

PEPPERDINE
SCHOOL OF PUBLIC POLICY

**ADJUNCT
FACULTY
HANDBOOK**

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PEPPERDINE UNIVERSITY
SCHOOL OF PUBLIC POLICY (SPP)
ADJUNCT FACULTY HANDBOOK

This Handbook is intended to serve as a ready reference for adjunct faculty on important areas of University and SPP policy as well as provide useful information for the performance of professional roles and tasks. The Handbook reflects official University policy on the matters covered. Since there are several other sources for University policy—such as accreditation standards, internal procedural statements, and standards of legality—this Handbook cannot be considered comprehensive.

This Handbook, along with the faculty contract, largely determines faculty rights and duties with respect to the University 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 subsequent changes made through normal University processes.

University academic policies and documents can be found by accessing this link from the Office of the Provost: [Academic Policies and Documents | Pepperdine University](#). You will find a wide range of information including general University policies, faculty research guidelines, and tenure forms. The University Policy Manual is located on the Human Resources Community page: [University Policy Manual](#).

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I. PEPPERDINE UNIVERSITY

A. The Mission of Pepperdine University

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.

1. Introduction

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).

2. History

George 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 funds to purchase a thirty-four acre campus in Los Angeles. With 167 enrolled 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 a small, undergraduate liberal arts college. With the addition of professional schools in 1971, 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 of Letters, Arts, and Sciences (the undergraduate school), the 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 School of Business and Management and the Graduate School of Education and Psychology are professional schools headquartered in West Los Angeles with graduate campuses located throughout Southern California. Though primarily focused on educating adult professionals, both schools offer residential programs on the Malibu campus.

3. Pepperdine University Today

Today, Pepperdine University is a selective, mid-size, comprehensive university offering bachelors, masters, and doctoral degrees in a wide range of disciplines. Pepperdine enrolls approximately 10,030 full-time and part-time students, with a full-time faculty of more than 900 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 believes strongly in the value of an international educational experience. The University owns and operates campuses in Washington, D.C., London, United Kingdom; Heidelberg, Germany; Florence, Italy; Buenos Aires, Argentina; Hauteville, Switzerland for study-abroad programs. Pepperdine also offers residential programs in Australia, East Africa, Honduras, and Spain.

4. Values

The most distinctive feature of Pepperdine University is its commitment to academic excellence in the context of Christian values. George 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 catalogs and publications,

As a Christian University, Pepperdine Affirms:

That God is

That God 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.

5. Governance

The University's affirmation of its Christian purpose and the influence of its heritage manifest themselves uniquely in the governing structure established by Mr. Pepperdine. Consistent with the autonomous congregational structure of the Churches of Christ, of which he was a lifelong member, Mr. Pepperdine stipulated that special emphasis be given to Christian values and faith while establishing an institution free of direct ownership and control by an ecclesiastical body. In keeping with the founder's provisions, the University's governing authority is vested in a self-perpetuating Board of Regents. Formal legal relations between the church and the University reside in the controls vested in the Board of Regents, a majority of whom must be members of the Churches of Christ. Members of the governing board represent a diversity of community and professional interests who are in harmony with and supportive of the University's heritage. Stewardship of the University's mission has been entrusted to men and women of proven character, wisdom, and purpose. The maintenance of the church relationship and the authority of the Regents are set forth in the Articles of Incorporation and Bylaws.

6. 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 values-centered focus that challenges the student to examine the moral, ethical, and spiritual dimensions of learning and life.

Pepperdine University is accredited by the Accrediting Commission for Senior Colleges and Universities of the Western Association of Schools and Colleges (WASC/WSCUC). There are five schools within Pepperdine University: Seaver College, the undergraduate school; the Graduate School of Education and Psychology (GSEP); The Pepperdine Graziadio Business School (PGBS); the Rick J. Caruso School of Law (SOL); and the School of Public Policy (SPP). Seaver College, and the University's principal administrative offices are located on the Malibu campus. PGBS and GSEP are professional schools headquartered in Los Angeles with residential programs on the Drescher Graduate Campus in Malibu. Both of those schools administer programs in other locations in Southern California (e.g., Irvine and Calabasas) as well as online programs. While providing a values-centered education within their disciplines, each of the four professional schools emphasize the University's mission of service to others through societal leadership.

Pepperdine owns and/or operates campuses for study-abroad programs in Argentina, England, Germany, Italy, Switzerland, and Washington, DC. Pepperdine also has programs in various other locations in the world.

7. The Faculty and Staff

Faculty and staff are persons of high ethical and moral standards who support the University's mission of academic excellence and Christian values. They serve as role models and mentors, as well as teachers and scholars; faculty members are

committed to the primacy of teaching and learning. Students and alumni consistently cite the quality, accessibility, and caring nature of faculty and staff as among Pepperdine's major strengths.

8. The Students

Students served by the University are drawn from all fifty states, more than sixty foreign countries, and 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.

9. The Alumni, Parents, Friends, and Advisors

Pepperdine is supported by a strong and enthusiastic constituent network composed of alumni, parents, friends, donors, volunteers, and advisors. The more than 100,000 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.

10. 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 3,900 colleges and universities in the United States, and the thousands more abroad, Pepperdine aspires to establish its distinctive place in higher education. Pepperdine University has achieved global recognition as an academically outstanding, mid-size, comprehensive university grounded in Christian values, dedicated to strengthening its graduates for lives of purpose, service, and leadership.

B. The Mission of the School of Public Policy

Pepperdine University's School of Public Policy takes a fresh, innovative approach, and student-centered approach to the increasingly important interdisciplinary field of public policy.

- Pepperdine's program is built on a distinctive philosophy that impacts the study and application of public policy in several important respects
- Effective public policy solutions are rooted in the classic literature of history, philosophy, and economics and are guided by moral and ethical principles best captured in the lives of great leaders.

- The teaching of public policy goes beyond the theoretical survey of problems, highlighting policy applications that have proven to be effective.
- Many policy challenges are best resolved at state and local levels. Southern California and Los Angeles provide an ideal laboratory in which to study such issues.

C. The History of the School of Public Policy

The Pepperdine School of Public Policy is located at the Drescher Campus of Pepperdine University in Malibu, California. It currently houses a single degree program, the Master of Public Policy (MPP) degree which is a 50-unit, two-year degree intended to be completed residentially.

The program welcomed its first cohort of students in 1997 and “built on a distinctive philosophy of nurturing leaders to use the tools of analysis and policy design to affect successful implementation and real change. This requires critical insights balanced with personal moral certainties that only a broad exposure to great ideas, courageous thinkers, and extraordinary leaders can encourage.” It was founded with generous commitments from a range of friends and donors who shared that vision and a belief that public policy in the United States and the world would benefit from a School committed to these core values and direction.

D. Statement of Strategic Intent

The strategic intent of the School of Public Policy is to make a profound impact on the world through students, faculty, alumni, and friends who are change agents:

by advancing the changeless values of the University's Christian heritage;

by discovering and nurturing the skills and personal character traits which transform managers into inspired and inspiring leaders;

by building institutions in the public, private and nonprofit sectors into centers of community where personal excellence and liberty are grounded in a life of spiritual commitment; and

by providing to a global community of growing complexity and interdependency, an empowering model of freedom, responsibility, and community to which men and women of similar aspirations may look for guidance, encouragement, and hope.

E. School of Public Policy Degrees Offered

1. Master of Public Policy (MPP)

The MPP requires 50 units of course work with four 3-4 unit courses each semester for two academic years (four semesters). The first year is primarily composed of core courses and provides a foundation for the student's public policy

specialization is offered with a unique Great Books emphasis, combining rigorous quantitative coursework with core classes in political philosophy and history to prepare public leaders, not just policymakers.

- American Policy and Politics

The American politics specialization analyzes the dynamic nature of American society and considers the political, economic, and social implications of federal and local policies. It includes the development of skills in building consensus among a variety of constituents affected by the new policy initiatives.

- Applied Economic Policy

The economics specialization examines such policies as urban and global issues, the evaluation of law and public policy, regional and metropolitan growth, and the role of government in a market economy.

- International Relations and National Security

The international relations and national security specialization traces a new role for U.S. leadership including studies in statesmanship; global alliances; and U.S. relations to such areas as Latin America, Asia, Africa, the Middle East, or Eastern Europe.

- Public Policy and Dispute Resolution

The dispute resolution specialization focuses on solving public challenges in collaborative ways, preparing leaders with policy expertise and the skills to work across differences in an era of polarization.

- State and Local Policy

The state and local specialization teaches students how regions grow, develop, and can be effectively governed. Today, governors, mayors, and other municipal and business leaders are creating many of the most innovative and effective policy initiatives at local levels.

2. Joint Degrees

- MPP/JD

A joint Master of Public Policy and Juris Doctor degree is offered for graduate study with the Rick J. Caruso School of Law

- MPP/MBA

A joint Master of Public Policy and Master of Business Administration degree is offered for graduate study with the George L. Graziadio School of Business and Management

- MPP/MDR

A joint Master of Public Policy and Master of Dispute Resolution degree is offered for graduate study with the Straus Institute for Dispute Resolution at the Rick J. Caruso School of Law.

F. Accreditation

Pepperdine University is accredited by the Accrediting Commission for Senior Colleges and Universities of the Western Association of Schools and Senior College and University Commission (WSCUC) 1001 Marina Village Parkway, Suite 402, Alameda, CA 94501, (510) 748-9001, (510) 748-9797 Fax.

G. Administrative Organization

The School of Public Policy is one of five schools at Pepperdine University; others include Seaver College of Letters, Arts, and Sciences; the Graduate School of Education and Psychology; the School of Law; and the George L. Graziadio School of Business and Management. Although each functions somewhat independently under its dean, the five are tied together by the leadership of the provost with the joint participation of the University Academic Council and the University Planning Committee. For more information about Pepperdine University administration, go to [Pepperdine Administration](#).

II. FACULTY-INSTITUTION RELATIONS AND POLICIES

A. Equal Employment Opportunity Policy *(Included since 1978; modified 2012)*

Pepperdine University is an Equal Opportunity Employer (EEO) and does not unlawfully discriminate on the basis of any status or condition protected by applicable federal or state law in the administration of its educational policies, admission, financial assistance, employment, educational programs, or activities. 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.

The University Equal Opportunity Officer is responsible for the coordination of nondiscrimination efforts and the monitoring of employee and student complaints alleging discrimination. The Equal Opportunity Office is located in Human Resources in the Charles B. Thornton Administrative Center at Malibu; the telephone number is (310) 506-4397. Grievances should be directed to the appropriate school or department, and complainants are encouraged to exhaust those procedures before seeking relief outside the University. Review a full statement of [Pepperdine Equal Employment Opportunity](#).

B. Nondiscrimination Policy

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.

C. Discrimination, Harassment, and Sexual Misconduct Policy

Pepperdine University affirms that all members of our community are created in the image of God and therefore should be treated with dignity and respect. Our University Code of Ethics states that we do not unlawfully discriminate on the basis of any status or condition protected by applicable federal or state law. Further, we respect the inherent worth of each member of the community and do not engage in any forms of harassment. We follow the profound truth found in the Golden Rule, "In everything do to others as you would have them do to you" (Matthew 7:12).

As stated above in the EEO Policy, 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 and other visitors on campus. Therefore, as a matter of moral and faith witness, the faculty, staff, and students of the School of Public Policy are expected to avoid such conduct themselves and the encouragement of it in others.

Speech that constitutes a protected exercise of a student's rights under California's Leonard Law will not be deemed a violation of this policy. However, some speech that may be protected by the Leonard Law is nonetheless inconsistent with the Golden Rule, and students are encouraged to live by this higher standard rooted in our Christian faith and heritage. Review the discrimination policy.

UNLAWFUL DISCRIMINATION AND HARASSMENT DEFINED

Discrimination

Unlawful discrimination may occur when an employee is treated less favorably with respect to the terms and conditions of employment because of his or her membership in a protected class. Terms and conditions of employment include but are not limited to decisions relating to recruitment, hiring, promotion, transfers, termination, and benefits.

Harassment

Unlawful harassment includes verbal, physical or visual conduct when the conduct creates an intimidating, offensive or hostile working environment, or unreasonably interferes with job performance, when directed at an employee because of the employee's membership in a protected class. Verbal harassment may include but is not limited to epithets, derogatory comments, or slurs. Physical harassment may include but is not limited to assault, impeding or blocking movement, or any physical interference with normal work or movement. Visual forms of harassment may include but are not limited to derogatory posters, cartoons or drawings.

Sexual Misconduct

Sexual misconduct includes sex discrimination, sexual harassment, sexual assault, domestic violence, dating violence, and stalking, as defined in the University's [Sexual Misconduct Policy](#) and under other applicable laws.

A. Romantic Relationships

Pepperdine wishes to promote positive relations among employees and to avoid conflicts of interest, misunderstandings, the appearance of favoritism, possible claims of sexual harassment, and the diminished morale and dissension among employees that may result from romantic relationships between its employees. Romantic relationships between supervisors and employees within the same direct reporting line are strongly discouraged. Employees involved in romantic relationships bear responsibility for the negative consequences that may arise out of such relationships and may be subject to disciplinary action, including but not limited to, termination of employment.

B. Sexual Harassment Prevention Awareness-Raising Education Program

All employees are required to regularly participate in the University's Sexual Harassment Prevention Awareness-Raising Education Program. At its discretion, the University may require its employees to engage in other similar programs.

DISABILITY ACCOMMODATION

An employee requiring accommodation should notify his or her supervisor or Human Resources in writing as soon as the need for accommodation becomes known to the employee. Pepperdine takes all such requests seriously and will promptly determine whether the employee is a qualified individual with a disability and will engage in an

interactive process to determine whether a reasonable accommodation exists which would allow the employee to perform the essential functions of the job without imposing an undue hardship on the University or other employees.

RETALIATION PROHIBITED

Pepperdine prohibits and does not tolerate retaliation against any employee who in good faith files a complaint of unlawful discrimination, harassment, failure to accommodate or is involved as a witness or participant in the complaint or investigation process. Engaging in unlawful retaliation will result in disciplinary action, up to and including dismissal from the University.

COMPLAINT PROCEDURE

The University encourages any employee who feels that he or she has been subject to, or is otherwise aware of, unlawful discrimination, harassment, failure to accommodate or retaliation, to report the incident immediately. Please refer to [Section 31.1 Employee Grievance Procedure](#) for instructions on how to file a complaint.

In addition to the reporting avenues discussed in the Employee Grievance Procedure, employees aware of any incidents of sexual misconduct (including sex discrimination, sexual harassment, sexual assault, domestic violence, dating violence, and stalking), should report such incidents to the University Title IX Coordinator. Information regarding the University Title IX Coordinator is located on the University's [website](#).

Complaints of sexual harassment may be handled under the University's [Sexual Misconduct Policy](#) or any other policy or procedure the University deems appropriate.

The University encourages individuals to immediately bring any concerning behavior to the University's attention even if such behavior does not constitute unlawful discrimination, harassment, failure to accommodate or retaliation to Human Resources.

Supervisors are required to immediately report any potential incidents of unlawful discrimination, harassment, failure to accommodate or retaliation to Human Resources.

SAFE AND SECURE WORKPLACE

Pepperdine is committed to providing a safe and secure workplace for its employees. The University will not tolerate any type of workplace violence committed by or against employees. Workplace violence is defined as any physical assault, threatening behavior or verbal abuse occurring in the work setting. It includes but is not limited to beatings, stabbings, shootings, sexual assaults, psychological traumas such as threats, obscene phone calls, an intimidating presence, and harassment of any nature such as stalking, swearing or shouting.

Violating this policy will result in disciplinary action up to and including dismissal and may also result in criminal prosecution. The University reserves the right to take all immediate action that it determines is necessary to prevent or mitigate a perceived

threat or act of workplace violence. Actions including stay-away orders, interim leaves of absence, and work from home, may be taken by the University, with or without notice or cause.

Employees should report all acts of workplace violence or threats of workplace violence which they have witnessed, received, or have been told that another person has witnessed or received, to the Pepperdine Department of Public Safety, immediate supervisor, Dean's office, or to Human Resources. The University has created a Threat Assessment Team to evaluate, investigate, and respond to all credible threats or incidents of violence.

Supervisors are required to immediately report any potential incidents of workplace violence to Human Resources or the Pepperdine Department of Public Safety.

This policy prohibits retaliation or harassment against anyone who makes a good faith report of a violation of this policy. The University also prohibits individuals from making intentionally false or misleading reports of violence or threats of violence. Individuals who make such reports will be subject to disciplinary action up to and including dismissal under the University's disciplinary policies.

Speech that constitutes a protected exercise of a student's rights under California's Leonard Law will not be deemed a violation of this policy. However, some speech that may be protected by the Leonard Law is nonetheless inconsistent with the Golden Rule, and students are encouraged to live by this higher standard rooted in our Christian faith and heritage.

REPORTING

The University encourages employees and students to immediately bring any concerning behavior to the University's attention even if such behavior does not constitute discrimination, harassment, or retaliation as defined below.

Anonymous reports may be made on the anonymous Wave Tip line by calling voicemail at (310) 506-7634 or on the [LiveSafe](#) app. For any campus emergency, call (310) 506-4441.

D. Sexual Harassment Policy

Pepperdine University reaffirms the principle that its students, faculty, and staff have a right to be free from sex discrimination in the form of sexual harassment by any member of the academic community.

Sexual harassment is defined by the federal government to include "unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature." Such conduct has been found by the Equal Employment Opportunity Commission to violate Title VII of the Civil Rights Act of 1964 when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment,
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or
3. Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

Such conduct will not be tolerated at the University. Should an allegation of sexual harassment be substantiated, after careful review of the totality of the circumstances and facts surrounding such allegation, disciplinary action up to and possibly including termination will result.

Sexual harassment in any situation is reprehensible; it is particularly damaging when it exploits the educational dependence and trust between students and faculty. When the authority and power inherent in faculty relationships with students, whether overtly, implicitly, or through misinterpretation, are abused in this way, there is potentially great damage to individual students, to the persons complained of, and to the educational climate of the University. Faculty members and other individuals in positions of authority should be sensitive to these issues and the conflicts of interest that are inherent where personal, professional, and educational relationships are involved.

Any employee who feels that this policy has been violated is immediately to follow the grievance procedure outlined in the Employee Bulletin covering alleged discriminatory acts and promptly to report the facts of the incident or incidents and the names of the individuals involved to The Center for Human Resources. Assistance and counsel are available to each employee through the University's Equal Opportunity Office, x4208, or the Center for Human Resources, x4397. Supervisors should report any incidents of alleged sexual harassment to the Center for Human Resources immediately.

Individuals who believe they have been sexually harassed may obtain redress through the established informal and formal procedures of the University. An individual found to be guilty of sexual harassment is subject to disciplinary action for violations of University policy, consistent with existing procedures. For more information go to the University's [University Sexual Harassment Policy](#).

E. Verification of All New Employees

All new faculty members are required to present original documents that certify both work authorization and identity upon acceptance of an offer of employment or within three working days from the contract start date. Faculty may schedule an appointment with the Center of Human Resources by calling (310) 506-4397 to complete all new employee paperwork including the Department of Homeland Security and U.S. Citizenship and Immigration Services Form I-9, "Employment Eligibility Verification." A list of acceptable documents to meet the I-9

requirements can be found at [Human Resources](#). Failure to provide required documents in the time frame stated above will result in the suspension and/or termination of the faculty member's employment.

Additionally, a background check must be completed as a condition of employment.

F. University Employment Policies for Adjunct Faculty

Faculty members (herein referring to Adjunct Faculty in this Handbook) at Pepperdine University are selected because of their academic and personal qualifications and the expectation of their success as teachers. They are also chosen with a view to their willingness to support the distinctive philosophy of the University and to work within it. Quality of academic preparation and promise, acceptance of Christian values, and respect for the University's religious heritage are paramount considerations in the recruitment and selection of adjunct faculty.

The University desires that faculty work in an atmosphere of academic freedom and economic security. This handbook is designed to enable Pepperdine University to protect its distinctive mission as well as the rights of its faculty as they relate to academic freedom.

In recognition of the practices of the academic community and in awareness of the value of systems that have developed in American education, the University has adopted the policies set forth herein.

In every employment contract the faculty member acknowledges having read the Adjunct Faculty Handbook and the mission statement and agrees to work in harmony with the philosophy and principles that are stated in these documents. See [Pepperdine University Policy Manual](#) for more information.

1. Statement of Terms of Appointment

- a. The terms and conditions of every appointment to the faculty shall be stated in a written contract between each faculty member and the University. Any modification of such a contract must also be agreed to between those parties in writing. Neither a faculty member nor the University shall be bound by terms or conditions not agreed to in writing.
- b. Persons with a part-time or adjunct appointment are not eligible for tenure.
- c. All faculty appointments shall be by written contract. Appointments may be for one year, or for other stated periods, subject to renewal at the option of the University.

2. Adjunct Faculty Appointments

Part-time appointments are made on a term-to-term, as-needed basis and carry the designation of 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 two (2) courses for eight (8) MPP units and/or additional administrative duties. Extra teaching units shall not be construed as creating or granting any rights to continued employment or tenure, and the status of the adjunct faculty member shall remain unchanged.

Notice is here given that professors serving in an adjunct capacity are subject to replacement by full-time faculty when deemed necessary by the administration. In such cases, as much advance notice as possible will be given.

The University reserves the right to cancel a class with insufficient enrollment with no remuneration to the adjunct faculty member. Every effort will be made to timely determine and provide notice as to whether a class will be deleted.

The assistant dean for administration prepares contracts, indicating the course to be taught, the number of units, and the rate. The contract will be electronically signed by the associate provost of finance, the dean, the provost, and the adjunct faculty member. To access the contract e-sign module go to Wavenet "Employee Self Service" under Employee Services (Appendix F).

3. Criteria for Appointment and/or Renewal

In general, faculty are judged on the quality of performance in each of four areas: teaching; service to the University and the community; scholarly, artistic or professional achievement; and a consistent pattern of support for generally accepted Christian values and the mission of the University.

4. Termination of Appointments by the Institution

Unless provided otherwise in a written employment contract between a faculty member and the University, employment may be terminated by the University by the following:

- a. By non-renewal of an appointment with or without cause at the end of the term of the contract,
- b. For cause prior to the end of the term of a contract, or
- c. Prior to the end of the term of a contract as a result of financial exigency, discontinuance or reduction of a program or department, or a medical reason in accordance with the procedure set forth in the Tenure Policy Statement.

Termination of an appointment before the end of the specified term may occur as outlined in Articles 5 and 6.

5. Dismissal for Cause

- a. Other than as discussed in Article 6, a faculty member may be dismissed during a specified term for adequate cause. Adequate cause for dismissal will be related, directly and substantially, to the fitness of the faculty member in a professional capacity as an educator; disregard for Christian values and the mission of Pepperdine University; failure to adhere to required procedures, policies, and activities; or to issues of moral turpitude.
- b. Dismissal for cause of a faculty member before the end of the specified term, will be preceded by:
 - 1) Discussion between the faculty member and an appropriate administrative officer looking toward a mutual resolution of concerns;
 - 2) A written statement of reasons for dismissal, framed with reasonable particularity by the department chairman or other school administrator;
 - 3) An opportunity for the faculty member to file a written response.

6. Termination for Reasons Other Than Cause

- a. Termination of an appointment before the end of the specified term may occur because of financial exigency.

Judgments determining where within the overall academic program termination of appointments may occur, involve considerations of mission, educational policy, and faculty status. The criteria include priority to full-time and certain adjunct faculty for class assignment.

Length of service, quality of training and performance, and overall contribution to the University represent some of the means for prioritizing. Decisions will be made by the administration and such may include the replacement of a full-time or adjunct professor by another.

- b. Termination of an appointment before the end of a specified term may occur as a result of a discontinuance or reduction of a program or department of instruction. No showing of financial exigency is required.
- c. Termination of an appointment for medical reasons will be based upon clear evidence that the faculty member cannot continue to fulfill the terms and conditions of the appointment.

7. Procedures for Imposition of Sanctions other than Dismissal

- a. If the University believes that the conduct of a faculty member, although not constituting adequate cause for dismissal, is sufficiently grave to justify imposition of a severe sanction, such as suspension from service for a stated period, the University may institute a proceeding to impose such a severe sanction.
- b. If the University believes that the conduct of a faculty member justifies imposition of a minor sanction, such as a reprimand, it shall notify the faculty member of the basis for the proposed sanction and provide an opportunity for the faculty member to respond prior to imposition of the proposed sanction.

G. Timekeeping Procedures for Bi-weekly (Non-Exempt) Employees

Due to California labor laws, by signing a faculty contract, adjunct faculty agree to complete a bi-weekly timesheet through our [Kronos Timekeeping System](#). All non-exempt faculty will submit and approve customary and appropriate hours of work each biweekly pay period. The expected number of hours per week for each course is noted on the contract. This is in order to comply with the Federal Patient Protection and Affordable Care Act, while improving compliance with California timekeeping requirements. The Affordable Care Act requires Pepperdine, among other things, to carefully track hours worked so we may comply with the regulation. Hours MUST be submitted and approved by the faculty member by the Friday before the end of the pay period. Please review the user guides and bi-weekly payroll schedule:

Kronos User Guide Biweekly Employee:

1. To access Kronos, go to mytime.pepperdine.edu. Use the same username and password that adjunct faculty use to login to Wavenet (your network ID). Kronos can also be accessed by signing into Wavenet and clicking the Timesheet link at top right corner.
2. “My Timecard” view will appear for the current pay period. Please accurately record your exact time worked on your timecard into the In and Out columns. Hit “Save” to save your work and show cumulative totals in the right column. Review your timecard to ensure your time is recorded accurately. If there are changes to the time worked or hours need to be entered, double-click the cell that requires editing, delete entry and enter correct time.
3. Important Note: When entering time, Kronos defaults to AM unless otherwise specified, except for the time range of 12 Noon to 12:59. This time range is always considered “PM.” To type 5:00 PM, you could either enter military time (1700) or type in “5 pm.”
4. You can change your timecard date selection by clicking the drop-down next to calendar icon and selecting a different pay period (Previous Pay Period, Next Pay Period, etc.). You can select a specific range by clicking the calendar icon.

5. The deadline for approving timecards is Monday at 10 AM following the pay period end date. If you are accessing your timecard on Monday, you will need to select Previous Pay Period from the Pay Period drop down list. Note: Once your timecard has been approved it cannot be edited. You can remove your own approval to make edits if necessary.
6. Always Log off the system.

Compensation is based upon the reasonable expectation that the number of instructional hours, including all instruction-related activities (e.g. teaching, preparation, assessment/grading, attending required meetings, counseling students, workshops, simulations, activities hours, etc.), for a four-unit course hours will not exceed 8 hours per week and for a three-unit course hours will not exceed 7 hours per week. If unusual circumstances arise requiring to work more than the budgeted instructional hours in any given week or eight (8) hours in any given day, prior approval is required of the dean. All time actually worked in excess of budgeted instructional hours will be paid on an hourly basis and in accordance with applicable law. The amount of time has been carefully considered required to teach the course and requests to work additional hours is rarely authorized.

H. Payroll Compensation Schedule

Payment schedules and [instructions](#) for completing your timesheet are available on Pepperdine's Kronos Timekeeping [website](#). Exempt (monthly) adjunct faculty members are paid on the 26th day of the month. When the 26th falls on Saturday, payday will be the preceding Friday. When the 26th falls on Sunday, payday will be the following Monday. Under certain circumstances, payday may be advanced to the last working day prior to a holiday period. Non-exempt (bi-weekly) adjunct faculty members are paid according to the [payroll schedule](#).

If an error is found in a paycheck, the faculty member should inform [Payroll](#). The School does not reimburse for mileage, meals, hotels or other expenses related to the teaching assignment.

Paystubs may be reviewed on-line in WaveNet.

I. Academic Freedom

The University realizes that academic freedom and economic security are essential for acquiring and maintaining a strong faculty. The faculty member must enjoy that freedom characteristic of the best in higher education and as it has developed in Western culture. The faculty member, while recognizing a special responsibility to the University as a contributing scholar, requires freedom of discussion in the classroom and freedom of professional research and publication of results. Dedicated to the free pursuit of truth, a faculty member should consider it a basic duty to encourage freedom of inquiry in peers and in students. While abiding by and supporting the policies, ideals, and procedures of the University, the faculty member has the right of peacefully seeking revision of policies. Free inquiry and the pursuit of truth are

indispensable conditions for the attainment of the goals of any university. While enjoying academic freedom, the faculty member shares responsibility with the administration for the preservation of this freedom. Within a broad, but intricate framework of responsibility to colleagues and students, to the University with its ideals and purposes, and to society with its basic mores and morals, the faculty member is free in the quest for truth.

J. Campus Security Act

A copy of the **Campus Security Act** is available upon request from the Center for Human Resources or the Provost Office or go to the Campus Security Act: [Clery Notice of Availability | Pepperdine University](#)

K. Student Records Policy

Legislation exists which defines the rights of students with respect to their student records, both in terms of privacy and grievance procedures. Faculty members will be held legally accountable for familiarity with and proper implementation of the following guidelines.

The Family Educational Rights and Privacy Act of 1974, better known as the Buckley Amendment or FERPA, provides, generally, that (1) students shall have the right of access to their educational records, and (2) educational institutions shall not release educational records to non-school employees without the consent of the student, subject to exceptions provided by law. “Students” as used in this notice includes former students but does not include applicants who have not attended Pepperdine University.

1. Right of Access

With a few exceptions provided by law, students at Pepperdine University may see any of their educational records upon request. Access will generally be granted immediately upon request to the record custodian; but, if delay is necessary, access must be granted no later than 15 working days after the written request. Further, students have the right, under established procedures, to challenge the factual accuracy of the records and to enter their viewpoints in the records.

Students may waive their right of access to recommendations and evaluations in the cases of admission, applications for employment, and nominations for awards. Pepperdine University may not require students to sign a waiver of their right of access to their records, but students and prospective students should be aware that recommendations and evaluations made without a signed waiver may discount their helpfulness and validity.

2. Disclosure of Student Records

With several exceptions provided by law, Pepperdine University cannot release information concerning students to prospective employers, government agencies, credit bureaus, etc., without the written consent of the student. Students and

alumni applying for jobs, credit, graduate school, etc., can expedite their applications by providing the University with written permission to release their records, specifying which records and to whom the release may be made. The Student's written consent is not required for the disclosure of grades, disciplinary action, or other information to parents of students who are dependents for federal income tax purposes. Parents requesting information generally may be granted access upon submission to the University of a signed statement or other evidence of federal income tax dependency.

The University has designated the following categories of information as "directory information," which may be released to the public without consent of the student: student's name, address, telephone number, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees, honors, and awards received; enrollment status; classification; thesis titles/topics; photograph; e-mail address; and the most recent previous public or private school attended by the student.

The student may request that certain categories of directory information not be released to the public without the student's written consent. Such requests must be submitted in accordance with the Student Records Policy of the University.

3. Faculty FERPA Guidelines

In general, all student information must be treated as confidential. Even public or "directory" information is subject to restriction on an individual basis. Any requests for disclosure of information, especially outside the University should be referred to the Office of Student Information Services at (310) 506-7999. Release of information contained on a student's transcript without the written consent of the person identified on the document is in violation of FERPA.

To avoid violation of FERPA rules, DO NOT:

- a. At any time use a student's University identification number (CWID) or social security number (SSN) in a public posting of grades.
- b. Link the name of a student with their CWID/SSN in any public manner.
- c. Leave graded tests in a stack for students to pick up by sorting through the papers of all other enrolled students.
- d. Circulate a printed class list with the student names and CWID/SSN or grades as an attendance roster.
- e. Discuss the progress of any student with anyone other than the student (including parents) without the consent of the student.

This notice is not intended to be fully explanatory of student's rights under FERPA or California law. A copy of the official Student Records Policy, containing detailed information and procedures can be found online at www.pepperdine.edu/registrar.

4. Student Right to File a Complaint

Any student alleging failure of the University to comply with FERPA may file a complaint with the Family Policy Compliance Office, Department of Education, 400 Maryland Avenue, SW, Washington, DC, 20202-5920. Students are, however, encouraged to utilize the internal University grievance procedures to resolve complaints prior to contacting outside agencies.

L. Confidentiality

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 employment with the University, the disclosure of which might in any way be detrimental to the interests of the University.

M. Pepperdine University Code of Ethics Policy

1. Introduction

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.

2. Acting with Integrity

We seek to be people who are honorable, forthright, and upright at all times. Our commitment to integrity demands more than mere satisfaction of legal and ethical obligations, although we comply with the law and conform to the highest standards of ethical conduct. Our commitment to integrity means that we actively discern what is right from what is wrong; that what we do flows directly from who we are; that we seek consistency between our inner self and our outward conduct. We value people; we speak the truth; we have the courage of our convictions; and we keep our commitments. We do not condone any form of dishonesty—such as fraud, theft, cheating, or plagiarism—as described more specifically in student, faculty, and staff handbooks and policies.

3. Treating Others with Respect and Dignity

Members of the community are committed to principles of equality and fairness. We follow the profound truth found in the Golden Rule, “In everything do to others as you would have them do to you” (Matthew 7:12).

We do not unlawfully discriminate on the basis of any status or condition protected by applicable federal or state law. Consistent with our affiliation with the Churches of Christ and our faith heritage, we do seek to hire and promote persons who support the goals and mission of the University, including, but not limited to, those who are members of the Churches of Christ.

We respect the inherent worth of each member of the community. We do not engage in any forms of harassment of others. Those in positions of authority, including administrators, supervisors, faculty members, and student leaders exercise their authority fairly and appropriately.

Other expectations about how we treat others with respect and dignity can be found in University policies and in each school's faculty and Academic Catalog.

4. Stewarding the University's Resources

We are good stewards of the University resources entrusted to us and we prepare accurate and clear reports about those resources. University resources are reserved for business purposes on behalf of the University. We exercise reasonable judgment in the use of University resources, acting with care and prudence. We do not use University resources for personal gain.

We prepare correct and clear financial records and research reports. All entries in University books and accounts accurately reflect each transaction. In reporting on the University's resources, we do not hide, conceal, or mislead; and we promptly report such misconduct when it is discovered.

5. Avoiding Conflicts of Interest and Commitment

We do not have direct or indirect interests or commitments, financial or otherwise, which conflict with the proper discharge of our duties to the University. The primary professional allegiance of all full-time employees lies with Pepperdine University and the advancement of its mission. We do not solicit or accept any gift, service, or favor that might reasonably influence the discharge of our duties or that we know or should know is being offered with the intent to influence our official conduct. We do not accept other employment or engage in business or professional activities outside of the University when such work might reasonably cause real or apparent conflicts of interest or conflicts of commitment. We do not transact business in our official capacity with any business entity of which we are an officer, agent, or member, or in which we own a substantial interest without the explicit prior knowledge and approval of the appropriate senior University officer. We disclose potential conflicts of interest to the appropriate supervisor or officer as soon as possible after we realize that a conflict may have arisen. Additional information is located in the University conflicts of interest policy.

6. Maintaining Confidentiality

We observe and respect the confidentiality rights of all other members of the community, and this duty continues even after we are no longer affiliated with the University. This right of confidentiality applies to all academic, financial, health-related, personnel, or other non-public information protected either by law or by University policy. However, the right does not preclude the consensual release of information or the disclosure of information within the University when there is a legitimate need for its disclosure. Email or other uses of the University's computers or computer network are for business purposes and are not presumed confidential. Additional information is located in the University's Computer and Network Responsible Usage Policy.

7. Complying With Legal and Professional Obligations

We comply with all state and federal laws and conform to the highest standards of professional conduct. We transact University business in compliance with all applicable laws, regulations, and University policies and procedures. We do not misrepresent our status or authority in our dealings with others. To the extent that we belong to professions that are governed by standards specific to the profession (such as attorneys, psychologists, or certified public accountants), we adhere to such professional standards. We conduct ourselves in accordance with professional principles for scholarly work, including upholding academic codes of conduct and professional standards for research.

8. Reporting Violations of the Code

In order to maintain the integrity of the community, we report observed or suspected violations of this code of ethics with a spirit of fairness, honesty, and respect for the rights of others. Those who report alleged misconduct and those against whom allegations are reported are afforded all rights provided by University

policies, as well as all applicable state and federal laws. Those who are found to have violated this code will be subject to appropriate disciplinary action, up to and including expulsion, termination of employment, or termination of relationship. Information about reporting violations of this code may be found in the University policy “How to Report a Violation of the Code of Ethics.”

9. Conclusion

We are governed by an ethos of care and respect, virtues that transcend the provisions of this code. We are called to something greater and nobler than mere compliance with the law or a written code of ethics. We are called “to live a life worthy of the calling [we] have received . . . , bearing with one another in love” (Ephesians 4:1-2). We are called to “dedicate ourselves anew to the great cause of beautiful Christian living” (George Pepperdine’s Dedicatory Address). We are called, ultimately, to lives of service (University Affirmation Statement). As the University motto instructs us: “Freely ye received, freely give.”

To review policy go to [University Code of Ethics Policy](#) Effective January 2, 2007.

N. How to Report a Violation of the Code of Ethics

This document provides guidelines for reporting violations or raising concerns about possible violations of the Pepperdine University Code of Ethics. The purpose of the Code of Ethics (the “Code”) is to set forth the ethical expectations of members of the Pepperdine University community. Other University policies provide specific rules and regulations that govern the conduct of University community members and the Code does not modify the application or enforcement of those policies in any way. Reports about violations of the Code should be made with a spirit of fairness, honesty, and respect for the rights of others. The University encourages the use of informal processes when appropriate to resolve questions or concerns about violations of the Code.

Violations of the Code should be reported in accordance with the process provided under the applicable University policy. Examples of University policies that set forth procedures for reporting misconduct include, but are not limited to, the University Tenure Policy Statement, the University Policy for Responding to Allegations of Scientific Misconduct, the School of Public Policy Academic Catalog, the Employee Grievance Procedure (Section 30.1, University Policy Manual), and the Student Records Policy. Under certain circumstances, reports of violations may be made anonymously as provided under existing University policies (See, for example, the policy on Submitting Confidential and Anonymous Complaints to the Audit Committee of the Board of Regents [section 18, University Financial Policies]).

For violations or concerns that do not fall under an existing University policy or that do not have an established reporting process, the following guidelines should be followed:

- *Faculty Members:* Faculty members should report violations or concerns to their division or department chair or to their dean.

- *Staff Members:* Staff members should report violations or concerns to their immediate supervisor. If it is not appropriate to report the violation to one's immediate supervisor for any reason, the staff member should report the violation to the supervisor's superior.
- *Students:* Students should report violations or concerns to the Office of the Dean of their school. Student employees should report violations or concerns related to their employment to their immediate supervisor. If it is not appropriate to report the violation to one's supervisor for any reason, the student employee should report the violation to the supervisor's superior.
- *Members of the Board of Regents and Advisory Boards:* Board members should report violations or concerns to the chair or to the University liaison of their respective board.
- *Volunteers:* University volunteers should report violations or concerns to the University employee who coordinates their volunteer activity with the University.

O. University Computer and Network Responsible Usage Policy Terms

1. Purpose

Pepperdine University provides access to computing and network resources in order to support its instruction, research, and service missions; administrative functions; and student and campus life activities. All such use shall be ethical and consistent with the University's mission. Any other uses, including uses that jeopardize the integrity of the Pepperdine network, the privacy or safety of other users, or that are otherwise illegal, are prohibited.

2. Applicability

This policy applies to all users of University computing and network resources, whether affiliated with Pepperdine or not, and to all uses of those resources, whether on campus or from remote locations.

3. Conditions for Use

Users of Pepperdine University computer and network resources *must*:

- Follow all applicable federal, state or local laws.
- Follow all relevant University rules, regulations, policies and procedures, including the IT use policies and procedures published for specific systems.
- Actively maintain the security of personally-owned and University-assigned computers.
- Report privacy, security or policy violations to the Information Security office.

4. Prohibitions

Users of Pepperdine University computer and network resources *must not*:

- Utilize any identity or account not specifically assigned to the user
- Hinder, monitor or intercept another user's network traffic.

- Disclose, destroy or capture personal, confidential or restricted data.
- Use resources for commercial purposes or personal financial gain.
- Use resources for unauthorized access of any system or network.

5. Peer-to-Peer and File Sharing Notice

Users must not engage in the unauthorized copying, distributing, altering, maintaining or transmitting of copyrighted materials, information, software, music or other media.

6. Security and Privacy

Users' University computer and network passwords must conform to IT's published complexity and length requirements, and must not be shared with any other person, used in non-University accounts, or otherwise disclosed. Passwords must be changed immediately if disclosed or compromised.

The University employs various measures to protect the security of its information resources. Users should be aware that their uses of University computer and network resources are not private. While the University does not routinely monitor individual usage, the normal operation and maintenance of the University's computing resources require backup, logging of activity, the monitoring of general and individual usage patterns, and other such activities that are necessary for information security and the rendition of service. In addition, the University reserves the right to review, monitor and/or capture any content residing on, or transmitted over, its computers or network at its sole discretion. The University reserves the right to limit access to its computers or network, and to remove or limit access to material residing on its computers or network.

The most current version of the Computer and Network Responsible Use Policy and any technical requirements and guidelines related to this policy are published at [Computer and Network Policy and Guidelines](#).

7. Guidelines for Responsible Usage

While not exhaustive, the following list provides some specific guidelines for responsible and ethical behavior.

a. Security

- 1) Make copies of important computer files on a regular basis.
- 2) Keep your computer's operating system and other computer software up-to-date with manufacturers' patches and updates.
- 3) Secure your voice, computer, and network accounts with unique passwords that you change regularly and do not share with anyone.
- 4) Use a virus protection program that you regularly update to detect the latest types of viruses.
- 5) Do not violate the security of any technology resource at the University or anywhere on the Internet.

b. Laws and Regulations

- 1) Abide by all federal, state, and local laws.
- 2) Comply with all product licensing and contractual agreements.
- 3) Adhere to all copyright laws. The unlawful distribution of copyrighted works can provide the basis for civil litigation and criminal prosecution.

c. Sharing Resources

- 1) Do not use peer-to-peer file sharing utilities (for example: Hazaa, iMesh, and Morpheus) to unlawfully download or share copyrighted material for which you do not hold the copyright.
- 2) Do not saturate technology resources with voluminous traffic, such as mass emails or malicious activities, to the exclusion of another's use. The University network, computer labs, e-mail system, and telephone system are shared broadly and are, therefore, limited.

d. Email

- 1) Keep your mailbox size to a minimum by deleting all unnecessary messages and storing other messages outside your mailbox.
- 2) The use of offensive communications, such as obscenity, profanity, and inappropriate jokes is not permitted. Likewise, libel, slander, intimidation, and harassment are expressly forbidden.

e. Other Uses of Technology Resources

- 1) Do not use University resources for personal financial gain without explicit University approval.
- 2) Limit your use of University technology unrelated to your University role. Such use must not interfere with University activities or your University responsibilities.
- 3) Do not use technology resource privileges that are no longer authorized after transfer to another University role, or separation from the University.
- 4) Wireless networking is reserved for classroom and "mobile" computing. It is not intended as a primary means for connecting to University networks.

f. Privacy and Confidentiality

- 1) Respect the privacy and personal rights of others.
- 2) Do not access or copy another user's e-mail, data, computer software, or other files without permission.

8. Web Pages/Publishing

- a. Faculty and staff: do not publish personal information unrelated to your University responsibilities with Pepperdine Web resources. Personal pages represent an individual as a private person and are permitted for students only.

- b. Keep all Web page content up-to-date or remove it.
- c. Post the name of the unit or group represented by the page on the site; a means of contacting the person(s) responsible for maintaining the page content; and the date of last revision.

P. University Photocopy Copyright Policy: Guidelines for Classroom and Research Use

Current copyright law grants a copyright owner certain rights regarding that owner's work. The copying, by photocopying or other means, and use of copyrighted materials can only be done subject to those rights. The University has adopted these copying guidelines for faculty and staff in an effort to achieve greater certainty of procedure, reduction of the risk of infringement of copyright, or allegations thereof, and the maintenance of a desirable flexibility to accommodate specific copying needs. The importance of these guidelines is underscored by three common misconceptions. One misconception is that the duplication of copyrighted materials without permission for non-profit educational purposes is always permissible as a "Fair Use". This is not true. There are some very well defined limits to such uses. The second misconception is that a copyright owner is not likely to undertake efforts to protect a copyright. This is also untrue, and the penalties for copyright infringement can be very severe. The third misconception is that the absence of a copyright notice () signifies the absence of a claim of copyright. This is also not necessarily true and it should be assumed that a work may be protected, despite the absence of notice. Copyright law applies to all forms of copying, whether it is done, for example: (i) at a commercial copy center, (ii) at the University's copy facilities, (iii) at a self-service copy machine, or (iv) by computer (i.e. by posting copyrighted material on the University's computer network or the Internet, or by emailing materials via a class distribution list). If you use the services of a commercial establishment, you may be asked to provide documentation of permission from the publisher. The University encourages faculty members to exercise good judgment in the use of copyrighted materials, and to carefully and efficiently balance the following guidelines with the best interests of the students when making use of copyrighted materials.

A. What is a copyright?

A copyright allows the copyright owner to control others' use of his or her work. Others may not copy (by photocopying or other means) and use copyrighted materials without the creator's permission subject to some exceptions.

The University has adopted these copying guidelines for faculty and staff in an effort to achieve greater certainty of procedure, reduction of the risk of infringement of copyright, or allegations thereof, and the maintenance of a desirable flexibility to accommodate specific copying needs.

What are common misconceptions of copying copyrighted materials?

The importance of these guidelines is underscored by four common misconceptions:

1. The duplication of copyrighted materials without permission for non-profit educational purposes is always permissible as a “Fair Use”. This is not true. There are some very well-defined limits to such uses.
2. A copyright owner is not likely to undertake efforts to protect a copyright. This is also untrue, and the penalties for copyright infringement can be very severe.
3. The absence of a copyright notice (©) signifies the absence of a claim of copyright. This is also not necessarily true and it should be assumed that a work may be protected, despite the absence of notice.
4. Properly citing the work avoids infringement. This is not true. Copyright infringement and plagiarism are not the same and it is possible to infringe without plagiarizing.
5. All faculty are required to follow the copyright policies. Please refer to

[University Photocopy Copyright Policy](#) and Guidelines for Classroom and Research Use which includes detailed information regarding the following policies for photocopying of course materials:

- Copying for Interactive and Digital Classes
- Using third-party materials on course website
- Performing a musical or literary work, or showing a film or video, in class
- Absolute Restrictions
- How to obtain permission from the copyright holder?
- How to obtain permission from the publisher?
- Central Licensing Organizations
- Infringement

Faculty with questions regarding this policy should contact the Provost’s Office. These [guidelines](#) contain revisions approved as of January 2022.

Q. Use of University Name and Letterhead

Faculty, 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 outside of the regular work of the University. Violation of this rule may result in disciplinary sanctions.

Part-time professors (adjuncts) must request permission from the Assistant Dean of Administration to use the letterhead for a student recommendation and provide a copy of the letter for the student’s file. 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.

R. Substance Abuse Policy

1 Purpose

In keeping with the mission of the University and its commitment to provide an alcohol and drug-free work environment, the University has formulated the following policy regarding alcohol and drugs.

2. Applicability

This policy applies to all employees, including those persons who are classified as faculty, staff, and student workers. This policy also applies to independent contractors employed directly by the University.

3. Definitions

Substance means any drug (including alcohol) that has known mind- or function-altering effects on a human subject, specifically including psychoactive substances and including, but not limited to, substances controlled or prohibited by state and/or federal law. Alcohol in this context means beer, wine, and all forms of distilled liquor or any beverage, mixture, or preparation containing ethyl alcohol.

4. Prohibitions

The University prohibits the illegal use, possession, transport, manufacture, distribution, promotion, or sale of drugs, drug paraphernalia, or look-alike (simulated) drugs and the unauthorized use or possession of alcohol while performing work for the University.

University employees and independent contractors must not report for work or be on University-controlled property while under the influence of any drug, alcohol, or other substance which will in any way affect their work performance, alertness, coordination, or response; or affect the safety of others on the job; or which would affect their ability to represent the University appropriately.

At no time or place shall an employee use or be under the influence of drugs or alcohol or any mind-altering substance while driving, riding, or sitting in a University vehicle.

5. Medically Authorized Drugs

Employees who are required to use a medically prescribed or over-the-counter drug which may impair or affect their alertness, coordination, or responses must advise their supervisor of this fact before reporting to work. It is the employee's responsibility to determine whether a prescribed or over-the-counter drug may impair their job performance.

The University reserves the right to require any employee using prescribed or over-the-counter drugs to provide a physician's certification that use of the drug will not impair the ability of the employee to perform their job properly and safely.

6. Fitness for Duty—Examinations and Testing

The University reserves the right to require that an employee submit to a physical examination or clinical testing designed to detect the presence of alcohol and/or drugs when there are reasonable grounds for believing the employee is under the influence of, or improperly using, alcohol and/or drugs in violation of this policy. In compliance with federal and state law, certain regulated positions at the University require pre-employment, random, post-accident, reasonable suspicion, and return-to-duty drug and alcohol testing.

The University reserves the right to request an employee seeking accommodation to provide confirmation of compliance and attendance in a substance abuse program and a medical certificate stating the employee is fit for duty, and may request the employee submit to a drug test upon completion of a substance abuse program.

7. Voluntary Employee Assistance/Job Accommodation

Employees who voluntarily seek accommodation for a drug- or alcohol-related problem may do so without jeopardizing their employment status, provided a recognizable treatment and rehabilitation program is followed and the employee's work performance is acceptable. In some cases, temporary reassignment to another position may be necessary.

Staff employees seeking accommodation are expected to contact the Center for Human Resources. Faculty employees are expected to seek accommodation through the Provost's Office. Student employees are expected to seek accommodation through the Student Employment Office.

Information concerning employees who participate in treatment and/or rehabilitation programs will be accorded confidential status. Only those with legitimate, work-related need to know will have access to such information.

8. Reporting Obligations

In accordance with and pursuant to the requirements of the Drug-Free Workplace Act of 1988:

- a. Any staff employee must notify the assistant vice president of Human Resources within five days of any conviction for criminal conduct related to drugs in the workplace; and
- b. Any faculty employee must notify the Office of the Provost within five days of any conviction for criminal conduct related to drugs in the workplace.

9. Disciplinary Action

Employees who violate this policy in any way, or who refuse to cooperate with any aspect of this policy, will be subject to appropriate disciplinary action, up to and including termination of employment, even for a first offense. Independent contractors who violate this policy may be barred from the premises, even for a first offense.

Inquiries regarding this policy may be addressed to the Chief Human Resources officer. To review the policy, go to [Substance Abuse Policy](#).

S. University Smoking Policy - Smoke Free Campuses

1. Policy

All Pepperdine University campuses are smoke-free at all times, 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, advertisement of tobacco products, or sponsorship by tobacco companies 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.

Cessation

Subsidized cessation programs are available to faculty, staff, and students. The University encourages participation in these programs. For more information, employees should call Human Resources, and students should call the Student Health Center.

Compliance

All members of the University community share in the responsibility of adhering to and enforcing this policy. The success of this policy depends upon the thoughtfulness, consideration, and cooperation of those who smoke and those who do not. Informational rather than punitive enforcement is the intent of this policy. However, repeated violations of the smoking policy, such as smoking in an area other than at a designated smoking location, may result in intervention by the Department of Public Safety, discipline by the supervisor in the case of an employee, or discipline by the Office of Community Standards in the case of a student. For more information, go to the [Pepperdine University Smoking Policy](#).

T. Faculty Notice and Comment Policy

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.

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.

III. FACULTY RESPONSIBILITIES AND RELATED POLICIES

A. Conflict of Interest

Each employee of Pepperdine University has the personal responsibility to avoid conflicts of interest and possible intentional or inadvertent abuse of position or the appearance of such abuse. It is understood that the relationship between the University and its employees is one of trust, and it is expected that all employees will avoid even the appearance of conflict of interest.

Outside activities shall not place the faculty member in a situation where there may be a conflict of interest, or the appearance of a conflict of interest, between the private interests and duties and responsibilities as a faculty member. The following examples include, but are not limited to, activities deemed to be either a conflict of interest or the appearance of a conflict of interest: being employed by or consulting for a student while that student is enrolled in the faculty member's class or while awaiting his or her course grade or entering into an agreement to be employed by or consult for a student while that student is enrolled in the faculty member's class or while awaiting his or her course grade.

B. Faculty Attendance Requirements

Faculty members are expected to meet with all classes promptly at the time scheduled. Necessary absences must be reported to the Office of the Dean in advance whenever possible. Absences of more than one class session for purposes not directly connected to University duties, must be approved in advance by the dean. Failure to meet scheduled classes, failure to teach full-class periods, and chronic tardiness are serious lapses of professional behavior. Faculty are expected to hold classes at regularly scheduled class times and avoid moving class times or days. Should temporarily moving the class time or day be necessary, the faculty member must first notify the School of Public Policy assistant dean for administration and then consult with the SPP Office Manager for room reservations.

C. Faculty Availability

Faculty members are expected to give written notice to students of how, when, and where to reach them by telephone, and email for appointments, proposals, projects, and similar student-related needs. Generally, faculty members should respond to student inquiries within 48 hours. If the faculty member will be unavailable for a significant amount of time, the SPP Office Manager can be a contact point and can be reached at 310-506-4790. Faculty are expected to provide availability (reasonable office hours) in the syllabus and share the information with the Office of the Dean. All faculty will be provided a shared office space on the day of teaching which can be used for course preparation, meetings, etc.

D. Academic Advisement

Faculty members are expected to advise students on academic matters in a general way and as the students' needs relate to the faculty member's own discipline. Students may also be directed to the senior director for student services for academic advisement. Under no circumstances should faculty members commit to policy changes without first consulting with the assistant dean for administration.

E. Course Syllabi for Faculty Teaching In-Person Classes

All faculty members are to prepare course materials, teach students, grade assignments, hold office hours, and complete timesheets (if applicable) for their assigned course. Appointments carry with them the possibility that COVID-19 related considerations, wildfires, or other such similar circumstances may require that instruction, and instruction related duties, be performed remotely or through other methods and modalities for all or a part of the term and/or that the dates of the term be adjusted.

A syllabus is quite simply an outline of the academic content of a course, but also serves to communicate course organization and process. Syllabi are distinctive, following the personality of the professor and the course itself, and *thus there is no strict formula for creating a syllabus*. However, it is anticipated that faculty will develop syllabi that communicate effectively in some key areas of course organization. This document is designed to aid in the process of syllabus development, and to ensure appropriate communication with our students as they enter into a Pepperdine class setting. In particular, this document provides guidance regarding students with disabilities, academic integrity, and copyright restrictions on course materials.

Note that these are guidelines for good practice and content—they can be listed in any order or format and do not have to be represented as separate headings or sections. In some instances, it may even serve the educational purposes of the class to exclude some optional items. ***Only in the case of the language associated with the use of Turnitin and the statement on disabilities is the exact language or content required by University policy.***

1. Instructor Information (required):
 - Professor name and professional title
 - Professor contact information phone and email
 - Office hours and office location

2. Course Information (required):
 - Course title and catalog number
 - Course Description/Purpose
 - Meeting time, meeting place
 - Required course materials
 - Supplemental (optional) course materials

3. Student Learning Objectives: The syllabus should provide clearly defined goals regarding the educational outcomes of the course and should define the broader program goals that are served by this course. The course student learning objectives should include, but not be limited to some aspect of the program educational objectives.

4. Support of University Mission: Provide a brief description of the relationship between the course and the institutional mission of Pepperdine University, as defined in the University Mission Statement and Strategic Plan.

5. Course Calendar and Topical Content: Include an approximate class timeline with the right to make adjustments to the specific content and timing as appropriate. This is a general guide for the class and some topics may be expanded, emphasized, deemphasized, eliminated, or changed as the course develops and/or as the instructor deems appropriate.

6. Grading (required): The syllabus should offer a clear definition of the methodology to be used for assessing student learning and the assignment of a course grade. Dates and deadlines for papers, presentations and other assignments should be clearly defined and communicated. Student participation, late policies and attendance policies should also be clearly defined.

7. Course Materials Retention Policy

Because of University data retention policies and the potential for student grade appeals, SPP faculty should retain assignments, grading rubrics, quizzes, examinations, and any other materials used to assign student grades until the end of the term following the one in which the course was offered. Faculty teaching in the Fall semester should retain materials until the next Spring semester has ended. For Spring faculty, retain materials until the next Fall has ended. For Summer faculty, materials should be retained until the end of the next Fall.

8. Student Behavior: The syllabus will typically reference the school catalog regarding ethical behavior in class, respectful classroom discourse, and/or plagiarism. The process to be enacted upon violation of course standards should also be referenced usually by referencing the provisions of the *Code of Academic Ethics* and the *Student Code of Conduct* as defined in the *Academic Catalog*. By registering in the course, students implicitly agree to comply with the standards in the catalog, but a reminder of that act can be a helpful reminder.

The syllabus should contain clarifying language about permissible uses of cellphones, laptops and other devices during class time. Note that the school does *not* have a policy on the use of electronic devices and the boundaries of use are at the instructor's discretion.

Courses that include the use of turnitin.com are also *required* (by University counsel) to include the following language and accommodations in their syllabi:

This course may require electronic submission of essays, papers, or other written assignments through the plagiarism detection service [Turnitin](#). Turnitin is an online plagiarism detection service that conducts textual similarity reviews of submitted papers. When papers are submitted to Turnitin, the service will retain a copy of the submitted work in the Turnitin database for the sole purpose of detecting plagiarism in future submitted works. Students retain copyright on their original course work. The use of Turnitin is subject to the Terms of Use agreement posted on the Turnitin.com website. You may request, in writing, to not have your papers submitted through Turnitin. If you choose to opt out of the Turnitin submission process, you will need to provide additional research documentation and attach additional materials (to be clarified by the instructor) to help the instructor assess the originality of your work.

9. Students with Disabilities Statement (the following exact language is required by University Policy on all syllabi): The Office of Student Accessibility (OSA) seeks to accommodate students with documented disabilities to allow them equal standing in all endeavors. This office is committed to upholding the integrity and standards of our Pepperdine academic programs by leveling the playing field and assisting students in navigating barriers to their pursuit of education. Students must register with the Office of Student Accessibility in order to receive accommodations. Students are welcome to refer to office staff at any time with questions about accommodations or navigating barriers to fully experiencing all that Pepperdine has to offer.

Contact the [Office of Student Accessibility](#) for more information.

10. Food or Drink Policy: The School of Public Policy officially has a no food policy in its classrooms. Bottled water is allowed.

11. A Statement Regarding Intellectual Property of the Course Content (optional): Faculty may wish to express their restrictions on recording, distribution, sharing, etc., of course-related content and activities. The example below is provided only as one potential statement serving to restrict distribution of course content.

Example: 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 or supervising administrator, 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.

Pepperdine University Pandemic Health Response: Pepperdine University relies on a collective effort and a comprehensive plan to ensure the safety and well-being of all members of the community. With extensive preparations and evolving plans in place, Pepperdine is well positioned to address and manage pandemic health conditions. The University's Steering Team has developed Pepperdine's Community Response Plan for pandemic health conditions built upon research, benchmarking, industry guidance, and official county mandates. Implementation of the plan is tailored to each campus in accordance with local public health guidance and includes procedures for vaccinating, testing, treating, tracing, operating, separating, and cleaning. All members of the Pepperdine community will follow current guidelines and health mandates.

The University will report actions decided by the Emergency Operations Committee and will continue to provide periodic updates through emergency.pepperdine.edu.

F. Course Syllabi for Faculty Teaching Online and Hybrid Courses

All faculty members are to prepare course materials, teach students, grade assignments, hold office hours, and complete timesheets (if applicable) for their assigned course. Appointments carry with them the possibility that COVID-19 related considerations, wildfires, or other such similar circumstances may require that instruction, and instruction related duties, be performed remotely or through other methods and modalities for all or a part of the term and/or that the dates of the term be adjusted.

The School of Public Policy may offer a select few online courses. The online and/or recorded classroom creates opportunities for students to pursue their degree in a modality that works best for their situation. For those courses and because of concerns about privacy and intellectual property rights, all faculty

must include the following information in their syllabus to avoid challenges with respect to these issues including a syllabus subsection called **Course Disclosures and Policies**. These insertions include language that:

- Creates consent to record class sessions,
- Protects student (and professor) privacy,
- Protects any intellectual property created or used in the course,
- Conforms with SPP policies around using TurnItIn.com (With online student assignments, the potential for academic violations regarding originality remains high. The University subscribes to the turnitin.com platform which has been significantly redesigned and improved to include class assignments within the courses.pepperdine.edu infrastructure.

Note that this language has been vetted by the University General Counsel:

Course Policies and Disclosures

Below are the statements about the policies for this class around some of these important issues.

Consent to be recorded. Because of the online nature of the class sessions, these sessions may be recorded by the professor using the Zoom recording feature for instructional purposes. Participation in the class during live sessions implies consent to the recording of those sessions. If a student does not wish to be recorded, they must notify the instructor to see if arrangements can be made. If this is not possible for educational reasons, the student may need to enroll in a different course.

Student privacy. In order to safeguard the privacy of all students and faculty in online learning environments, no individual may record, reproduce, screenshot, photograph or distribute any video, audio, or visual content from an online course. This restriction applies to, but is not limited to, live online sessions, recorded lectures, live discussions, and discussion boards. The only exceptions to this policy are the instructional recordings referenced above and one screenshot per meeting/discussion that faculty may take as a form of attendance. These screenshots may not be shared or used for any other purpose. Any violation of this policy may subject the individual to disciplinary and/or legal action.

Intellectual property rights. All class lectures and materials herein, including but not limited to, pre-recorded and live lectures, live discussions and discussion boards (and recordings thereof), posted course materials, visual materials that accompany lectures/discussions, and virtual whiteboard notes (collectively “Course Intellectual Property”) remain the intellectual property of the faculty member or other third-parties. No individual may record, reproduce, screenshot,

photograph, or distribute any Course Intellectual Property in partial or full-format without the permission of the professor. Any violation of this policy may subject the individual to disciplinary and/or legal action.

Use of Turnitin.com. This course may require electronic submission of essays, papers, or other written assignments through the plagiarism detection service [Turnitin](#). Turnitin is an online plagiarism detection service that conducts textual similarity reviews of submitted papers. When papers are submitted to Turnitin, the service will retain a copy of the submitted work in the Turnitin database for the sole purpose of detecting plagiarism in future submitted works. Students retain copyright on their original course work. The use of Turnitin is subject to the Terms of Use agreement posted on the Turnitin.com website. You may request, in writing, to not have your papers submitted through Turnitin. If you choose to opt out of the Turnitin submission process, you will need to provide additional research documentation and attach additional materials (to be clarified by the instructor) to help the instructor assess the originality of your work.

Accommodations for Students. Pepperdine University provides services and accommodations in accordance with the ADA and section 504 of the Rehabilitation Act. Pepperdine recognizes that each student is a unique individual and that the effect of a particular disability can vary from student to student. As a result, accommodations are determined through an interactive process with the student, the Office of Student Accessibility, and medical/mental health professionals.

Any student with a documented disability (physical, learning, or psychological) needing academic accommodations should contact the [Office of Student Accessibility](#) located at Student Assistance Center #105, phone: (310) 506-6500). email: student.accessibility@pepperdine.edu] as early in the semester as possible. All discussions will remain confidential. Please visit the Office of Student Accessibility for additional information.

Right to Revise Syllabus. The professor reserves the right to modify the syllabus as the semester progresses in response to the changing public health environment, University directives, or to advance the progress of learning in the course.

In view of the procedural flow of the class, it might be worth including another section that provides some procedural guidance for the students. Below is a sampling of the procedures that can be used in the class syllabus:

Class Rules and Procedures

- Students will generally be expected to be on camera during the active synchronous class sessions. Research has shown that this creates the best learning environment possible for online sessions. Please see the [SPP Recommended Technology Guidelines](#) for details for a camera with enough bandwidth to support it.

- Students will need to have enough screen space to fully participate in screen shares, presentations, and a range of multi-person activities. Cell phones will generally not be adequate to this purpose.
- Students will be expected to participate in person in synchronous, online sessions at the time of the session unless prior, alternative arrangements have been made with the professor.
- Students are expected to complete the asynchronous assignments and activities by the timelines and deadlines specified in the assignments. Responsibility lies with the student to review these materials and deadlines on a regular and timely basis. All times in all assignments will be in Pacific Time.
- Students should allow adequate time for a response by the professor. Generally, all communications will be within 24 hours, but there may be occasions when this is not possible. Email is preferred for communications. Students are expected to follow all of the rules for online meeting etiquette found on the School of Public Policy's [Zoom Resources](#) website.
- Faculty must include specific attendance requirements for students being present during synchronous sessions—discussion will not happen without discussants.
- Describe final exam protocols students are required to follow. Final presentations will also require some logistical guidance for students.
- It might be helpful to discuss expectations around asynchronous participation by students who are excused from the class (e.g. a posting to a reading journal or some other alternative)
- It is helpful, in a world without time and physical presence, to define some boundaries around availability to students. Descriptions of availability and responsiveness can help manage the flow of information related to the course. For example, “Professor will respond to emails within 24 hours” or “Professor prefers texts be limited to normal business hours.” Faculty are encouraged to be as available as possible to students and individual circumstances will vary, but it is also important to set some boundaries as needed.
- Any software or technology requirements should also be included. For example, stating Microsoft Word and PowerPoint may be required. This is especially important for remote students who will not have access to on-campus resources.

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Pepperdine community will follow current guidelines and health mandates. The University will report actions decided by the [Emergency Operations Committee](#) and will continue to provide periodic updates.

G. Class Rosters

Faculty shall access their class rosters using WaveNet Academic Resources through the University portal. Log in to [WaveNet](#) and locate Academic Resources. Select Academic Tools and click on Faculty Services which will take one to the Faculty Center. The Faculty Center will display “My Teaching Schedule–[Applicable Term]” which lists the courses the faculty member is teaching. Click on the applicable icon to the left of the course list. Faculty will then be able to [view the class roster](#)—names of all enrolled students. This site also provides the option of sending an [email to all enrolled students](#) or a selection of students by following the options located at the very bottom of the roster.

Faculty should note that enrollment may change through the end of the second week of classes (add/drop period).

Please contact the SPP Office Manager regarding any discrepancies.

H. Field Trip Transportation Student Waiver

“Field Trip—Own Transit Election” University Release of Liability Form

For field trips scheduled, but not using a University van for transportation, or for students who choose to provide their own transportation, the Office of Risk Management states that it is mandatory for those students to sign a form releasing the University from any and all liability. A sample of the “Field Trip—Own Transit Election” form is available from the School of Public Policy SPP Office Manager who will provide faculty with forms for distribution. The forms must be completed by the participating students and returned to the faculty member with a copy to the SPP Office Manager. The University requires proper documentation on file.

I. Guest Speaker and Visitor Campus Access Procedures

Guest speakers should be directed to the Public Safety booths on Seaver or Tyler Drive at the entrances to the Pepperdine University campus to obtain a visitor’s pass for parking in Lot S, T, or V on the west side of the Drescher campus. The visitor will need to inform the employee he/she is a guest speaker for the School of Public Policy and follow the directions to the graduate campus.

J. Academic Evaluation of Students: Grading

Academic evaluation is dedicated to high academic standards and eschews “grade inflation.” Grades must be assigned accurately and fairly. Careful records of student progress should be kept on file. Students deserve a clear understanding of their status and progress, including frequent assessment and prompt return of graded work. This requires a systematic evaluation program on the part of the instructor. Evaluation should begin early in the semester and continue at reasonable intervals. Students doing

unsatisfactory work should be advised of their academic status no later than the eighth week of the semester. In the event of a petitioned grade, the professor is relieved of full responsibility only when all grades are recorded and disputes resolved.

K. Standards and Measurements of Student Achievement

Each faculty member in the Master of Public Policy program has their own method for measuring student achievement. At the beginning of each course, the particular standards of achievement and method of measurement is to be explained to enrolled students. In addition, first-year students must attend the Orientation Workshop which includes information regarding student achievement and conditions where students may continue in the program based on academic performance and personal conduct. Further, all course requirements must be completed within seven years.

A student must maintain a cumulative grade point average of at least 3.0 throughout the program. All course grades assigned in the program are entered on the student's official transcript and counted toward the cumulative grade point average. A core course in which a grade lower than "C-" is earned must be repeated before the student is allowed to graduate. A grade lower than "C-" earned in an elective course must be made up by repeating an elective course. Upon approval by the Office of the Dean, a course in which a grade lower than "B" is earned, may be repeated, although a course may be repeated only once. In cases where a course has been repeated, both course grades earned remain on the transcript and count toward the cumulative grade point average.

If a student's cumulative grade point average falls below 3.0, the student is placed on academic probation. While on probation, students will be limited in enrollment to a course load determined by the Office of the Dean. Students placed on academic probation shall be informed of conditions for removing the probationary status.

Probationary status requires periodic reviews of the student's records to determine suitability to remain enrolled and may include specific limitations to and restrictions of the student's privileges, such as, but not limited to, a loss of financial aid support including any scholarships and loans, limitation of the number of courses taken in a term, restriction from taking a directed or independent study course or a course at one of the other schools at the University, and restriction from serving as a School of Public Policy graduate assistant.

A student is subject to academic dismissal and/or will be placed on academic probation for failure to earn at least a 3.0 grade point average in the first semester of enrollment, failure to achieve a cumulative grade point average of 3.0, earning a grade of "B-" or lower during a semester in which a student is on probation, earning a grade lower than "B-" in more than two courses, or earning a grade lower than "D" in any course.

The School of Public Policy grading standard is as follows:

A	=	(4.0) indicates outstanding achievement
A-	=	(3.7)
B+	=	(3.3)
B	=	(3.0) indicates average or satisfactory achievement
B-	=	(2.7)
C+	=	(2.3)
C	=	(2.0) indicates below-average performance
C-	=	(1.7)
D+	=	(1.3)
D	=	(1.0) indicates serious deficiency
D-	=	(0.7)
F	=	(0.0) indicates failure

L. Student Course and Faculty Evaluations

In each class offering, students are given an opportunity to evaluate the course and the faculty instructor. All faculty members are expected to encourage student participation in the course and instructor evaluation program. The School of Public Policy realizes the importance of both the mid-term (when appropriate) and final course/faculty evaluations to the quality of our program.

Online Mid-term evaluations are provided for both new full-time faculty and new adjunct faculty and for all those who are teaching a course for the first time and will be completed no later than the sixth week of the term. In addition, mid-term evaluations are conducted for faculty and at the discretion of the dean. These evaluations are to be used by the instructor to evaluate the effectiveness of teaching and direction the course is taking. Mid-term evaluation results are provided to the course instructor and in rare circumstances, to the dean.

The end-of-term course evaluation process occurs online prior to final exams. End-of-term evaluations are conducted in all courses and all sections of a course offering. After grades have been submitted, completed evaluation forms will be reviewed by the Office of the Dean and the faculty member.

M. Final Examinations

A final examination or concluding evaluative activity is expected in all courses. Some professors may, in rare circumstances, provide take-home final exams. In this case, it is important that the course syllabus state clearly whether or not students are permitted to discuss their exams with others. In most cases, a take-home exam assumes that students may call upon any resources available, including books, articles, the Internet, or conversations with other individuals before composing their own final version of the exam's requirements. If for any reason this is not permitted, the expectations should be clearly stated in writing in the syllabus and the final exam assignment.

N. Posting of Final Grades and Grade Adjustment

Final student grades must be posted using the University e-grading system and in accordance with deadlines issued by the Office of Student Information and Services each semester.

Electronic grading is available through WaveNet. Grades are official upon submission and load on the same day of posting into the University system. Faculty should consult the [Office of the University Registrar website](#) for additional information and the [Information Technology Grading Training](#) for information on how to e-grade. Grade changes are made by submitting a “Grade Adjustment Request” form from [etcentral](#) although the assistant dean for administration should be consulted prior. Instructions for submitting an approved grade change can be found in the Faculty Wavenet Guide on [How to Access the Grade Change Form](#).

O. School of Public Policy Grade Disputes

Grades measure student performance and serve as a means of determining academic status, graduation eligibility, and honors. The School of Public Policy encourages a fair and rigorous assessment of student coursework and supports actions that resolve disagreements regarding grades in a prompt, fair, and professional manner. Most grade issues can and should be resolved privately between the student and instructor. However, if the matter is not satisfactorily resolved, faculty should contact the assistant dean for administration to discuss options for mediation.

P. Commencement

All adjunct faculty members are invited to attend the annual graduation ceremony. This is a professional responsibility not to be taken lightly. The marshal of the faculty is responsible for all academic processions and the SPP Office Manager will provide detailed instructions at least one month prior to the event. Faculty members may contact the SPP Office Manager or dean’s office regarding rental or purchase of academic regalia.

IV. ADJUNCT FACULTY BENEFITS AND RELATED POLICIES

Pepperdine invites industry-leading experts to teach classes as adjunct professors. Their important insights give students a real-world look into their field of study. The following benefits are available to Adjunct Faculty:

A. Social Security/Medicare

Employees of the University participate in the [Social Security](#) program and [Medicare](#). Deductions are mandatory and are made from each paycheck in the amount prescribed by law. Equal amounts are also contributed by the University.

B. Unemployment Compensation

Pepperdine University participates in the [California State Unemployment Compensation Plan](#). Coverage is provided for unemployment transpiring through no disqualifying fault of the employee. Decisions regarding eligibility are reserved by the State.

C. Worker's Compensation Insurance

Pepperdine University provides Workers' Compensation coverage for all of its employees who are injured on the job or become ill because of their work. Employees are expected to report any work-related injury or illness to their supervisors and the Human Resources office as soon as possible to ensure proper medical treatment.

D. State Disability Insurance

Eligibility for benefits is available under the California State Disability Insurance Act. The required contribution, as mandated by state law, is withheld from the employee's paycheck. This program provides income protection for illness or injury which is not job-related (as well as for pregnancy).

E. Credit Unions

Pepperdine has partnered with the following credit unions:

[University Credit Union](#)

For details, call (310) 477-6628 or visit their Web site at www.ucu.org.

[Kinecta Federal Credit Union](#)

For details, call (310) 450-3119 or visit their Web site at www.kinecta.org.

V. TECHNOLOGY RESOURCES AVAILABLE TO ADJUNCT FACULTY

Pepperdine Technology and Learning

The mission of Information Technology is to provide Pepperdine University with a reliable technology infrastructure coupled with support services. They are dedicated to enabling and promoting the integration of technology into both academic and administrative processes. Information Technology is committed to offering leadership and support in the advancement of technology through coordinated efforts with the Pepperdine University community. Go to [Staff and Faculty Resources](#).

A. Information Technology (IT) Support and Services

1. [IT HELP](#) (Pepperdine University's technology resource center)

IT HELP acts as the communication center for the entire Information Technology department and serves as the bridge between University faculty, staff and students, and all other Information Technology departments. IT offers "Anytime Support" 24 hours a day, 7 days a week, 365 days a year.

Questions regarding Information Technology “HELP” services can be answered by calling (310) 506-4357 (HELP), “Just in Time” classroom support (310) -or via the Information Technology Web site at Staff and Faculty Resources where faculty can find an abundance of information relating to the department and the extensive list of services offered.

Information Technology specifically for faculty can be located by scrolling down to “IT for you” and clicking on Faculty. Topics include:

- Getting Started: Account activation, self-help information, and orientation
- Help and Training: Assistance with technological issues and learning opportunities/training offerings
- Network/Telecommunications: Network services, telecommunication services, and telephone and voice services
- Technology Services: Computer store, copy services, faculty web pages
- Email and Calendaring: E-mail issues, programs, and spam filter
- Instructional Resources: Course management systems (BlackBoard and TurnItIn), library technical resources, and multimedia services
- Security: File backups, software updates, and virus protection

2. Audio-Visual Presentation Services

[Audio-Visual Presentation Services](#) is an Information Technology department located on the Seaver College campus that offers multimedia support to University faculty, staff, and students offering:

- Multimedia equipment
- Audio cassette duplication

Equipment available for check-out may include:

- Portable audio systems
- Microphones
- Conference phones
- Video cameras
- Any necessary cabling

To obtain assistance with arrangements to obtain multimedia equipment, please notify the SPP Office Manager or call (310) 506-6953.

B. Information Technology Business Services

1. Printing and Copy Services

Information Technology provides support for all departmental copiers and management of assigned departmental copy codes.

In addition to the self-serve high-speed photocopiers/scanners available throughout campus, Information Technology/Business Services provides a full-service copy and printing center located at the Facilities Management and Planning pad. All bulk and special copying and printing are handled by the University's Printing Services department utilizing state-of-the-art copy/printing capabilities. Black and white and full-color photocopying, printing, binding and lamination are among the many services provided utilizing state-of-the-art copy/printing capabilities. For more information, visit [Pepperdine Printing and Copying Services](#).

Faculty using the University's copy/printing services are expected to abide by applicable copyright law and the official University policy entitled "Guidelines for Photocopying for Classroom and Research Use" which is included in this handbook and/or available from the [provost's website](#). As a general guide, the following are examples of legitimate copying of copyrighted materials for educational use:

- a) Single copies of a chapter, article, essay, chart, drawing, or other selection from a longer work to be used in research or in preparation to teach a class are within acceptable use guidelines.
- b) Multiple copies to be distributed to a class, provided that these do not exceed one copy per student in the class. Such multiple copies are subject to a number of criteria (brevity, spontaneity, and cumulative effect) which are posted in the photocopy centers. Repeated photocopying of the same item to be used by the same teacher from term to term is prohibited by the copyright law. Copying of copyrighted works intended to be "consumable," such as workbooks, exercises, standardized tests, or test answer sheets, are specifically prohibited from being copied.

2. [Tech Central](#)

To meet the needs of students, the Information Technology Department has established partnerships with select vendors for special pricing on laptops, peripherals, and software.

University employees looking to purchase computers and technology for personal use may have access to [special discounts](#).

Information Technology has established [technology standards](#) governing the selection and purchase of equipment for students. Purchasing assistance and a list of approved technology is available at [Tech Central](#).

C. Access to Pepperdine's Network, Telephones, and the Internet

1. Pepperdine Network

- a. Faculty/Staff Initial Network Credentials

New Pepperdine faculty and staff will receive their network user IDs and temporary passwords from the assistant dean for administration. It is strongly recommended that employees immediately change their password to a password known to the employee only.

All employees should pre-register to be able to have their passwords reset if they ever forget them at [MyID Password Management](#). Then when employees forget their passwords, they only need to go to the MyID site and click on “Set/Reset Password.”

If new employees need access to other network resources, such as network printers or network disk drives, the assistant dean for administration will complete a Network Request Form which will be submitted automatically to the IT Help Desk.

b. The Pepperdine network is a complex set of hardware (servers, hubs, routers, etc.) and software (the Windows NT operating system) used to connect computer users and resources together to help faculty, staff, and students share information effectively.

Pepperdine’s network serves campus locations in the Los Angeles area. When one is connected to the University’s network, whether located in a faculty office, lab, or on-campus student residence, one can access email, the Internet, the mainframe, various servers and applications, and the library and its electronic resources. As described above, all Pepperdine employees are given a network ID and password and a Pepperdine email address.

Pepperdine University has wireless networking capabilities in all non-residential buildings.

2. Telephones

The University telephone system is intended for business use by University faculty and staff.

Telephone switchboard service at (310) 506-4000 is available from 7:30 a.m. to 12 midnight, Monday through Friday, and 8:00 a.m. to 12 midnight on weekends. The Department of Public Safety handles calls when an operator is not on duty.

3. Cell Phone Coverage on the Malibu Campus

The location and physical terrain of the Malibu campus present significant challenges for cellular service coverage.

Verizon - There are three Verizon Wireless cellular sites on Pepperdine's Malibu campus. These sites, located at the Caruso School of Law, on the RAC building, and at the Water Tanks site, located at the top of Aqua Mesa Road, provide excellent coverage to almost every area of campus.

Sprint - There are currently two Sprint cellular sites on Pepperdine's Malibu campus. These sites, located at the Aqua Mesa site and on the RAC building, provide good coverage to the Drescher and lower campuses.

AT&T - The current coverage from this service provider is very good on most of the lower campus and on the Drescher campus. Pepperdine students and employees are eligible for service discounts with AT&T. To access, go to [discount](#). Students should select FAN #2403847 and employees should select FAN #2403830. A time-sensitive email will be sent to you that requires immediate action to complete the process."

T-Mobile - The current coverage for this service is fair in most of the lower Malibu campus and Caruso School of Law areas, and poor in all other campus areas.

D. Online Technology Resources

Many of the University's academic and administrative services are accessible via the Internet.

1. WaveNet: Pepperdine Portal Web Site

[WaveNet](#) is a Web-based information portal that provides members of the Pepperdine University community with a unified interface to a variety of information systems. Students use WaveNet to register for classes, check grades, make payments to student accounts, and to access the library catalog and electronic resources. Faculty use WaveNet to check course rosters, submit grades, to access student information and degree audit reports, to enter advising flags, and access electronic resources such as University calendars, the on-line faculty/staff directory, and electronic library resources. In addition, the Center for Human Resources provides information regarding benefits and personal information. Payroll services are available with direct deposit forms. Click on "Employee Services" followed by the link associated with the relevant service. WaveNet also contains an e-mail client which enables faculty and students to read their Pepperdine University e-mail from anywhere in the world via the Web.

2. **Courses (powered by Sakai)** and **Zoom** are the educational technologies used to promote student learning available to Pepperdine faculty for the University's e-learning or learning management system to help the community achieve its e-teaching and learning objectives. Courses offers instructors and students a set of tools to communicate, collaborate, and assess work.

Use the links below to access training materials and resources offered to enhance faculty use of instructional technologies:

[Courses Faculty Guides](#)

[Faculty and Students | Courses Upgrade to Sakai 21](#)

[Faculty | New Term Checklist](#)

[Faculty | Academic Continuity Plan for Teaching and Learning](#)

[Student | Courses Tech Tips](#)

[Information Technology](#)

[Technology and Learning](#)

[Technology Training Calendar](#)

[Recorded Faculty Technology Training](#)

[Top 3 New Semester Technology Tips](#)

[Request Pedagogical Support for Technology Learning](#)

[Office of Institutional Effectiveness](#)

[Tech Central](#)

[Faculty Webinars](#)

[Faculty Professional Development](#)

[One-on-One Consultation](#)

[Library Resources](#)

For further information about professional development opportunities, please contact the Technology and Learning team via email at techlearn@pepperdine.edu.

E. Computing and Instructional Facilities

1. General Computing Access Areas

The Drescher Graduate Complex is on a wireless network (this covers the outside areas, academic buildings, student, faculty, and staff housing). With an authentic user ID and password, one may browse the internet, access e-mail, and work from anywhere on the Drescher Graduate Campus. Computers are available at the following locations:

- Center for Learning and Technology Training Room: a multi-purpose classroom with 23 seats, Dell computers, and built in electronics including a projector, screen, and DVD.
- Computer Lab (Center for Learning and Technology) is equipped with computers and study tables with electrical and network outlets. Services available include those of a lab attendant, both Macintosh and Windows computers, internet

access, black and white printing, color printing, and scanner. The hours of operation are:

Monday-Friday: 7:00 a.m.-12:00 midnight

Saturday: 9:00 a.m.-12:00 midnight

Sunday: 12:00 noon-10:00 p.m.

2. Drescher Campus Library

The Drescher Library has eleven computer workstations for research with high-speed, internet-capable computers. Students and/or faculty may search library catalogs for books and electronic documents, journals, and additional resources. One can also bring their own laptop computers to the libraries and connect to the Pepperdine network and Internet via wireless.

The Payson Library also offers a number of computers. As with the Drescher Campus Library, Payson librarians utilize a computing instructional lab to host instruction for students and faculty members. Payson Library also hosts different media viewing stations and a self-serve video duplication station. The video library is available through circulation. See the [library website](#) for more information.

VI. GENERAL RESOURCES AVAILABLE TO FACULTY

A. Mail Services

[Mail Services](#) is located at the Facilities Management and Planning pad on Huntsinger Circle, mid-point between the graduate campus entrance on Benton Way and the Caruso School of Law. Services are provided for both internal and external communication from the Malibu campus. Cross-campus mail includes mail to the Calabasas and West Los Angeles educational centers. External mail is forwarded to the U.S. Postal Service for delivery. Postal services available to the University community are the purchase of stamps, handling of small packages, and postal insurance. Although Mail Services is not an official U.S. Post Office, they are governed by U.S. postal regulations and required to observe federal requirements to process and handle mail.

Mail Services operates under the following policies and procedures:

1. Mail Services Office Hours of operation are 7:30 a.m. to 5:00 p.m. retail window service from 8:30 a.m. to 4:00 p.m., and Central Receiving and Shipping from 8:00 a.m. to 5:00 p.m. Monday through Friday at (310) 506-4293.
2. All personal first class mail must be properly stamped and sealed.
3. Only official University mail charged to a departmental account may be submitted to be metered. The proper departmental name and mail code account number should appear on the upper left-hand corner of the item.
4. Mail Services accepts cash and/or personal checks.
5. Certified, special delivery, and other special types of mail to be metered should be clearly marked and separated from regular mail.

6. Campus mail for Malibu and/or the educational centers requires no postage; however, campus mail should be separated from outgoing first class mail.

B. Bookstore

The [Pepperdine West LA Bookstore](#), operated by Follett, offers a variety of new and used text and reference books, school and office supplies, and general merchandise. A 20 percent discount is extended to faculty and staff for the purchase of general merchandise and a 10 percent discount on textbooks.

Faculty should observe deadlines provided by the SPP Office Manager in the Dean's Office for ordering course required textbooks to insure delivery before classes begin and allow time for Follett to search for the maximum number of used books for the budget conscious School of Public Policy students. Please confirm if the textbook is "required" or "recommended" reading for the course. Book orders should also include title, author name, ISBN, issue, and year published.

Special supply orders needed for classes should be first discussed with the Office of the Dean and confirmed with the SPP Office Manager. The bookstore will attempt to stock all items required or recommended by faculty, including faculty publications upon request.

C. Pepperdine Libraries

The Pepperdine University Library System serves the faculty, students, and alumni of the School of Public Policy. The University Library System has eight library locations. In addition to the main Payson Library facility at Seaver College (lower campus), there are libraries located at the Caruso School of Law and the Drescher Graduate Campus on the Malibu campus. There are also libraries at the West Los Angeles and Calabasas graduate campuses. The Pepperdine University library system is under the administration of the dean of University libraries, who, in turn, is responsible to the provost.

School of Public Policy faculty members are expected to coordinate efforts with the library staff regarding the selection and acquisition of new books and materials. Recommendations for purchases can be made by contacting the [Drescher Campus Library](#) at (310) 506-8564.

Faculty members may check out library materials using their Pepperdine ID. Replacement costs incurred for lost library books and/or materials will be charged to the responsible faculty member. Please note: no student may sign out materials for a faculty without a written request from that faculty member.

Reference books and periodicals do not circulate. Faculty who wish to remove materials for photocopying should make special arrangements.

Articles assigned as required class reading should be placed on reserve at the circulation desk in the Drescher Graduate Campus Library. Information about reserves and special requests, including placing materials on reserve may be found on the [Library website](#). Interlibrary loan (ILL) service is available through University libraries

and the Interlibrary Loan request form. Faculty should review borrowing policies and reciprocal borrowing privileges available to them on the [Library Borrowing website](#).

At the request of a faculty member, Pepperdine librarians can provide in-class instruction, workshops, and individual consultation providing information-seeking skills and the best methods to use library resources. Instruction may cover strategy and selection of library resources from both print and electronic sources.

The University archivist, who reports to the director of libraries, develops an archival collection which documents the institution's fulfillment of its mission. The collection's core is composed of publications and official records, but it also includes papers and ephemera from campus organizations, as well as from individual students, administrators, and faculty, in order to evidence the institution's daily experiences. Access to the collection, with due respect to the requirements of confidentiality, is restricted to University faculty, staff, and students, as well as to other serious researchers.

Drescher Graduate Campus Library hours vary on days of the week, finals week, and during summer and holiday periods. Faculty may consult the Drescher Campus Library [directory page](#) for posted hours.

D. Public Safety

The [Department of Public Safety](#) is committed to provide and maintain a safe and secure environment while respecting the rights and dignity of individuals utilizing programs and facilities of Pepperdine University. Their mission shall be accomplished within the constraints of federal, state, and local laws and ordinances.

In case of an emergency on the Malibu campus, faculty members should contact the Department of Public Safety at extension 4441 (emergencies only). Public Safety operates 24 hours a day, seven days a week. The Public Safety office is located on the first floor of the Center for Communication and Business building, accessed from Seaver Drive.

1. Useful Extensions

The following extensions can be reached from both on and off campus. If calling from on campus, just dial the extension. From off campus, dial (310) 506 + four digit extension.

4441: Emergencies only (also call 911)

4442: Non-emergency reporting of officer needed (NOT for information) including escort or service (vehicle lockout, jump start, etc.)

4700: Main business line (24 hours/seven days)

Business hours: 8:00 a.m. to 5:00 p.m.

After hours: Public Safety dispatch

7623: [\(ROAD\) Road conditions](#)

7634: Anonymous Crime Tips Hotline

2. [Services](#)

- Pepperdine vehicle registration/Parking permits
- Jump start vehicle with a dead battery
- Entry into vehicle with keys locked inside
- Late-night security escorts
- Medical escorts
- [Local road conditions](#)

3. Alternate Routes to Pepperdine's Malibu Campus

- 101 Freeway to Malibu Canyon Road
- Mulholland Drive to Encinal Canyon Road to Pacific Coast Highway
- Kanan Road to Latigo Canyon Road to Pacific Coast Highway
- 101 Freeway to Topanga Canyon Road to Pacific Coast Highway
- 101 to Westlake Blvd. (turns into Decker Canyon Road)
- Mulholland Drive to Pacific Coast Highway
- 101 to Las Posas Road (north of county line) to Pacific Coast Highway
- Pacific Coast Highway from points north and south

4. News, Weather, and Traffic Information

Check for updates online at [Pepperdine Emergency website](#). For the greater Los Angeles area: [SigAlert.com](#).

E. University Parking Permits

University parking permits are obtained through the Department of Public Safety Web site at [register your vehicle](#) on [Pepperdine's Parking Portal Store](#). Virtual parking permits provide an easy, efficient, and sustainable way to manage vehicle registration and parking management procedures on campus. Review [parking FAQs](#), find [designated parking areas](#) for your permit. For more information, contact parking@pepperdine.edu or call (310) 506-4700 during regular business hours.

F. University Identification (ID) Cards

Faculty may obtain an identification card by contacting the [Center for Human Resources](#) located on the Malibu Campus in the Thornton Administrative Center. For directions to upload a self photo go to [Pepperdine Identification Card Photo](#). Faculty and Staff ID cards grant access to designated parking lot areas and/or buildings on campus. Parking lot, office, and building access is determined by job assignment. Identification cards should be carried at all times while on campus. Please contact the Center for Human Resources at (310) 506-4397 immediately if an ID card is lost or stolen. Identification cards are processed Monday through Friday between the hours of 9:00 a.m. and 4:00 p.m.

The Pepperdine I.D. card is used to access faculty offices, the SPP breakroom and faculty parking lot on the Drescher campus. Classrooms are unlocked from 7:00 a.m. to 10 p.m. Monday through Friday. To unlock your office door, pull the handle towards you, place your card over the card reader and punch in your pin number. Faculty and staff ID cards serve the following purposes:

- Identification
- Access to particular Malibu campus parking lots and buildings
- Dining through the Waves Cash program
- Library resource checkout
- Personal photocopying
- Computer lab printing
- Discount for personal purchases at the University Bookstore
- Entrance to athletic facilities, such as the weight room and the pool
- Entrance to sporting events held at Pepperdine
- Timekeeping system entry in some departments
- Check cashing and petty cash transactions at University Cashier

This PIN is unique to you. Please keep it confidential and do not share it with anyone. It is important that you memorize this number and refer back to this site if you forget your PIN.

How to [Find I.D. Card Pin Number](#)

Log into [WaveNet](#)

1. Go to Employee tab
2. Under "Employee Resources," click on "ID Card PIN Lookup"
3. Agree to the terms of service
4. Enter your Network ID and Password to login to CAS
5. Your pin will be displayed on the next page

How To Unlock Faculty Office

1. Present card to reader by waiving it in front of the keypad - light flashes green and beeps
2. Enter your individual PIN code - press each key/button firmly and squarely for consistent results
3. Did not work?
 - Light flashes red: card not valid for lock or time-of-day restriction (contact the assistant dean of administration for modification or public safety dispatch if urgent)
 - Light flashes green for card, but red after PIN: incorrect PIN code entered
 - Reader does not react at all to card, e.g. lights do not flash or there is no beep: card is defective/dead/not compatible - a [new card](#) will be required

Pepperdine is providing this website as a service to you. Security measures are in place, but you are also responsible for the protection of your personal information. Please do not access or store this information where it may be seen

by others. Questions regarding cards may be directed to the [HELP desk](#) at (310) 506-4357 or go to [Pepperdine I.D. Card](#).

G. Dining Accommodations

The [Drescher Graduate Campus Cafe](#) features a varied breakfast and lunch menu. Food and beverages are also provided for sale at Margaret M. Rockwell Student Dining Center at Seaver College, the Edward and Jill Di Loreto Dining Room in the School of Law, and the HAWC (Howard A. White Center) on the Seaver College campus.

H. University Vans/Shuttle Services for Field Trip Transportation

The University maintains several vans that may be reserved for field trips, excursions by student groups, or other travel by classes or University organizations. Vans may be reserved through the SPP Office Manager who will make appropriate arrangements with Business Services. Be advised that there is a fee for the driver as well as a per-mile fee for use of the van. A valid California Class II license is required of the driver. If someone in the group qualifies and is approved as a driver, the only applicable fee is per-mile use. Vans should be reserved at least two weeks in advance to insure availability.

I. Travel Services

[Corniche Travel](#) is the Pepperdine on-campus travel agency and can be reached by phone at (310) 506-4562 or via e-mail at corniche@pepperdine.edu. The staff consists of seasoned travel professionals and can make arrangements for air travel, hotel reservations, car rental, and other assorted means of ground transportation for business and vacation travel.

J. Villa Graziadio Executive Center

The Villa Graziadio Executive Center is a conference facility specializing in corporate conferences and seminars. The Center is located on the Drescher Graduate Campus overlooking the Pacific Ocean. Hotel-style rooms are also available to University guests and families at a discounted rate, call for rate at (310 Executive Center) 506-1100 or go to [Villa Graziadio](#).

K. Telephone Calls

Third party and collect calls are not paid by the University.

L. Supplies

Requests for classroom or office supplies are submitted to the School of Public Policy Office Manager and submitted one week in advance of need.

M. Photocopying

Photocopying equipment is provided at the School of Public Policy at several locations in the School of Public Policy building for faculty and can be accessed with Pepperdine I.D. card. University policy states that it will not pay for photocopying done other than through one of the means noted above.

While it is certainly appropriate for the University to bear the cost of photocopying a reasonable amount of material for classroom use, it seems also appropriate to note that the photocopying costs are extremely high. Faculty members are urged to consider the value of photocopies of “handouts” compared to costs and to order only the number of copies actually needed.

VII. QUICK LINKS for Support and Resources

Administrative/Academic/Business Services

- [Bookstore](#) - access to supplies, apparel, and books for courses
- [Central Receiving](#) - opportunity for students to ship and receive goods and materials
- [Department of Public Safety](#) - emergency support, vehicle registration, road conditions, car sharing, lost and found, and personal safety options (battery start, campus escort)
- [Mail Services](#) - full-service postal services including a retail window
- [Office of International Student Services](#) - welcoming students of all nationalities, global perspectives, cultures and providing information on visas, curricular practical training and optional practical training forms and information
- [Office of Student Accessibility](#) - provides support and counsel to those students with documented disabilities who seek accommodation
- [Printing Services](#) - student print orders and projects available for a fee
- [Shuttle \(Transit\) Services](#) - on-campus and shopping shuttle to local Malibu points of interest
- [SPP Financial Aid](#) - supporting students through comprehensive aid packages and trainings on loan applications and budgeting
- [SPP Student Accounts](#) - service and procedures to students in their fiduciary responsibilities
- [SPP Tutor Lab](#) - lab schedule for development of writing, math, and economics skill sets
- [Student Employment](#) - serving students with on- and off-campus employment opportunities
- [Travel Agency](#) - operated by Corniche Travel, full-service providing business and personal air, hotel, and ground transportation support
- [University Card Services](#) - manage Pepperdine ID cards, web deposits

Community Building/Wellness

- [Campus Recreation](#) - wellbeing resources in fitness, outdoor recreation, and club sports and intramurals
- [Center for Sustainability](#) - resources on the Green Box and Farmer's Market
- [Dining Services](#) - daily cafe menus including dietary support options
- [Housing and Residence Life](#) - on-campus community for student growth and living
- [Hub for Spiritual Life](#) - access to spiritual formation opportunities, events, and services

- [Lodging](#) - Villa Graziadio Executive Center on-campus hotel
- [Massage Therapy](#) - Pepperdine's on-campus certified massage therapist appointment portal
- [Nutrition Services](#) - support for students navigating food choices with campus registered dietitian/nutritionist; telehealth appointments available
- [Office for Community Belonging](#) - connects, supports, and equips our faculty, staff, and students as they create and sustain a unified Pepperdine community.
- [Resilience-Informed Skills Education \(RISE\)](#) - program designed to prepare students to be resilient in physical, cognitive, social, spiritual, life skills, and service areas.
- [SPP Student Organizations](#) - students may join a number of student-led organizations or the *Pepperdine Policy Review* journal
- [Thrive Student Wellness](#) - the hub for comprehensive wellness resources covered by student's wellness fee

Crisis Support/Services

- [Pepperdine Counseling Center](#) - includes information on-campus appointments and Sanvello an on-demand help for stress, anxiety, and depression.
- [Student Care Team \(SCT\)](#) - a multi-dimensional team to support care for students including an option to work directly with a case manager. SCT can make decisions about emergency loans for students. Email: studentcareteam@pepperdine.edu
- [Student Health Center](#) - physician visits, immunizations, telehealth, primary care, eating disorder support
- [Title IX Resources](#) - providing support resources and policy information on sexual misconduct response and prevention
- [Waves Food Cabinets](#) - article about support for students experiencing food insecurity and map with campus location to Waves Food Cabinets

Faculty Resources

- [Faculty Onboarding and Faculty Responsibilities](#) for full-time and adjunct School of Public Policy faculty