to submit a ["Cheers for Peers"](#) to acknowledge a colleague that has gone above and beyond the call of duty. In the spirit of "giving each other flowers" continuously, we hope that you consider expressing your gratitude with "cheers!"

We look forward to highlighting these submissions!

---