

January 2023 Newsletter Faculty Affairs Department



“ New year—a new chapter, new verse, or just the same old story? Ultimately, we write it. ”
The choice is ours.

~ Alex Morritt

Faculty Calendar Highlights

- JAN 10** **Full Time Faculty Meeting- WLA-333/334**
10:30 AM - 12:00 PM
- JAN 16** **Dr. Martin Luther King Jr. Holiday**
University Closed

[CLICK HERE FOR FULL CALENDAR](#)

Reminders

**JAN
3**

Spring Instruction Begins

**JAN
6, 13, 20**

Interfolio-Faculty 180 "Drop In" [Support](#) Sessions with Kaelani Medina & Janna Martinez

**JAN
27**

Faculty Evaluation Deadline: Complete input of data to [Interfolio - Faculty 180](#)

Complete individual AACSB Faculty Qualification form
(Questions? Contact Lex Sanderson)

**JAN
30**

Session B - [Textbook](#) / [Syllabi](#) Due

**FEB
10**

[Register](#) for 2023 Faculty Retreat

AACSB Faculty Qualification Form

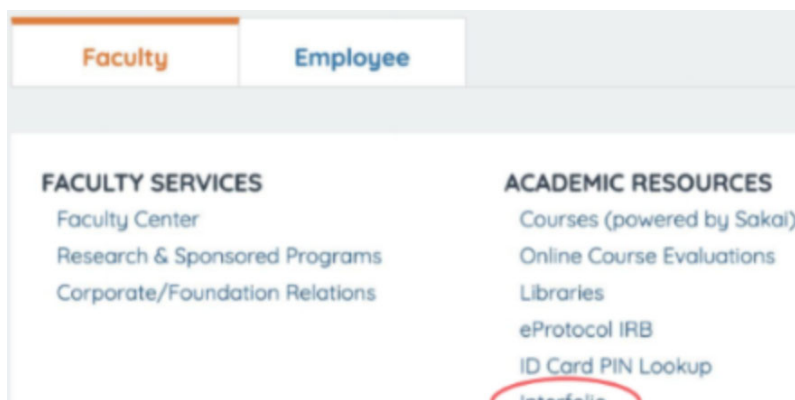
Early next year we will need your time and attention towards completing your Faculty Qualification Worksheet. The AACSB expectation is that we are verifying faculty qualifications every year for the last 5 years (2018 – 2022) to determine that faculty are meeting the PGBS definitions of Scholarly Academic, Scholarly Practitioner, Instructional Practitioner, or Practice Academic. Same as last year, we will be sharing a unique link to your personal form. It will be pre-populated based on last year's form with 2017-relevant items removed as they no longer fall under the 5-year time frame. It will be up to you to add relevant 2022 information and verify that the form is correct and accurate.

We appreciate your participation and patience on this. Completing this worksheet is part of a tiered process to ensure accuracy, agency, and integrity for documenting faculty contributions. Faculty are being asked to participate in the process for determining their own qualifications to be aware of the calculations and definitions – therefore, it cannot be automated. These worksheets are intended to capture the complexity of our PGBS definitions and all of the diverse ways faculty can meet the expectations. The accreditation staff will support faculty in completing the worksheet accurately, and the Department Chairs will review for final verification. The [video tutorial](#) is linked here and will be shared through email.

Don't Delay - Enter Your Data Into Interfolio (Faculty 180) Today!

In preparation for faculty annual reviews, follow these easy steps to ensure your data is entered into Interfolio by the **January 27, 2023** deadline.

1. Sign in to Interfolio via WaveNet deadline.



2. Checklist:

- ___ Click "Vita & Biosketches" in left hand menu
- ___ Click "Legacy Vitas"
- ___ Run "Annual Faculty Report" (see screenshot below) ___ Adjust years before hitting "refresh vita"
- ___ View it below OR export to PDF
- ___ After determining what is missing or what you would like to add, select "Activities" in the left hand menu
- ___ Every section has an "add" button (be sure to hit save at the bottom)

Faculty Contract Spreadsheets Spring Term Ready for Review

We have updated all faculty contract spreadsheets to reflect the teaching loads for the Spring 2023 term. This is the main document used to track the courses taught for the academic year. This file is available to all full-time faculty using the "Shared with Me" folder on Google Drive (ex: **First Name Last Name | Contract Spreadsheet AY 2022-2023**). Please review your individualized spreadsheet for accuracy and contact Janna Martinez and your respective department chair with questions.

Top 10 Checklist for a New Trimester





As you prepare for the Spring 2023 term, the eLearning team wants to remind you of the most common items actions professors take at the beginning of a trimester. Please review the [Top 10 Courses Checklist for a New Academic Term](#) and be sure to let us know at elearning@pepperdine.edu if you have any questions or concerns.

We also know that many of you are working independently on your course shells! Prior to publishing, please review eLearning's [Online Course Design Best Practices Checklist](#).

Pepperdine Graziadio Spring Student Mixer

Friday, January 27, 6 - 9 PM
Sagebrush Cantina, Calabasas

Student Engagement and Success is pleased to invite faculty members to join current Pepperdine Graziadio students for an all-school networking mixer at the Sagebrush Cantina in Calabasas. This is a great opportunity to mix and mingle with students from all programs in a casual, social setting.

To register, log in to the [Graziadio Student Hub](#) using your WaveNet credentials. Dinner, dessert, and soft drinks are included with your event registration. Questions? Contact Student Engagement and Success at pghs.ses@pepperdine.edu

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!
