

PEPPERDINE
SCHOOL OF PUBLIC POLICY

**FULL-TIME
FACULTY
HANDBOOK**

2022-2023

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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-campus and off-campus employment opportunities and processes
- [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
- [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

**PEPPERDINE UNIVERSITY
SCHOOL OF PUBLIC POLICY
FACULTY HANDBOOK**

This Handbook is intended to serve as a ready reference for the 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](#). 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.

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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 London, United Kingdom; Heidelberg, Germany; Florence, Italy; Buenos Aires, Argentina; Lausanne and 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. Virtually all tenured or tenure-track faculty have earned terminal degrees in their disciplines. 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 3900 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, 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:

- Public policy is not limited to the study of government solutions, but is broadened to embrace a full range of community-based and free-market approaches to public policy challenges.
- 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 residually.

The program welcomed our 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.

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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.

- American 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. More information can be found at [Pepperdine University 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. A full statement of Pepperdine's Equal Employment Opportunity is posted at [Pepperdine Equal Employment Opportunity](#).

B. Nondiscrimination Policy

Pepperdine University does not unlawfully discriminate on the basis of race, color, national or ethnic origin, religion, age, gender, disability, or prior military service in administration of its educational policies, admissions, financial aid, employment, educational programs, or activities. Although Pepperdine University is religiously affiliated with Churches of Christ, students of all faiths are welcomed.

The School of Public Policy does not discriminate against any person on the basis of any sexual orientation that such person may have. However, sexual conduct outside of marriage is inconsistent with the school's religious traditions and values. 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 encouraging of it in others.

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 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 encouraging 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 [Pepperdine University Discrimination and Harassment 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. 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 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 immediately to the Center for Human Resources. 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.

E. Immigration Reform and Control Act of 1986 Mandatory Verification of All New Employees

The Immigration Reform and Control Act (IRCA) legally mandates that U.S. employers verify the employment eligibility status of newly-hired employees and makes it unlawful for employers to knowingly hire or continue to employ unauthorized persons.

Employers must request documentation to establish both work authorization (the right to work in the United States) and the identity 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 for [Proof to Work](#) can be viewed on the Human Resources website.

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. Pepperdine University School of Public Policy Guidelines for Reappointment, Tenure, Promotion to Full Professor, and Five -Year Tenure Review

The following statement of guidelines with respect to reappointment, tenure, promotion to full professor, and five year tenure review apply to all tenure-track faculty hired in the School of Public Policy from the fall of the 2008-2009 academic year. Other tenured or tenure track faculty may use these guidelines or those adopted previously.

Part I: Criteria and Means of Appraisal

Faculty shall be evaluated for tenure and promotion to full professor based upon the candidate's performance in each of four areas: research, teaching, service to the university and community, and a consistent pattern of support for generally accepted Christian values and the mission of the University.

Each candidate is expected to be engaged in a productive program of work that can be expected to continue to develop throughout his or her professional career, consistent with the mission of the University.

A. Research

Substantial and sustained scholarship is an essential criterion for tenure and promotion to full professor. Peer review is the essential method of validating the scholarship of faculty and their contribution to their field of study. Accordingly, the School of Public Policy will solicit peer reviews for candidates for associate professor with tenure and for promotion to full professor with tenure from respected members of the scholarly community. The tenure committee and dean will propose a list of 3-6 reviewers to the candidate, who may remove names from this list in case of just cause. The candidate will also recommend 3-6 reviewers. From this composite pool, the tenure committee will select a list of 3-6 reviewers. This list should include at least 1/3 but no more than 1/2 of the reviewers that the candidate has proposed.

The tenure committee will request the peer reviewers to judge the scholarly merit of the work, its contribution to the field, and their recommendation about whether such work qualifies the candidate for tenure or promotion to full professor. The candidate will determine which published works and works in progress SPP sends out for such peer review. The work in progress portion is not required but is certainly encouraged because it indicates the ongoing contribution of the candidate.

B. Teaching

Effectiveness in teaching is an essential criterion for tenure and promotion to full professor. The faculty will base its evaluation of the candidates teaching on student evaluations and reviews conducted by tenured faculty at the School of Public Policy, who will observe the candidate's teaching at a time of mutual convenience.

C. Service

Service to the University and the community in the form of committee work, faculty presentations and faculty candidate interviews is assumed to be automatically part of a candidate's professional responsibility. Service is defined as making identifiable contributions to the good of the School of Public Policy, Pepperdine University, the profession and society.

D. Mission Statement

The candidate is expected to be committed to supporting the mission of the University as expressed in the University Mission Statement. Likewise, the candidate is expected to be committed to achieving the philosophical and educational goals of the University and the School of Public Policy.

PART II: Expectations at Specific Tenure, Promotion, and Review Decisions

A. Third Year Review

At the end of the candidate's third year, the tenured faculty and the dean will undertake a preliminary review to assess the candidate's performance in research, teaching, and service.

1. Teaching

A good standard of teaching is expected, but it is recognized that someone in the early stages of his/her career may not reach his/her potential. Grounds for serious concern will exist only if a major teaching deficiency is uncovered. Normally, concern will be expressed through a warning to the candidate delineating the deficiencies and benchmarks to measure improvement. In extraordinary cases, such concerns may result in denial of reappointment.

2. Research

A candidate must have successfully defended the dissertation and be able to demonstrate evidence of research and/or writing in progress, which the candidate expects to develop for publication.

3. Service

A sustained record of service is expected, consistent with the recognition that candidates at this early stage of their career have more limited service expectations than more established teachers and scholars.

4. Mission Statement

The candidate is expected to be committed to supporting the mission of the University as expressed in the University Mission Statement. Likewise, the candidate is expected to be committed to achieving the philosophical and educational goals of the University and the School of Public Policy.

B. Tenure

1. Teaching

A sustained record of good teaching is a requirement.

2. Research

The candidate must demonstrate a valued contribution to his or her field, based primarily on the quality of published work formally accepted for publication.

3. Service

A sustained record of service is expected.

4. Mission Statement

It is expected that the candidate will continue to support the mission of the University as expressed in the University Mission statement. It is expected, likewise, that the candidate is committed to achieving the philosophical and educational goals of the University and the School of Public Policy.

C. Promotion to Full Professor

1. Teaching

The candidate must demonstrate continued high standards of effective teaching.

2. Research

There should be a long, cumulative record of appropriate and valued contribution to the candidate's field of study. This contribution should be recognized by colleagues at other institutions, as furthering the growth of the candidate's discipline.

3. Service

A continued record of service is expected.

4. Mission Statement

It is expected that the candidate will continue to support the mission of the University as expressed in the University Mission Statement. It is expected, likewise, that the candidate is committed to achieving the philosophical and educational goals of the University and the School of Public Policy.

D. The University Tenure Policy

The University Promotion and Tenure Policy is in full force and effect in the School of Public Policy. To the extent, if any, that the University Promotion and Tenure Policy conflicts with the School of Public Policy's Promotion and Tenure Policy, the University Tenure Policy shall prevail.

PART III. School of Public Policy Five Year Evaluation of Tenured Faculty

Although there is an annual administrative review of all faculty in the School of Public Policy, the Pepperdine University Tenure Policy states that "all faculty with tenure will be subject to a thorough review of performance every five years by the tenure committees of the schools. This review will serve to identify areas of strengths and weaknesses of faculty performance and to identify means to improve that performance."

Five years after a faculty member has been granted tenure in the School of Public Policy, the faculty member will be notified by the office of the dean that he or she is to be reviewed by the school's tenure committee, consisting of all tenured faculty members. The faculty member will be asked to submit to the tenure committee only the following two documents: (1) the University's standard Faculty Data Form used for promotion and initial tenure review (in the case of the five year review, it should reflect only those publications and activities since the last five-year review or the last tenure/promotion review-whichever was most recent) of the previous five years, reflecting activities actually completed during the five year period following the initial granting of tenure; and (2) a description of work in progress and a detailed plan of research and publication proposed for the coming five years against which future annual reviews may be benchmarked.

Since there is an administrative review of tenured as well as non-tenured faculty conducted annually, the five-year review process will not require administrative review. If, however, faculty members wish to include administrative review materials they may do so, and since there are no separate discipline chairs in the School of Public Policy, either the committee or the candidate may also request a letter from the dean regarding his or her observations and recommendations, but such a letter is optional.

After a careful review of the faculty member's previous five years' activities in the classroom, in scholarly research and publications, in service, and in consistent support for generally accepted Christian values and the mission of the University, the committee will submit a letter to the candidate indicating either:

1. approval and comment with no suggestions for needed improvement;
2. approval, but with suggestions for future activities to strengthen the candidate's work; or
3. the candidate may be advised of areas that merit such concern that the committee recommends that the next tenure evaluation take place in a specified time that is less than five years to address areas for which the committee may have special concerns.

After the Tenure Committee has studied all the materials submitted and prepares its evaluative report, copies are sent to the faculty member, the dean, and the provost.

Approved by School of Public Policy Faculty November 2, 2007
Revised January 28, 2019

G. Pepperdine University's Employment and Tenure Policy Statement:

Faculty members at Pepperdine University are selected because of their academic and personal qualifications and the expectation of their success as teachers. They are also chosen because of 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, selection, and promotion of faculty.

The University desires that faculty work in an atmosphere of academic freedom and economic security. This Tenure Policy Statement 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 and tenure. University Tenure Policy supersedes the school-specific guidelines.

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

1. Statement of Terms of Appointment

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.

2. Tenure

Tenure is the right of a faculty member to continue to be employed by the University in the field of his or her specialization at the school within the University in which tenure is attained. It is a privilege which may be granted to individuals who serve a period prior to tenure in a probationary appointment or to persons offered tenure by the University at the time of appointment. Tenure may be terminated only for adequate cause, except in the case of retirement as permitted by law, or under extraordinary circumstances because of financial exigencies, discontinuance or reduction of a program or department of instruction, or medical reason. Tenure review will occur at the times specified in 5 hereof.

3. Criteria for Appointment, Renewal and Tenure

- a. 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.
- b. The substantive standards and procedures generally employed in decisions affecting appointment, renewal, and tenure are contained in the appropriate school handbook and other written authority, if any. A faculty member may obtain these materials from the dean of the faculty member's school. In the event that a particular school's procedures or standards for granting tenure conflict with this Tenure Policy Statement, the University Tenure Policy Statement shall govern.

4. Eligibility for Tenure

- a. Tenure track appointments are so designated in the faculty contract and may carry an academic rank of Instructor, Assistant Professor, Associate Professor, or Professor. Appointments are designated in the contract as "Probationary Tenure Track."
- b. Persons with appointments in any of the following categories are not eligible for tenure.
 - 1) Adjunct: These individuals serve the University in a position designed to meet defined and specific instructional needs.
 - 2) Faculty status: These individuals generally do not perform traditional faculty duties, but are accorded faculty status because of their close association with the academic process.
 - 3) Short-term appointments: These individuals include visiting faculty and those employed for a relatively brief and specified period of time.

- 4) Special appointments: These individuals are appointed on special terms by mutual agreement.

The provisions of this Tenure Policy Statement are only applicable to faculty with tenure or with probationary appointments and are thus not applicable to the above four categories unless otherwise agreed in writing.

5. Period of Probationary Appointments and Time for Tenure Review

- a. Probationary appointments may be for one year, or for other stated periods, subject to renewal at the option of the University. The total period of service in a particular school within the University in a probationary appointment prior to attaining tenure shall not exceed seven years of service, except as provided in section 5.c. (This period of employment is stated herein solely to specify the maximum period of probation to tenure and does not obligate the University to employ any person for the full term of such period.) A “year of service” means full-time teaching for a complete academic year. For faculty members whose full-time appointment does not begin with the fall term, their first year of service for purposes of tenure review shall commence with the following fall term. Ordinarily there is no early tenure unless the faculty member has previous service elsewhere at a comparable professional level. In situations involving such prior service, the prospective faculty members and the University may agree in writing at the time of appointment on the length of the probationary period and the time of tenure review.
- b. Written notice that a probationary appointment is not to be renewed shall be given to the faculty member in accordance with 10 hereof. No later than thirty calendar days following such notification, the faculty member may file a written grievance in accordance with 13 hereof contesting the nonrenewal.
- c. A faculty member employed with the rank of “Instructor” must achieve the rank of “Assistant Professor” no later than the beginning of the fifth year of service to be eligible to apply for tenure.
- d. Faculty will normally apply to be reviewed for tenure during the sixth year of service in a probationary appointment in a school within the University. (Faculty members who are on probationary tenure track and under a fifth-year review policy on the date this Tenure Policy Statement is adopted may elect to be reviewed for tenure appointment during the fifth year of service, in which event if tenure is not granted, the sixth year will be the terminal year.) In the event of failure to apply for tenure or if tenure is not granted, the seventh year will be the terminal year of service. Tenure review, however,

may be deferred to the seventh year if, prior to making recommendation with respect to the granting of tenure, the school tenure committee or the Dean recommends deferment and the faculty member and the chief academic officer concur. In any event, the seventh year will be the terminal year if tenure is not granted, except as provided in section 6.c.

- e. A faculty member with the rank of Professor, Associate Professor or Assistant Professor may request in writing that the school tenure committee and the Dean of the school conduct a tenure review earlier than normally scheduled. The faculty member will set forth the case for early review. If the school tenure committee and the Dean recommend early review and the chief academic officer concurs, early review will be granted. If the early review request is granted, the faculty member does not receive tenure, and no additional review is allowed, then the year following the early review will be the terminal year. If however, the school tenure committee or the dean recommends and the chief academic officer concurs, one additional review will be allowed in accordance with 5.d above.
- f. If an individual employed in one school within the University is subsequently employed in another school within the University, such previous service shall normally not be counted toward the achievement of tenure, and a new probationary period will begin.

6. Tenure and Tenure Review

- a. In extremely rare cases, tenure may be granted concomitantly with an initial appointment.
- b. Faculty with probationary appointments will be reviewed in the following manner in consideration for tenure:
 - 1) School Tenure Committee: The first review shall be by the tenure committee of the faculty member's school in accordance with this Tenure Policy Statement and any applicable written procedures of that school. In keeping with the principle that tenure is granted in a particular school, the recommendation of the school tenure committee shall be considered the substantive faculty evaluation of the candidate for tenure. In the event that a school tenure committee, after consideration of the candidate's application, fails to make a positive recommendation on the application, the failure to make a positive recommendation shall be treated as a recommendation that the candidate should not be granted tenure.

- 2) Dean of the School: The second review shall be an evaluation of the candidate's qualification for tenure by the dean of the school in accordance with this Tenure Policy Statement and any applicable written procedures of the school.
- 3) If both the school tenure committee and the dean conclude that tenure should not be granted, tenure shall be denied and the candidate shall be promptly notified of such decision in writing. The candidate may appeal this decision as provided in section 6, b, 7).
- 4) University Tenure Committee: If the school tenure committee and/or the dean conclude that tenure should be granted, the matter shall be referred to the University Tenure Committee for a third review. This review shall be in accordance with this Tenure Policy Statement and any applicable written procedures of that Committee. As part of this review the Committee shall determine that procedural and substantive rules and criteria for tenure are being consistently applied across the University within the context of the varied academic and professional programs.
 - a) If the University Tenure Committee concludes that tenure should be granted, the matter shall be referred to the administration of the University.
 - b) If the University Tenure Committee concludes that tenure should not be granted and one of the two first reviews recommended that tenure not be granted, tenure shall be denied and the candidate shall promptly be notified of such decision in writing. The candidate may appeal this decision as provided in section 6, b, 7).
 - c) If the University Tenure Committee concludes that tenure should not be granted and both of the two first reviews recommended that tenure be granted, the matter shall be referred to the administration of the University.
- 5) University Administration: The administration shall for this purpose be defined by the president, but will always include the president and the chief academic officer. If the administration of the University concludes that tenure should be granted, such recommendation shall be communicated to the Board of Regents of the University. If the administration of the University concludes that tenure should not be granted, tenure shall be denied and the candidate shall be promptly notified of such decision in writing. In the event of such a decision to deny tenure, the candidate may appeal such decision as provided in section 6, b, 7 below.

6. Board of Regents: The authority to grant tenure rests solely in the Board of Regents of the University. Its decision not to grant tenure is not subject to grievance or other appeal within the University. Review by the Board includes review and recommendation by both the Academic Affairs Committee and the Religious Standards Committee of the Board.
 - 7) No later than thirty calendar days following notification of a non-recommendation of tenure other than by the Board of Regents, the candidate may file a written grievance in accordance with 13) hereof contesting the denial of tenure.
 - a. If warranted by the circumstances, the dean may, with the concurrence of the chief academic officer, extend the candidate's probationary period by up to one year of service and concomitantly extend the terminal year of service beyond the person's seventh year of service. Circumstances that may warrant an extension consist of the following:
 - 1) The existence of a pending investigation of the candidate, the outcome of which may materially affect the consideration of the candidate's tenure application; or
 - 2) The candidate becomes a parent, by birth or adoption, during the probationary period of employment.
 - a) The dean (with the concurrence of the chief academic officer) may grant an extension under this subpart provided that: the dean received a request from the candidate within one year of the arrival of the child; the candidate confirms that he or she has childcare responsibilities for the child; and, in the event of adoption, the child is five years of age or younger at the time of the adoption.
 - b) In the event that both parents are full-time probationary tenure-track faculty members, only one person may obtain an extension of time under this provision. The maximum extension of time shall be one year, without regard to the number of children born to or adopted by the candidate.
 - c) The request for an extension must be submitted to the dean in writing prior to the beginning of the academic year in which the candidate is required to submit his or her application for tenure.

Candidates who are granted additional time under this provision shall be reviewed for tenure under the same standard that is applied to other candidates without consideration of the extension of the person's probationary period.

- d. All faculty with tenure will be subject to a thorough review of performance every five years by the tenure committees of the schools. This review will serve to identify areas of strengths and weaknesses of faculty performance and to identify means to improve that performance.

8. Dismissal for Cause

- a. Other than as provided in 8 hereof, dismissal of a faculty member with tenure, or with a probationary appointment before the end of the specified contract term, may only be for adequate cause. Adequate cause for a dismissal must be related, directly and substantially, to the fitness of the faculty member in a professional capacity as an educator, to a situation of serious neglect of duty, incompetence, gross misconduct, moral turpitude, or to a clear demonstration of a consistent pattern of disregard for the policies, the Christian values or the mission of the University.
- b. Dismissal for cause of a faculty member with tenure, or with a probationary appointment before the end of this specified contract term, will be preceded by:
 - 1) Discussions between the faculty member and the appropriate University administrator looking toward a mutual resolution of concerns. In these discussions, the University, at its discretion, may offer the faculty member the option of resigning in lieu of a dismissal hearing.
 - 2) Informal inquiry by the school's tenure committee, or a subcommittee specially appointed by it which may, failing to effect an adjustment, determine whether in its opinion dismissal proceedings should be undertaken without its option being binding upon the University.
 - 3) Notice of intent to dismiss, delivered to the faculty member by serving it personally or by mailing it by means of United States certified mail to the faculty member's last known address, which shall inform the faculty member that employment will be terminated on a date not less than thirty calendar days from the date of personal delivery or mailing.

The notice of intent shall also include a statement of reasons for dismissal, drawn with reasonable specificity by the chief academic officer or the chief academic officer's designee.

- c. Unless a faculty member who has been served with a notice of intent to dismiss exercises the right to grieve the decision to dismiss under 13 hereof by filing a written grievance within thirty calendar days of the date on which the notice is delivered or mailed, the dismissal shall become effective on the date specified in the notice of intent to dismiss without further notice or action required on the part of the University.
- d. If a faculty member gives timely notice of intent to grieve the decision to dismiss, the dismissal shall be postponed pending completion of the grievance procedure. The faculty member, however, may be suspended from duties without loss of pay or assigned other duties in lieu of suspension if, in the judgment of the chief academic officer, continued service results in immediate harm to the faculty member, others, or the University.

9. Termination for Reasons Other Than Cause

a. Financial Exigency

1) Termination of an appointment with tenure, or of a probationary appointment before the end of the specified contract term, may occur because of a bona fide financial exigency, i.e., an imminent financial crisis which threatens the economic stability of a school and which cannot be alleviated by less drastic means. The capital assets of the University need not be depleted prior to declaring a situation of financial exigency.

2) A representative faculty body shall be consulted in the process of making the decision that a condition of financial exigency exists or is imminent and that all reasonable alternatives to termination of appointments have been pursued. This body shall consist of up to five faculty members from each of the schools within the University who are to be selected by the faculties of the respective schools.

3) Judgments determining where, within the overall academic program, termination of appointments may occur involve considerations of mission, as set forth in the Mission Statement, and educational policy as well as of faculty rank. The faculty shall have the opportunity to make recommendations in these matters, including recommendations to help determine the criteria for identifying the individuals whose appointments are to be terminated. These criteria may appropriately include length of service and total contribution to the University. The decision shall be made by the administration of the University.

- 4) The case of a faculty member given notice of proposed termination of appointment due to financial exigency will be governed by the following procedure.
 - a) The notice of proposed termination of appointment due to financial exigency shall be delivered in person or mailed by means of United States certified mail to the faculty member's last known address and shall inform the faculty member of the right under 13 hereof to file a written grievance within thirty calendar days of the date on which the notice is delivered or mailed.
 - b) The issues which may be addressed in any such grievance are limited to the following:
 - (i) The existence and extent of the condition of financial exigency. The findings of a faculty committee in a previous proceeding involving the same issue may be introduced. The administration shall have the responsibility of providing facts that establish the existence and extent of the condition.
 - (ii) The validity of the educational judgments and the criteria for identification for termination, but any criteria established as a result of consultation with the faculty body on these matters shall be given great weight.
 - (iii) Whether the criteria are being properly applied in the individual case.
- 5) If the University terminates appointments because of financial exigency, it shall not at the same time make new appointments except in circumstances where a distortion in the academic program would otherwise result. The appointment of a faculty member with tenure shall not be terminated in favor of retaining a faculty member without tenure within the same school except in circumstances where a distortion of the academic program would otherwise result.
- 6) Before terminating an appointment because of financial exigency, the University administration, with faculty consultation, shall make reasonable efforts to place the faculty member concerned in another suitable position within the University. If the placement is not in the same field of specialization and at the same school, tenure will terminate, but tenure may thereafter be obtained on the basis of service in the new appointment upon meeting the normal requirements for tenure. In no way should the academic quality of the University or any of its programs be compromised by offering tenured faculty appointments in fields of specialization in which faculty members are not well qualified.

- 7) In all cases of termination of appointment because of financial exigency, the position of the faculty member concerned shall not be filled by a replacement within a period of three years unless the released faculty member has been offered reinstatement and a reasonable time in which to accept or decline it.
- b. Discontinuance or Reduction of Program or Department
- 1) Termination of an appointment with tenure may occur as a result of bona fide formal discontinuance or reduction of a program or department of instruction. No showing of financial exigency is required. The following standards and procedures shall apply.
 - a) The decision to discontinue a program or department of instruction shall be based upon educational considerations, as determined by the administration after consultation with a representative faculty body as defined in 8, a, 2), upon factors related to the mission of the University, or upon financial considerations where enrollment declines are seen as more than temporary in nature, and the University cannot reasonably continue to support such program or department without producing a significant negative impact on other programs or departments. The decision must reflect long-range judgments that the educational mission of the University as a whole will be enhanced by the discontinuance.
 - b) Before the University issues notice to a tenured faculty member of its intention to terminate an appointment because of formal discontinuance of a program or department of instruction, the University shall make reasonable efforts to place the faculty member concerned in another suitable position. If the placement is not in the same field of specialization and at the same school, tenure will terminate, but tenure may thereafter be obtained on the basis of service in the new appointment upon meeting the normal requirements for tenure. In no way should the academic quality of the University or any of its programs be compromised by offering tenured faculty appointments in fields of specialization in which they are not well qualified.
 - c) If no suitable position is available within the University, the faculty member's appointment may then be terminated. A notice of termination resulting from a discontinuance or reduction shall be delivered in person or mailed by means of United States certified mail to the faculty member's last known address and shall inform the faculty members of the right under 13 hereof to file a written grievance within thirty calendar days of the date on which the notice is delivered or mailed. The issues in connection with such a grievance shall be limited to the University's failure to satisfy any of the conditions specified in 8, b, hereof.

- d) If the University terminates an appointment because of a reduction of a program or department, the appointment of a faculty member with tenure shall not be terminated in favor of the appointment or retention of a faculty member without tenure

within the same program or department except in circumstances where a distortion of the academic program would otherwise result.

- e) In all cases of termination of appointment because of discontinuance or reduction of a program or department, the position of the faculty member concerned shall not be reinstated and filled by a replacement within a period of three years unless the released faculty member has been offered reinstatement and a reasonable time in which to accept or decline it.

c. Medical Reason

Termination of an appointment with tenure or of a probationary appointment before the end of the specified contract term, for medical reasons must be based upon clear and convincing evidence that the faculty member cannot continue to fulfill the terms and conditions of appointment. The decision to terminate may be reached only after there has been appropriate consultation with medical personnel and after the faculty member concerned, or someone representing the faculty member, has been informed of the basis of the proposed action and has been afforded an opportunity to present the faculty member's position. If the faculty member so requests, the evidence will be reviewed by the appropriate school tenure committee before a final decision is made. Notice of termination shall be delivered in person or mailed by United States certified mail to the faculty member's last known address and shall inform the faculty member of the right under 13 hereof to file a written grievance within thirty calendar days of the date on which the notice is delivered or mailed.

d. Retirement

By mutual agreement between the University and a faculty member, faculty members may receive additional teaching appointments not to exceed one year at a time following retirement. In the event no further appointments are made, no notice of intention not to make additional appointments shall be required. Tenure may not be retained by faculty members who are retired even though they continue to teach.

10. 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. The procedures outlined in 7 hereof relating to dismissal for cause shall govern the proceeding.
- 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.

11. Notice

- a. If a probationary appointment is not renewed other than for failure to achieve tenure or pursuant to 7 or 8 hereof, the faculty member will receive notice in accordance with the following schedule:
 - 1) Appointments that coincide with the academic year:
 - a) Notice shall be given by March 1 of the first year of probationary service.
 - b) Notice shall be given by December 15 of the second or later year of probationary service
 - 2) Appointments that do not coincide with the academic year:
 - a) If a faculty member in the first year of probationary service has a contract with a beginning date other than the first day of August or September, the probationary faculty member shall receive notice of nonrenewal at least three months before the expiration of the contract.
 - b) If a faculty member in the second or later year of probationary service has a contract with a beginning date other than the first day of August or September, notice of nonrenewal shall be given at least six months prior to the expiration of the contract.
- b. In the case of termination for reason of financial exigency of a faculty member with tenure or on probationary appointment, the notification dates described above do not apply. However, as much notice as practicable shall be given, but in no event shall it be less than thirty days.

12. 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 as it has developed in Western culture. A 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. A faculty member, while enjoying academic freedom, shares responsibility with the administration for the preservation of this freedom. Therefore, a faculty member is free in the quest for truth within a broad but intricate framework of responsibility to colleagues and students as sharers in this quest, to the University with its ideals and purposes, and to society with its basic mores and morals.

13. Administrative Personnel

This Tenure Policy Statement applies to administrative personnel who hold an academic rank of Instructor or above but only in their capacity as probationary or tenured faculty members.

14. Grievance Procedure

a. Purpose

The purpose of the grievance procedure is to provide a full opportunity for the resolution of grievances of faculty with tenure or probationary appointments concerning academic freedom, tenure, promotion, and other issues.

b. Grievance Committee

Annually the faculty of each school shall elect three faculty members from their respective schools to serve on the University Grievance Committee. Each elected member shall continue as a member of the committee until a successor has been elected.

c. Grievance Committee Secretary

The chief academic officer shall designate an individual who is not a member of the Grievance Committee to serve as secretary to the Committee. The secretary shall:

- 1) Coordinate the selection of hearing panels.
- 2) Be present at all hearing panel meetings except those in which a hearing panel is engaged in deliberations.
- 3) Provide assistance as needed, including the scheduling of meetings and the maintenance of minutes and other official records of the proceedings.

d. Initiating a Grievance Proceeding

Before initiating a formal grievance, a faculty member should discuss the matter in dispute with the appropriate University administrator looking toward a mutual resolution of concerns. If a resolution does not result and the faculty member is satisfied that there is proper cause for grievance, a written grievance may be submitted to the secretary of the Grievance Committee. The grievance shall specify the problem at issue, the procedure or norm violated, and the relief sought. The secretary shall cause a copy of the grievance to be transmitted to the University's chief academic officer. The chief academic officer shall designate a University administrator to represent the University in responding to the grievance.

e. Confidentiality of Proceedings

Members and the secretary of the Grievance Committee may not discuss, outside of the formal process, cases that are pending, being heard, or have been resolved. Public statements concerning a grievance by the faculty member, University, or witnesses should be avoided.

f. Selection of a Hearing Panel

Within seven calendar days of the filing of the written complaint, the chief academic officer shall furnish the faculty member with a list of six or more members of the Grievance Committee. At least one of the six members of the Grievance Committee shall be from the school of the grieving faculty member. Within seven calendar days of the date on which this list is submitted to the faculty member, the faculty member shall designate three persons from the list to serve as the Hearing Panel. The faculty member shall also identify two alternates from the list to serve as members of the Panel in the event that a person selected by the faculty member is unavailable to serve. If an individual on the list is involved in the complaint or should be disqualified for bias or interest, that person shall remove himself/herself from consideration. The members of the Hearing Panel shall select one of their number to serve as chairperson.

g. Scheduling of Hearing

As soon as the Hearing Panel has been selected, the secretary of the Grievance Committee shall notify the University's chief academic officer. In consultation with the faculty member, the University's representative, and the members of the Hearing Panel, the University's chief academic officer shall set the date, time, and place of the hearing, giving at least fourteen calendar days written notice. The Hearing Panel shall have the authority, where it deems appropriate and in consultation with such persons, to adjourn and continue a hearing until a future date.

h. Academic Advisor and/or Legal Counsel

In connection with any grievance hearing conducted under these procedures, the faculty member shall be permitted to have present another faculty member and/or legal counsel to serve as an advisor. The University's representative may be assisted by legal counsel. If a faculty member or the University intends to be assisted by legal counsel, written notice of this intention must be given to the other party at least five calendar days in advance of the hearing. The role of an advisor or legal counsel in connection with proceedings conducted under these policies is that of an advisor. The faculty member and the University's representative will be expected to speak for themselves. Therefore, an advisor or legal counsel for the faculty member or the University shall only address the Hearing Panel when requested to do so by the Hearing Panel.

i. Review Procedures for Dismissal of a Tenured Faculty Member or a Faculty Member with a Probationary Appointment Prior to the End of the Contract Term:

- 1) The Hearing Panel shall hold a formal hearing to consider the allegations made in the complaint.
- 2) In advance of the formal hearing, the Hearing Panel may hold a joint pre-hearing meeting the faculty member and University's representative in order to (a) simplify the issues; (b) effect stipulations of facts; (c) provide for the exchange of documentary or other information; and (d) achieve such other appropriate pre-hearing objectives as will make the hearing fair, effective, and expeditious. The University will, insofar as possible, secure the cooperation of witnesses and make available necessary documents and other evidence within its control.
- 3) The faculty member and the University's representative, and their advisors or legal counsel, shall have the opportunity to be present during all arguments and presentation of evidence.

- 4) The hearing and pre-hearing conferences will be closed unless the faculty member and the University agree otherwise.
- 5) The Hearing Panel shall determine the order of proof and, where appropriate, exclude irrelevant or unduly repetitious evidence or argument. Technical rules of evidence shall not apply.
- 6) The faculty member and University's representative shall have the right, within reasonable limits, to propose questions to all witnesses who testify orally and, where possible, to address questions in writing to those who do not testify orally. Where unusual or compelling reasons move the Hearing Panel to withhold this right, or where witnesses cannot or will not appear, but the Hearing Panel concludes that circumstances warrant admission of their statements, such statements may be considered by the Hearing Panel provided that the identity of any witness and his or her statement is fully disclosed to the faculty member and the University representative. The weight, if any, to be accorded to such statements shall be determined by the Hearing Panel.
- 7) A record, ordinarily in the form of a tape recording of the hearing, will be made.
- 8) The burden of persuading the Hearing Panel that adequate cause for dismissal exists, rests upon the University and shall be satisfied by a preponderance of evidence in the record considered as a whole.
- 9) At the completion of the hearing, the Hearing Panel shall prepare a written advisory report consisting of findings, conclusions, and recommendations and submit it to the president of the University with copies to the faculty member and the University's representative. The Hearing Panel shall also forward to the president any written material or other items that it considered in connection with the review process as well as the record of the hearing. Such items shall be retained by the University for at least one year from the date that the president issues a decision, after which they may be destroyed at the discretion of the University. At any time before such items are destroyed, copies shall be made available to the faculty member upon request and payment of the reasonable expense of copying.
- 10) Either the report of the Hearing Panel will be sustained by the president or the proceeding will be returned by the president to the Hearing Panel with specific objections. In the event that the president returns the proceeding to the Hearing Panel with objections, the Hearing Panel will then reconsider its report, taking into account the stated objections and receiving new evidence if necessary. The president will make a final decision after study of the Hearing Panel's reconsideration. Prior to taking any actions

hereunder, the president may discuss the findings, conclusions, and recommendations with the Hearing Panel, the faculty member, or any other person. The president shall submit a decision in writing to the members of the Hearing Panel, the faculty member, and the appropriate University representative. The decision of the president shall be final.

j. Review Procedures for Matters Other Than Dismissal of a Tenured Faculty Member or a Faculty Member with a Probationary Appointment Prior to the End of the Contract Term:

- 1) The Hearing Panel shall meet in a closed session.
- 2) The faculty member and University representative shall be provided with an opportunity to meet with the Hearing Panel. As it deems appropriate, the Hearing Panel shall interview other persons and will consider written materials and other items pertinent to the grievance.
- 3) The burden of persuading the Hearing Panel that the actions or decisions of the University were not proper rests upon the faculty member and shall be satisfied by a preponderance of the evidence in the record considered as a whole.
- 4) The Hearing Panel shall not substitute its judgment on the substantive merits of any action or decision for that of faculty committees or administrators who are charged under this policy or other University policies with taking such an action or making such a decision. Rather, the Hearing Panel shall confine itself to determine whether the action or decision was materially affected by a failure to follow applicable procedures.
- 5) At the completion of its review, the Hearing Panel shall prepare a written advisory report consisting of findings, conclusions, and recommendations and submit it to the president of the University or the president's designee(s) with copies to the faculty member and the University's representative. The Hearing Panel shall also forward to the president or the president's designee(s) copies of any written material or items that it considered in connection with the review process. Such items shall be retained by the University for at least one year from the date that the president or the president's designee(s) issues a decision, after which they may be destroyed at the discretion of the University. At any time before such items are destroyed, copies shall be made available to the faculty member upon request and payment of the expense of copying.
- 6) The president or the president's designee(s) shall consider the report of the Hearing Panel and take whatever actions are deemed appropriate. Prior to taking such actions, the president or the

president's designee(s) may discuss the report with the members of the Hearing Panel, the faculty member, or any other person. The president or the president's designee(s) shall submit a decision in writing to the members of the Hearing Panel, the faculty member, and the appropriate University representative. The decision of the president or the president's designee(s) shall be final.

15. Modification

This Tenure Policy Statement has been adopted by the Board of Regents of the University that retains the right of final decision in all matters included in this document.

Adopted, September 1981

Revised, September 1984

Revised, December 1986

Revised, June 1993

Revised, December 2006

H. University Promotion Policy

Pepperdine University follows the rank system customary in American colleges: instructor, assistant professor, associate professor, and professor. The following standards serve as guides in making appointments and promotions:

1. Instructor

A master's degree or equivalent is usually required for employment.

2. Assistant Professor

Attainment of this rank usually depends on the completion of at least 48 units of graduate study and five years of teaching (or seven years of successful teaching experience if there is no work beyond the master's degree). In the event the person has a master's degree but does not have 48 units of graduate study, seven years of teaching or related experience is required. The above condition may be waived by the dean or his designee for persons holding a doctorate in the appropriate discipline.

3. Associate Professor

It is expected that all persons appointed to this rank will hold the doctorate or equivalent. The rate of progress toward this rank usually will require seven years of teaching experience after acquiring the doctorate or a minimum of ten years' total teaching or related experience plus the doctorate. The time periods listed for this rank may be shortened in cases of unusual creative achievements or contributions to knowledge through research and publication.

4. Professor

A faculty member may be eligible for promotion to full professor after fifteen years of successful teaching or related experience in addition to the doctor's degree. Creative achievements of significant research and publication may result in earlier appointment to this rank.

5. Promotion

Promotion should not be regarded as automatic upon the attainment of minimum requirements stated in the foregoing standards. Promotion is made only upon recommendation of the appropriate departmental chairperson; review by the Faculty Personnel Committee; and the approval of the dean, the provost, and the president.

All who participate in moving a faculty member toward promotion have the responsibility of evaluating his or her ability, effectiveness, dedication to the total educational program of the University, and contribution to its welfare.

Experience as a factor in promotion is defined as responsible and meaningful participation in educational activities of which the following are illustrative:

- a. Full responsibility for one or more classes as a teaching assistant while pursuing a graduate program.
- b. Full- or part-time employment as a faculty member of a recognized academic institution.
- c. Significant involvement in the practice of a profession that is reflected in the faculty member's area of teaching may be substituted for teaching experience up to a maximum of five years.

For initial placement, School of Public Policy faculty members should submit records of their teaching experience and intellectual contributions to the dean for review. The dean may request appropriately selected members of the School of Public Policy and University faculty to review, evaluate, and recommend placement of faculty in academic ranks. Final approval is given by the University administration.

Individuals wishing to be considered for promotion, merit, or tenure should submit appropriate documents to the dean for consideration. Assessment for these purposes encompasses overall performance; student, peer, school, University committee, and School of Public Policy administration evaluations may be considered.

There is an annual review for all full-time faculty. Policies and procedures for this review may be obtained from the school offices.

I. Sabbatical Leave

1. Definition and Purpose

The purpose of this professional leave program is to free faculty and administrators from their normal University duties, enabling them to engage in extensive study and pursue their scholarly interests full-time so they may return to the University as more effective teachers and scholars with renewed vigor, perspective, and insight to enhance their service to the University.

While recognizing previous service to the institution, sabbatical leaves of absence are in no way to be considered due solely on the grounds of length of service. Professional leaves are an investment by the University for the purpose of faculty improvement.

2. Eligibility

A faculty member is eligible to apply for sabbatical leave if the individual is currently completing his or her sixth full year of continuous service to the University and has, at the time of application, earned the rank of associate professor or higher. Only full-time faculty with tenure will be eligible for sabbatical leave.

Time spent on leave of absence other than sabbatical leave is not to be counted as part of the six years of required service. However, the leave is not to be interpreted as an interruption of the “consecutive years of service.” Faculty members who leave the University for other employment and return to Pepperdine at a later date must begin a new service period in order to establish eligibility.

Grants for reassigned time do not affect sabbatical leave eligibility.

3. Compensation

Normally, faculty members on sabbatical are paid full salary for a six-month period or one-half salary for a full year.

4. Return to Service at the University

Individuals granted sabbatical leave will return to the University and serve for at least one year. Individuals who receive compensation for sabbatical leave and who accept another position or decline employment at the University before the end of a one-year period are expected to repay all of the sabbatical grant to the University. “Grant” includes the salary portion awarded to the faculty member on sabbatical.

5. Use of Time

An application for a professional leave from Pepperdine University shall include a detailed plan for the use of one's time during absence from the campus and plan for a full report on the use of time upon return to the campus. In no case is a leave intended to augment one's income. Individuals may not use sabbatical leave for teaching at another institution, except in unusual cases specifically approved in advance. If part-time employment is contemplated while the primary purpose of the sabbatical is pursued, such work shall be included in the proposal when requesting leave.

Any further adjustment must be approved by the dean upon written request by the person on leave. The benefits to the University must be uppermost in considerations leading to the approval of the proposal.

6. Procedures

The granting of a sabbatical leave is based upon a written proposal which will be reviewed by the dean. The dean will make recommendations to the provost of the University. The leave will be granted by the president based on the recommendation of the provost. The criteria for sabbatical leave will include:

- a. Direct benefit to the faculty member as a teacher and scholar.
- b. Contribution to the School of Public Policy.
- c. Quality of proposal.
- d. Number of years service to the University.
- e. Effect of the person's absence on teaching load in the School of Public Policy program.

All arrangements and details of the leave shall be specified in the proposal and signed by the faculty member. A copy of these arrangements shall be deposited in the faculty member's personal file.

7. New Service Period

When a sabbatical leave has been approved and taken, resumption of service to the University shall begin a completely new service period as related to the eligibility for sabbatical leave.

J. Emeritus Status

Any professor or associate professor, with ten or more years of full-time experience, may, at the point of retirement, apply for and be granted the honorary rank of Professor Emeritus. The professor may choose to have his/her application supported by letters of recommendation from faculty and or School of Public Policy's Rank, Tenure, and Promotion (or Tenure) Committee. All application materials must be submitted to the dean's office one month prior to the anticipated retirement date (July 1 for spring retirement; December 1

for fall retirement). The dean will review the application of the candidate and forward the appropriate comments and recommendations at least two weeks prior to the anticipated retirement date (July 15 for spring retirement, December 15 for fall retirement) to the provost in consultation with the president to determine whether to grant the rank of Professor Emeritus.

The minimum criteria for consideration to receive the special privileges and benefits that accompany the honorary rank of Professor Emeritus are as follows:

1. Ten years or more full-time, professorial service within the University;
2. Holding the rank of associate professor or professor upon retirement;
3. A record of excellent service in one's field of academic specialization and within one's school and department;
4. A record of positive moral and ethical behavior, inside and outside the University; a record of support for the University's mission;
5. A desire to remain associated with the School of Public Policy and the University.

Once bestowed, the privileges and benefits associated with the rank of Professor Emeritus may be declined by the retired faculty member for personal reasons. The rank may also be withdrawn by the School of Public Policy, but only for "just cause."

The School of Public Policy will recognize and support its faculty emeriti in the following ways:

1. Special recognition at a public event at the time of retirement;
2. Notification of retirement, and the awarding of the honorary rank of Professor Emeritus, in both the internal and external media;
3. Name listed in the School of Public Policy catalog (no picture required);
4. Presentation of a special medallion to be worn at future graduations, or whenever academic regalia is worn;
5. Continued access to a University e-mail address;
6. Invitations to attend public University events and functions;
7. Continued access to University libraries, athletic events, and recreational activities commensurate with other full-time faculty as determined by the provost.

Deans, department chairs, program directors and other University administrators will be encouraged to use faculty emeriti as mentors and a source of intellectual and moral support for members of the faculty.

Approved by the University Faculty Council: March 5, 2003

Approved by the University Faculty Council: December 17, 2003

Approved by the University Faculty Council: October 22, 2019

Approved by the University Faculty Council: April 15, 2022

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: students 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 the [Office of Student Information](#).

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 student handbooks.

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.”

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 Student Handbook, the Rick J. Caruso School of Law Honor Code, 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. Pepperdine University Computer & 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.

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

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) Retain your original computer software disks in a safe place.
- 3) Keep your computer's operating system and other computer software up-to-date with manufacturers' patches and updates.
- 4) Secure your voice, computer, and network accounts with unique passwords that you change regularly and do not share with anyone.
- 5) Use a virus protection program that you regularly update to detect the latest types of viruses.
- 6) 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. E-mail

- 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.
- 3) Submit e-mail messages directed at a large number of faculty, staff, or students to Public Relations & News.

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 graduation, 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

1. Introduction

a. Purpose

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 nonprofit 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 a faculty member uses the services of a commercial establishment, documentation of permission from the publisher may be required.

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.

b. Identifying Copyrighted Material

1) Published Works:

- a) *All copyrighted works published before March 1989* were required to bear notice of copyright. This notice could be found on the title page or the reverse side of the title page for a book; and on the title page, the first page of text, or the masthead for a periodical publication. Such notice states the person to be contacted if it is determined that permission is required to copy the work. Faculty will not be liable for infringement concerning a work published before this date if, after normal inspection, a copyright symbol cannot be found and there is no actual notice of copyright.
- b) *For works published after March 1989*, no notice of copyright is required. Thus, in the absence of notice of copyright for such a work, it must be assumed that permission is required for copying or derivative use.
- c) *All copyrights prior to 1906 have expired*. These works can be freely photocopied.

2) Unpublished Works, such as dissertations and thesis, may be protected by copyright.

- a) *Works created before January 1, 1978* are protected for the life of the author plus 70 years, but in no case will the protection expire before December 31, 2002. If such a work is published on or before that date, the copyright will not expire before December 31, 2047.

- b) *Works created after January 1, 1978*, and not published, enjoy copyright protection for the life of the author plus 70 years.
- 3) Public Domain Materials may be reproduced without permission.
- a) *U.S. Government Publications*: All U.S. government publications may be copied without restrictions, except to the extent they contain copyrighted materials from other sources. U.S. government publications are documents prepared by an official or employee of the government in an official capacity. Note that federally commissioned works can be copyrighted, and that state government works may be protected by copyright.

It must also be noted that a commercial compiler or publisher of government materials (such as the West's reference series) may properly claim copyright protection for independently authored notes and other materials accompanying such official declarations, as well as the sequence and organization of the official declarations themselves.

- b) *Judicial Opinions*: The literal word order of judicial opinions is in the public domain, and may be used without restriction. This includes the text of judicial opinions contained in material prepared by commercial reporters or compilers, such as West's. However, within such commercial publications, there is copyright protection covering the arrangements of cases, headnotes, annotations, and syllabi. As such, permission may be required in order to make multiple copies of judicial opinions in full that include syllabi, headnotes, key numbers, or other copyright protected materials.
- c) *Official Transcripts and Court Records in Litigated Cases*: These are generally considered to be public documents when filed and classroom use of the materials is permissible without obtaining permission. Be aware, however, that some law firms may assert copyright ownership for court documents that they have prepared and filed with the court on behalf of their clients.
- d) *State Statutes, Regulations, Ordinances, Municipal Codes*: These materials are in the public domain, and reproduction of portions of their official text may be freely made without permission. However, if the text of a statute or of regulations is taken from a commercial source, (e.g., BNA, Patent, Trademark & Copyright Journal) then care must be exercised to copy only the text of the statute or regulations. Editorial comments and explanatory material are within the scope of the publisher's copyright protection and permission to make multiple copies may be required.

- 4) Fully Copyrighted Materials: These include textbooks, casebooks, treatises, “nutshells,” and commercial outlines; newsletters; and periodicals.
 - 5) Note: Some periodicals published by tax-exempt educational institutions, such as some law journals, expressly grant the right to copy for classroom use, subject to three (3) conditions:
 - a) Copies must be distributed to students at or below cost;
 - b) The author and the journal must be identified on the copies; and
 - c) The named copyright owner must be notified of the use.
2. The Fair Use Doctrine: When Permission Is Not Needed To Copy

An important limitation upon the rights of the copyright owner is the “Fair Use” doctrine. If the Fair Use doctrine applies, the copying of copyrighted material and the preparation of a derivative work without the copyright owner’s permission is allowable. The doctrine permits the use of copyrighted material in a “reasonable manner” without consent. Teaching, scholarship, and research are deemed reasonable. There are four factors that are to be considered in determining Fair Use, and in each case faculty members must determine for themselves the factors which weigh in favor of and against Fair Use. These factors are: 1) the purpose and character of the use, including whether such use is commercial in nature; 2) the nature of the copyrighted work; 3) the amount and substantiality of the portion used in relation to the copyrighted work; and 4) the effect of the use upon the potential market for or value of the copyrighted work.

a. Introduction

These guidelines for the copying and derivative use of copyrighted works are meant to be the *minimum educational uses allowable* without permission under the Copyright Act. These guidelines are not limits to the types of copying permitted under the standards of Fair Use (as outlined above), and there are instances in which copying that does not fall within the guidelines stated below will nonetheless be permitted under the criteria of Fair Use.¹ Any copying that exceeds these minimum levels must be judged by the faculty member under the four factors of Fair Use as discussed above.

¹ Some examples of Fair Use beyond these guidelines are:

1. The inability to obtain another copy of the work because it is not available from another library or source or cannot be obtained within time constraints.
2. The intention to copy the material only once and not to distribute the material to others.
3. The ability to keep the amount of material copied within a reasonable proportion to the entire work (the larger the work, the greater amount of material which may be copied).

b. Single Copying for Teachers

A single copy may be made of any of the following by or for a teacher his or her individual request for his or her scholarly research or use in teaching or preparation to teach a class: 1) a chapter from a book; 2) an article from a periodical or short story; 3) a short story, short essay or short poem, whether or not from a collective work; and 4) a chart, graph, diagram, drawing, cartoon or picture from a book, periodical, or newspaper.

c. Multiple Copies for Classroom Use

Permission is not required for a teacher conducting a course to make multiple copies (never to exceed more than one copy per pupil in a course) for classroom use or for discussion—with the following three (3) limitations:

1) The following requirements for brevity are met:

- a) Poetry may be copied without permission if it is a complete poem of less than 250 words AND if printed on not more than two pages; or from a longer poem, an excerpt of not more than 250 words.
- b) Prose may be copied without permission if it is a complete article, story, or essay of less than 2,500 words; or an excerpt from any prose work of not more than 1,000 words or 10 percent of the work, whichever is less, but in any event a minimum of 500 words. (The numerical limits stated above may be expanded to permit the completion of an unfinished line of a poem or of an unfinished prose paragraph.)
- c) Illustrations not requiring permission to copy include: one chart, graph, diagram, drawing, cartoon, or picture per book or per periodical issue.
- d) “Special” works: Certain works in poetry, prose or in “poetic prose” often combine language with illustrations and are intended for children, though sometimes also for larger audiences. These works usually fall short of 2,500 words in their entirety. In spite of section “b,” these “special” works may NOT be reproduced in their entirety. However, an excerpt of not more than two of the published pages of such a work, AND containing not more than 10 percent of the words found in that work may be reproduced without permission.

2) The conditions for spontaneity are met:

- a) The copying is at the instance and inspiration of the individual teacher; and

b) The inspiration and decision to use the work and the moment of its use for maximum teaching effectiveness are so close in time that it would be unreasonable to expect a timely reply to a request for permission.

3) The conditions for cumulative effect are met when:

a) The copying of the material is for only one course in the school in which the copies are made;

b) Not more than one short poem, article, story, essay or two excerpts may be copied from the same author, nor more than three from the same collective work or periodical volume during one class term; and

c) There shall not be more than nine instances of such multiple copying for one course during one class term.

(The limitations in “b” and “c” do not apply to current news periodicals and newspapers and current news sections of other periodicals.)

d. Absolute Restrictions

Copying shall not be used to create or to replace or substitute for anthologies, compilations or collective works. Such replacement or substitution may occur whether copies of various works or excerpts therefore are accumulated or reproduced and used separately.

1) Works intended to be “consumable” in the course of studying or teaching shall not be copied. These include workbooks, exercises, standardized tests and test booklets and answer sheets and like consumable material.

2) Copying shall not: a) substitute for the purpose of books, publishers’ reprints, or periodicals; b) be directed by higher authority; or c) be repeated concerning the same item by the same teacher from term to term.

3) No charge shall be made to the student beyond the actual cost of the copying.

3. Obtaining Permission to Use or Copy

If it is determined that a proposed use of copyrighted material does not fall under the Fair Use guidelines above or under the broader factors of Fair Use, and that permission is needed to copy a work, there are several ways to obtain it.

- a. From the Copyright Holder: This may involve no more than locating another professor from available directories, such as the AALS directory for law professors, and contacting him or her.
- b. From the Publisher: If the address of a publisher is not apparent from the work in question, it may be obtained from *The Literary Marketplace* (for books) or *Ulrich's International Periodicals* (for journals).
- c. Central Licensing Organizations, which administer licenses and collect royalties, may be contacted. One is the Copyright Clearance Center, which handles over eight-thousand publishers. For an agreed upon fee, protected material may be copied as needed. There are other such arrangements for permission among certain publishers and many college bookstores. The Copyright Clearance Center is located at 222 Rosewood Drive, Danvers, MA, 01923. Telephone: (978) 750-8400; FAX: (978) 646-8600. Faculty may e-mail them at info@copyright.com or go directly to the [Copyright Clearance Center](http://www.copyright.com) website for additional information and a complete explanation of services they are able to offer.
- d. Generally: Historically, requests for permission should be sent with a stamped, self-addressed envelope, and should include the title, author and/or editor, and the edition of the work to be duplicated; the exact material to be used, giving amount, page numbers, chapters, and if possible, a photocopy of the material; the number of copies to be made; the use to be made of the duplicated materials; the form of distribution (classroom, newsletter, etc.); whether or not the material is to be sold; and the type of reprint to be used (ditto, photocopy, offset, typeset, etc.).

4. Infringement

Normally, an infringer is liable to the copyright owner for the actual losses sustained because of the copying and any additional profits of the infringer. Where the monetary losses are nominal, the copyright owner usually will claim statutory damages instead of the actual losses. The statutory damages may reach as high as \$20,000 (or up to \$100,000 if the infringement is willful). In addition to suing for money damages, a copyright owner can usually prevent future infringement through a court injunction.

The Copyright Act specifically exempts from statutory damages any employee of a nonprofit educational institution, library, or archives who "believe and had reasonable grounds for believing that his or her use of the copyrighted work was a fair use under Section 107." While the Fair Use provisions are admittedly ambiguous, any employee who attempts to stay within the guidelines contained in this policy should have an adequate good faith defense in the case of an innocently committed infringement.

The complete photocopy guidelines are found on the [University Policy on Patents and Copyrights | Pepperdine](#) website

Q. Use of University Name

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.

R. University Business Cards and Use of University Letterhead

University business cards are authorized for full-time faculty. Orders for business cards are approved by the assistant dean for administration and placed by the office manager.

Policies governing the use of University letterhead by students and faculty members include the following: Under no circumstances may a student be permitted to use letterhead including Pepperdine University's name for the purpose of supporting the student's research project efforts, seeking internships, or used for cover letters with applications for employment. Full-time faculty members who are currently employed by Pepperdine University School of Public Policy may, as part of their professional role, often need to write letters on behalf of students to support research efforts, recommend students for future educational endeavors or support student applications for employment. Such letters may be written on University or School of Public Policy letterhead as long as they are signed by the professor and copies of the letters are forwarded to the appropriate office for placement in the student's file. Should a part-time faculty member desire to give his or her name in support of a student in this manner, the approval of the dean or assistant dean for administration must be acquired.

S. 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 appropriately represent the University.

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.

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:

- 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.

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](#).

T. University Smoking Policy - Smoke Free Campuses

Purpose

Research demonstrates that tobacco smoke is a health hazard to both smokers and nonsmokers. According to the Surgeon General, cigarette smoking is the leading preventable cause of illness and premature death in the United States. Nonsmokers who are regularly exposed to second-hand smoke are also at increased risk of illness. In the interest of creating a safe and healthy environment, Pepperdine University has adopted the following policy.

All Pepperdine University campuses are smoke-free at all times and smoking is strictly prohibited, with the exception of any limited, designated areas where smoking may be permitted for some period while moving toward the goal of a 100% smoke-free campus. 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.

Implementation

We at Pepperdine University acknowledge and respect the fact that certain individuals experience extreme difficulty in ceasing the habit of smoking. Consistent with our University mission and identity, we must avoid alienating community members, and treat those who smoke with respect, dignity, and care as we seek to implement and enforce this policy.

Cessation

Increased subsidized cessation programs will be made 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 their dean's office.

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 applicable dean's office in the case of a student.

U. 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. As one manifestation of the University's commitment to those principles, the administration (including the central University administration and each school's administration) shall provide full-time faculty members with appropriate notice of no less than 30 days to review and comment on new policies, changes to existing policies, or amendments to faculty handbooks that will substantively affect the rights, roles, or responsibilities of such full-time faculty before the policy change is adopted. The administration will carefully consider all comments received before deciding whether to implement the change.

Policy changes that are mandated by federal or state law or by the University's Board of Regents, or changes that do not substantively affect the rights, roles, or responsibilities of full-time faculty (such as parking and traffic regulations, athletic event ticket policies, faculty benefits policies, human resources policies, and travel and reimbursement policies) may not be subject to the period of review and comment. Nothing in this provision is intended to supersede the authority set forth in the by-laws of the University concerning the right of final decision on all institutional matters.

V. Policies Governing Faculty Research

Faculty members shall perform all research or research related activities in accordance with federal and state law, University or School policies, and ethics codes that apply to the researcher or to the person's research. The University has adopted policies that specifically govern faculty research, including, for example, research involving human or animal subjects and research funded by certain governmental agencies. Pepperdine faculty members and researchers are subject to the research policies, are responsible for knowing the provisions of the policies, and are responsible for ensuring that they comply with the policies and that others working with or for them, including students, comply with the policies. The complete text of the policies is available on the Pepperdine University Web site at [Academic Policies and Documents | Pepperdine University](#).

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. Teaching Load

A full-time teaching load at the School of Public Policy is comprised of six three- to four-unit courses during one academic year. Courses of fewer units may be taught in some circumstances in which case additional assignments are typically assumed to complete the full load. Normally faculty members receive one unit teaching credit for each fifty to sixty-minute class period per week for which they have academic responsibility.

All faculty members are eligible to receive reduced teaching loads in order to complete reassigned activities such as administrative duties or special research service. Every effort is made to provide a reduced teaching load in the form of specified reassigned responsibilities in lieu of specifically agreed upon activities such as developing new courses, completing major research and writing projects, administrative responsibilities, or other specially assigned activities. Depending on what research or similar responsibilities have been planned, there may be occasions when stipends are paid for extra administrative assignments rather than reassigned time. Faculty members who are asked to teach overloads beyond six courses will be allowed, with administrative approval, to build credit toward reassigned time for research or other special activities, or they may be paid in the semester in which they teach the overload at a rate equivalent to that paid to adjunct faculty. If the faculty member elects to build credit toward reassigned time, it is to be understood that any credit not used prior to termination of employment is forfeited.

Faculty members who have applied for and received reassigned time thus teach a reduced load. Application for such consideration is made to the dean.

C. Extra Employment

It is expected that full-time employment at Pepperdine University will require most of the faculty member's working time. Priority should be given to academic responsibilities, including teaching, counseling, and committee work.

Nevertheless, because the school's programs are designed to blend academic and practical experiences, faculty members are expected to engage in research, consulting, business, or professional activities which are directly related to their academic discipline.

Faculty must acquire advance, written approval from the dean before accepting a teaching assignment from any other school, college, or university, including another school within Pepperdine University. All employment of faculty members extraneous to Pepperdine University must be reported in writing directly to the dean. To protect the confidentiality of clients, the names of said clients may be omitted.

D. 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 office manager for room reservations.

E. Faculty Availability

Faculty members are expected to give written notice to students of how, when, and where to reach them by telephone, mail, and email for appointments, proposals, projects, and similar student-related needs. Generally, faculty members should receive student calls during both the day and evening hours and should provide the appropriate telephone numbers. Faculty are expected to post office hours on their course syllabus and with the Office of the Dean. Faculty members should be prepared to have posted office hours of a minimum of four (4) hours per week.

Students should be informed as to when calls will be returned. Normally, the maximum time to respond to a telephone call should be 24 hours unless the faculty member is out of town. When the faculty member is temporarily unreachable, someone within the School's faculty should respond to the call within the 24-hour period. Additionally, each faculty member is expected to give written notice to the Office of the Dean as to how he or she may be contacted at all times.

F. Committee Responsibilities

Members of the School of Public Policy faculty are to serve on at least one to two University committees each year. In addition, faculty is required to make

themselves available to attend a variety of faculty meetings concerning issues and activities relating to the School of Public Policy.

In addition to the time invested in active participation in committee deliberations, each individual is expected to spend time in preparation for the committee meetings, to participate in communicating results of deliberations, and to work on sub-committees or special projects as assigned by the committee chairperson. To make an active contribution to the committee, a member must be prepared to represent his or her faculty on that committee.

These requirements suggest that a certain amount of time must be spent in preparation for the meeting by contact and discussion with other members of the faculty. Should any committee member be unable to attend a committee meeting, they should notify the committee chairperson, or if unable to reach the chairperson, another committee member prior to the meeting. See Google document: [School of Public Policy Faculty Committee Assignments - Google Docs](#)

G. 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 assistant dean for administration for academic advisement. Under no circumstances should faculty members commit to policy changes without first consulting with the dean.

H. Independent Directed Studies

The School of Public Policy may offer, if appropriate, and with approval by the dean, directed study adapted to an individual student's needs. A directed study course will require independent writing and research, focusing on projects related to a student's specialization, and frequent reports and conferences with a faculty advisor. Course credit may be offered; units will vary depending on level of participation (one to four units). Consent of the assistant dean for administration is required for directed study.

All students interested in completing a directed study must provide a directed study proposal submitted prior to start of registration and containing the following information:

- Petitioner name
- Specialization under which directed study would fall
- Petitioner GPA
- Abstract and purpose: detailed course description including the type of research to be conducted
- Faculty advisor: Full-time faculty member
- Academic and professional facilitators if applicable: Persons other than the faculty advisor who would supervise and/or guide work.)

- Course evaluation: The method by which work will be evaluated and graded.
- Description of the final project: Thesis, op-ed, published paper, final examination, etc.

Please note that proposals have spanned 3-5 pages depending on subject and research. Specifics are to be discussed with the assistant dean for administration.

I. Course Syllabi for Faculty Teaching In-Person Classes

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

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. 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 fact 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.

8. Students with disabilities statement (the following exact language is required by University Policy on all syllabi): Any student with a documented disability (physical, learning, or psychological) needing academic accommodations should contact the Disability Services Office (Main Campus, Tyler Campus Center 264, x6500) as early in the semester as possible. All discussions will remain confidential. Please visit [Office of Student Accessibility \(OSA\) | Pepperdine University](#) for additional information.

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

10. 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.

J. Course Syllabi for Faculty Teaching Online and Hybrid Courses

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 [Courses](#) 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 our 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 our 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 OSA](#) 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 I will include on my syllabus for MPP 604 this fall. Feel free to copy, edit, borrow, or modify as you see fit. I am also available to discuss them and what might make sense for your class.

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. This means you will need to have a camera and enough bandwidth to support it. Please see the SPP Recommended Technology Guidelines for details.
- 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, I will try to answer all communications within 24 hours, but there may be occasions when this is not possible. Email is preferred for communications. If you need to reach my cell (either through text or a call), please be mindful of the time and reserve cell phone interactions between the hours of 9pm and 7am Pacific for matters of some urgency.
- Students are expected to follow all of the rules for online meeting etiquette found on the School of Public Policy's [Zoom Resources](#) website.

Some final issues to include in the course syllabus:

- Attendance requirements take on a whole new dimension--especially with the availability of recorded content. Faculty should make explicit their expectations about students being present during synchronous sessions--discussion will not happen without discussants.
- Describe any final exam protocols you expect students to follow. For example, a colleague at another institution not only required students to share their computer desktops during their exam, they also were required to connect to the class from their cell phones and place the phone's camera in such a location that the professor could observe them taking the test. Between now and finals, I am sure many innovations around this issue will develop. 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 your availability to students. Descriptions of your availability and responsiveness can help you manage the flow of information related to your course. For example, "Professor will respond to emails within 24 hours" or "Professor prefers that texts be limited to normal business hours." Especially in these difficult circumstances, 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, I list access to Microsoft Word and PowerPoint as required for my Strategy class. This is especially important for remote students who will not have access to on-campus resources.

K. 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 office manager regarding any discrepancies.

L. 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.

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.

M. 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 five 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

N. 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.

Mid-term evaluations are provided for both full-time faculty and adjunct faculty 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 all new 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 on-line prior to the final week of the semester. End-of-term evaluations are conducted in all courses and 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. Traditionally, and under ordinary circumstances, only the dean and each individual professor will have access to the completed evaluations.

O. 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.

P. 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 immediately into the University system. Faculty should consult the registrar's office Web site for instructions and information on e-grading at the [Office of Student Information and Services | Pepperdine University](#). Grade changes are made by submitting a "Grade Adjustment Request" form which is available only from the assistant dean for administration.

Q. 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.

R. Commencement

All faculty members are expected 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 will provide detailed instructions at least one week prior to this event. Faculty members may contact the office manager or dean's office regarding rental or purchase of academic regalia. For all tenure-track faculty, the purchase of regalia is an appropriate personal expense.

S. Twelve (12) Month Academic Calendar

School of Public Policy classes are offered during the fall and spring semesters and are comprised of 15 weeks each. However, the academic year is a full 12 months. Faculty and staff are considered to be employed on a full-time basis for the entire year with salary payments on a 12-month schedule. When semesters are not in session, other classes may, from time to time, be scheduled in the summer session. In addition, faculty may occasionally be requested to teach directed study classes during the summer.

Unless faculty members are on sabbatical, they are expected to be available during the summer months for various committee assignments, to assist in recruiting activities, for reviewing application files, interviewing prospective students, attending faculty meetings and retreats, and other scheduled activities of the school.

IV. FACULTY BENEFITS AND RELATED POLICIES

Orientation sessions are held by the [Center for Human Resources](#) to assist with questions about any of the University's benefit plans. A New Employee Orientation session should be attended on the first Monday of employment. The program includes a detailed summary of available benefits and provides the appropriate enrollment materials.

A. Health and Welfare Plan

1. Orientation

New eligible faculty members must attend a benefits orientation session held by the Center for Human Resources at Malibu.

2. Eligibility

a. Faculty Members

Active, regularly assigned, full-time faculty members employed under a regular (non-adjunct) faculty contract, serving in at least a half-time appointment (.5 FTE) each academic year.

b. Dependents

Eligible faculty members may enroll family members in the PEP*flex* plan as follows:

- 1) The faculty member's legally married spouse.
- 2) The faculty member's domestic partner legally registered with the State of California under AB205.
- 3) The faculty member's unmarried dependent children under age 19. Children enrolled in school full time may be covered until they reach age 25, provided that they are wholly dependent upon the faculty member for support and maintenance. Children include legally adopted children and children who are placed in physical custody for adoption. Children also include each stepchild and children for whom you or your spouse have been appointed legal guardian by a court of law. All eligible children must depend on the faculty member for support and maintenance except where you or your spouse is legally required to provide group health coverage pursuant to an administrative or court order. Special rules apply for children with disabilities. For additional information, contact the Center for Human Resources.

If the faculty member and faculty member's spouse both work at Pepperdine University, each will be covered separately as employees. Eligible children may be covered by only one employee. However, the vision care plan allows all eligible family members to enroll as one family unit.

3. Effective Date of Coverage

Benefits coverage for new full-time faculty members will usually start on the first day of the month coinciding with or immediately following the faculty member's date of full-time employment. If the faculty member is

away from work due to illness or injury on the day coverage would normally take effect, benefit choices will become effective on the day the faculty member returns to active full-time work at Pepperdine University.

4. Enrollment

All eligible new faculty members must complete required enrollment forms and submit them to the Center for Human Resources within 31 days of employment. New faculty members who do not enroll in a medical or a dental plan within 31 days (some plans allow up to 45 days) of their initial eligibility will be placed in a default plan with single medical coverage and no dental coverage. Once a medical or dental plan has been selected, a change to another plan may only be made during the annual open enrollment period.

5. Qualified Family Status Change

Enrollment in a PEPflex plan is an annual commitment. Unless one has a qualified family status change, no faculty member may add or delete dependents until September 1 (the next open enrollment period). Qualified family status changes include:

- a. Marriage, divorce, legal separation, legal dissolution, or death of faculty member's spouse or domestic partner;
- b. Birth, adoption, placement for adoption, or death of faculty member's dependent child;
- c. Faculty member's dependent child is no longer eligible for coverage;
- d. Faculty member's spouse starts or stops working;
- e. Faculty member's spouse changes from part-time to full-time status or vice versa;
- f. Faculty member's spouse takes an unpaid leave of absence;
- g. Faculty member's spouse loses or gains health coverage.
- h. Faculty member's spouse has a change in residence or worksite (see out-of-area medical benefits).

A written request to make plan changes must be submitted to the Center for Human Resources within 30 days of the qualifying event.

6. Annual Re-Enrollment

During the [open enrollment](#) period each year, faculty members may elect to change their medical and dental plans and add or delete optional benefit choices from their benefits packages. At the open enrollment period, faculty may also add or delete dependent coverage. (Some restrictions may apply.) This is the only time during the plan year that one can change election, unless it is a Qualified Family Status Change, or qualification for Special Enrollment Circumstances.

7. Core Benefits

Pepperdine University provides a set of fixed benefits called "core benefits." Core benefits are the same for all participating employees. The core benefits ensure that every eligible faculty and staff member has a basic level of health and welfare coverage such as life and accidental death and dismemberment insurance, long-term disability income protection, and psychological counseling services. Current employees can find specific plan documents related to each benefit on the [Employee Benefits Website](#).

Your Core benefits include:

- Health Advocate Program
- Accidental Death & Dismemberment Insurance
- Business Travel Accident Insurance
- Employee Assistance Program
- Health Advocate Program
- Life Insurance
- Long-Term Disability Insurance

Medical Benefits

- Anthem PPO High Deductible Plan with optional Health Savings Account
- Anthem Blue Cross Advantage HMO
- Anthem Vivity HMO
- Kaiser Permanente HMO

Optional Benefits

You may elect optional coverage for:

- Dental: DeltaCare HMO Plan and Delta Dental PPO Plan
- Flexible Spending Accounts (covering unreimbursed Health and Dependent Care expenses)
- MetLife Critical Illness Plan
- MetLife Group Accident Plan
- MetLife Group Hospital Indemnity Insurance
- MetLaw Pre-paid Legal Plan
- Nationwide Pet Insurance
- Optional Term Life Insurance
- VSP Vision Care

B. Additional Benefits

Some benefits faculty members receive from Pepperdine University are not included in the flexible benefits program. These benefits include social security and medicare, income protection during disability, tuition assistance, credit union membership, a retirement plan, and a voluntary tax-deferred annuity program.

- Child Care Subsidy Grant Program
- Competitive retirement plan
- Credit Union Membership
- University Credit Union
- Kinecta
- Dining facilities
- Free Parking
- On-site fitness
- Professional development opportunities
- Service awards
- Tuition Assistance and Tuition Exchange Program
- Various discounts at LA-area businesses
- Volunteer Leave

C. Flexible Spending Accounts

This tax saver option allows a faculty member to pay certain health care and dependent care expenses before payroll taxes are deducted. Faculty members may enroll during their initial eligibility and need to re-enroll each calendar year to take advantage of these savings.

D. Continuation/Conversion Privileges

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

Faculty members changing from full-time to part-time status should discuss benefits implications with the Center for Human Resources.

E. Termination of Plan

The University reserves the right to change, suspend, amend, or end the benefits program and the terms on which benefits, if any, will be available to its employees. The University has the right to amend, modify, or terminate the benefits program by written amendment.

F. Income Protection During Disability

The University provides income protection for faculty members during periods of illness or disability. In order to comply with policies of the state and the insurance carrier so that faculty members who are eligible may qualify for State Disability Insurance or the disability terms of the University's long-term disability insurance contract, faculty members who have missed work for more than seven calendar days because of illness or disability should notify the Office of the Dean and the Center for Human Resources.

As a general rule, full salary will be continued up to a maximum of 180 days (less any state disability payments for which the faculty member is eligible). After 180 days, the long-term disability insurance plan pays 66.67 percent of the faculty member's base monthly salary up to a maximum benefit of \$10,000 per month. Consult [Human Resources](#) for additional details.

G. Jury Duty

The University considers [jury duty](#) to be an important civic responsibility. Having loyal, conscientious, honest citizens serving on our juries is a basic and essential element of our American system of justice. Therefore, it shall be the policy of this University to encourage jury service, but expects all faculty to make every reasonable effort to perform jury duty at times when it will not interfere with their teaching responsibilities.

Faculty members called to serve will be excused to serve on jury duty for up to five (5) workdays and shall be paid at their regular base salary. If assigned to a case, a faculty member may be paid up to an additional five (5) work days.

For a faculty member serving on a jury in which the trial extends beyond the maximum ten (10) paid workdays, his/her continued absence will be excused without pay until the trial is completed. A faculty member called for jury duty must notify the dean so that appropriate plans can be made in the event of assignment to a protracted case.

H. Sick Leave Policy

[Sick leave](#) is approved time off for faculty who are unable to work due to personal illness or injury and who do not apply, qualify for, or have exhausted their medical leave under the Family and Medical Leave Act ("FMLA") policy.

As soon as a faculty member becomes aware that he or she is, or will become, for any medical reason, temporarily disabled from working, the faculty member must promptly advise the dean and the Center for Human Resources in writing of the reason and the anticipated commencement date and duration of the disability. A doctor's certificate specifying the expected duration of the disability is required prior to approval of a sick leave of absence. When approved, a formal sick leave begins on the 31st calendar day following the last day of work.

The University grants sick leaves of absence without pay to all faculty members for the period of their disabilities, to a maximum of 12 months from the last day of active work. However, the University may require periodic verification of a faculty member's inability to work (including, for example, a periodic statement from the faculty member's doctor or examination by a doctor designated by the University). A doctor's release may be required to return to work following an absence of three or more day's duration.

Any misrepresentation of requested leave or disability will be grounds for discharge. Faculty members may, of course, use any accrued vacation or sick pay benefits during the period of their disabilities (see Sick Pay and Vacation Pay). A doctor's release is required to return to work following a formal sick leave. Faculty who return to work at the end of their leaves will be returned to their former positions if they are still available. The faculty member's position will be held open for a minimum of 30 calendar days or as prescribed by law. If the same position is not available, the faculty member will be considered for any available position for which he or she is qualified and applies for following normal procedures. If the faculty member is rehired during a period not to exceed 30 calendar days after attempting to return to work, seniority will continue. Faculty members who do not return at the end of their leaves of absence will be deemed to have quit. The total leave under this policy is available for a maximum of 12 months from the last day of work. If this policy is used in conjunction with a medical leave under the Family and Medical Leave Policy, the total combined leave time may not exceed 12 months.

Absentee reports or time sheets must be submitted to the payroll office during the first 30 calendar days of absence. Additional absentee reports or time sheets are required only if accrued sick pay is still available for payment. The employee should contact the Center for Human Resources for information regarding California State Disability benefits. Application may be made at a local State Disability Office, or by mail using a form available at the Center for Human Resources. Holiday pay, vacation pay, and sick pay accruals cease during a formal sick leave.

I. Personal Leave of Absence

A [personal leave of absence](#) is defined as authorized, unpaid absence for other than medical, jury duty, or military reasons, which exceeds 30 days. Personal leaves of absence may be granted only when not detrimental to the interests of the University. The length of the leave of absence is determined by the dean and is subject to appropriate administrative approval.

The individual taking a personal leave of absence must report to or contact the Center for Human Resources on campus to receive an explanation of changes in benefits. No holiday pay will be granted during the entire period of absence following the last day of work and vacation and sick leave accruals cease.

If the same position is not available upon return, termination from the University occurs. If the employee is rehired during a period not to exceed 30 days, seniority will be continued.

Note: The University does not continue employer contributions to the faculty member's insurance premium beyond the first 30 days of an approved personal leave of absence. If the faculty member wishes to continue insurance coverage, arrangements for personal payment of required premiums must be made with the University Benefits Manager.

J. Family and Medical Leave Act Policy (“FMLA Leave”)

1. Introduction

An eligible faculty member whose spouse, parent, or child has a serious health condition which requires his or her care, or who is having, adopting, or beginning foster care of a child, may apply for a [family leave](#). An eligible faculty member who has a serious health condition that prevents performance of his or her job functions may apply for a *medical leave*. An eligible faculty member who because of a qualifying exigency arising out of the fact that a family member is on active duty (or has been notified of an impending call or order to active duty) in the Armed Forces in support of a contingency operation, may apply for a *family leave*. An eligible faculty member who is the spouse, parent, child, or next of kin of a covered service member who is recovering from a serious illness or injury sustained in the line of duty while on active duty may apply for a *family leave*. When a leave is taken due to a serious condition of the faculty member or an eligible family member or the serious injury or illness of a covered service member, the faculty member will be required to provide certification from a qualifying health care provider.

When a leave is taken due to a qualifying exigency, the faculty member will be required to provide certification

2. Eligibility

To qualify for a family or medical leave, a faculty member must have at least 12 months of employment with the University. In addition, the faculty member must have worked at least 1,250 hours (an average of about 24 per week) during the prior 12 month period

Faculty eligible for benefits who do not qualify under this Family and Medical Leave Policy, may request a sick leave for their own illness or disability (See Sick Leave Policy). A female faculty member (whether or not eligible for benefits) who is disabled by pregnancy, childbirth, or a related medical condition, even if not otherwise eligible for leave under this Family and Medical Leave Policy, may request a leave for the period of her actual disability, up to a total of four months. A female faculty member who qualifies for a leave under this Family and Medical Leave Policy is entitled to take a leave in addition to a pregnancy related disability leave to care for a newborn or newly adopted or placed child.

3. Application for Leave

To request a leave under this policy, request an application from the Center for Human Resources. Complete the Family and Medical Leave Application and submit it to the Center for Human Resources. If the application is for an emergency, a preliminary decision concerning the application will be made within 48 hours. Otherwise, a preliminary decision will be made within five

business days, and whenever possible, before the requested leave period is to commence. Final approval of a leave requiring certification will be processed upon receipt of all required documentation.

4. Advance Notice of Leave

When the requested leave is for the expected birth, adoption or placement of a child with the faculty member, or for a planned medical treatment of the faculty member, an eligible family member, or covered service member, the faculty member, when possible, shall provide the University with no less than 30 days' notice before the leave is anticipated to begin. In an emergency or unforeseeable situation, the faculty member shall provide such notice to the University as is practicable under the circumstances. In any case in which the need for leave is as a result of a qualifying exigency, the faculty member shall provide such notice as is reasonable and practicable. A failure to comply with these notice rules may result in a denial or postponement of the requested leave until the faculty member complies with these rules. When the requested leave is for a planned medical treatment of the faculty member, an eligible family member, or covered service member, the faculty member, subject to the approval of the health care provider, may be required to schedule the treatment so as to avoid disruptions to the operations of the University.

5. Length of Family and Medical Leaves

Eligible faculty may request up to a total of 12 workweeks of family and medical leave in any 12 month period when a leave is taken due to a serious health condition of the faculty member or an eligible family member or a qualifying exigency. The 12 month period during which the 12 workweeks of family leave may be taken will commence on the first day of the leave. Thus, the applicable 12 month period will be different for each faculty member. Where additional medical leave is required, please see the Sick Leave Policy. If additional family leave is required see the Personal Leave of Absence Policy.

Eligible faculty may request up to a total of 26 workweeks of family leave during a single 12 month period to care for a covered service member who is recovering from a serious illness or injury sustained in the line of duty while on active duty. Leave to care for a covered service member, when combined with other family or medical-qualifying leave, may not exceed 26 workweeks in a single 12 month period. If additional family leave is required, see the Personal Leave of Absence Policy.

In any case in which a husband and wife are both employed by the University, their combined family leave for the care of a newborn or newly adopted or placed child may not exceed 12 workweeks in any 12 month period.

When a husband and wife are both employed by the University their combined leave to care for a covered service member, or in combination with other family or medical qualifying leave, may not exceed 26 workweeks in a single 12 month period.

Family leaves which are taken to care for a newborn or newly adopted or placed child must be initiated within 12 months of the child's arrival.

CONCURRENT LEAVES

To the maximum extent permitted by law, the University designates all paid and/or unpaid leaves due to reasons that are eligible under the FMLA run concurrently with, and be counted against, a faculty member's FMLA entitlement provided the faculty member qualifies for FMLA.

6. Intermittent and Reduced Leave Schedules

Family and medical leaves may be taken in one or more periods, which includes taking leave on an intermittent or reduced hour schedule. All such periods of leave will be applied to the total leave time available pursuant to this policy.

7. Eligibility for Pay

Generally, leaves taken pursuant to this policy are unpaid. However, a faculty member may elect to use any accrued vacation time for a portion of a family or medical leave taken pursuant to this policy. Accrued sick pay may be used for any portion of medical leave necessitated by the faculty member's own serious health condition, or a family leave taken for the care of a newborn, a newly adopted or placed child, or an eligible child with a serious health condition. A faculty member may use up to one half of the faculty member's yearly accrual of sick pay for a family leave taken for the care of other eligible family members with a serious health condition (i.e. spouse or parent) or covered service member. Once a faculty member has used the equivalent of one half of the faculty member's annual accrual, all vacation pay accruals must then be exhausted prior to using any remaining sick pay accruals for other eligible family/service members.

Donated sick pay received under the University's donation policy may be used only for the faculty member's own illness.

8. Effect of Leave on Benefits

For the duration of a family medical leave, all of the faculty member's benefits (except holiday pay and vacation and sick accruals), including coverage under any group health plan, will be maintained and continued at the level, and under the conditions such benefits would have been provided if the faculty member had continued in employment continuously for the

duration of the leave. Vacation accruals, sick pay accruals, and holiday pay cease after the 30th day following the last day of work.

9. Extension of Leave

In the event a faculty member will not be able to return by the agreed-upon expiration date of a leave, an extension may be requested. The request must be made on a leave application. It must be accompanied by certification of the attending health care provider of the serious health condition, illness or injury and the need for the faculty member's/service member's care (when an eligible family/service member is ill). This request should be submitted as soon as the need to extend the leave is known.

10. Notice of Return from Leave

At the time of leave is requested, the faculty member is required to indicate how long the leave is expected to be. If the need for leave ends earlier than first anticipated, the faculty member will be expected to return to work.

Faculty must return to work no later than the first business day after the expiration date of the leave. If the faculty member does not return at that time, employment may be discontinued, but eh faculty member may apply for reemployment if suitable openings arise.

11. Return from Leave

Faculty members returning from medical leave are required to provide a physician's certification that they are able to perform essential job functions.

Provided that the total medical and family leave period does not exceed 12 workweeks (26 workweeks in the case of a leave to care for a covered service member) specified in this policy, the faculty member will, upon return to work, be restored to his or her same position (when possible), or to an equivalent position with equivalent pay, benefits, working conditions, and other terms and conditions of employment. Eligibility for any benefits which ceased for the duration of the leave period will be resumed immediately.

Faculty members who elect not to return from leave, or who do not return by the leave expiration date, will be required to repay the University's cost of health care coverage during the leave period. No repayment will be required, however, if the faculty member is unable to return due to a continuation, recurrence, or onset of a serious health condition of the faculty member or an eligible family member, or other circumstances beyond the control of the faculty member, or the faculty member has returned to work for a minimum of 30 days following the leave. As prescribed by law, the inability to return to work must be certified by the attending health care provider.

12. Confirmation of Leave

At the time leave begins, the faculty member will be given a written statement of leave provisions.

13. Reservation of Rights

The University reserves the right to refuse a request for family or medical leave, or a request for reinstatement to the same or an equivalent position, pursuant to, and as prescribed by, all applicable state and federal statutes, regulations, and case law.

14. Further Information

Questions on family, medical, or sick leaves should be directed to the Associate Vice President of Human Resources or a designee at telephone extension 4397.

15. Definitions

FMLA: The federal Family Medical Leave Act of 1993.

Eligible Family Member: The spouse, child, or parent of the faculty member.

Spouse: A partner in legal marriage with the faculty member.

Child: A biological, adopted, or foster child; a stepchild; a legal ward; or a child of a person standing in place of parents (*in loco parentis*). A *child* must be under 18 years of age or 18 years of age or older and incapable of self-care because of a mental or physical disability.

Parent: A biological, foster, or adoptive parent, a stepparent, a legal guardian, or an individual who stood in place of parents (*in loco parentis*) to a faculty member when the faculty member was a son or daughter.

Serious Health Condition: An illness, injury, impairment, or physical or mental condition that involves inpatient care in a hospital, hospice, or residential medical care facility, or continuing treatment or continuing supervision by a healthcare provider.

Health Care Provider: Includes physicians (doctors of medicine [M.D.'s], osteopaths, podiatrists, dentists, clinical psychologists, optometrists, and chiropractors [limited to treatment consisting of manual manipulation of the spine to correct a sublimation as demonstrated by x-ray to exist] authorized to practice in the state and performing within the scope of their practices as defined by state law); nurse practitioners and nurse-midwives

authorized by state law to practice and who are performing within the regularly defined scope of their duties; and Christian Science practitioners listed with the First Church of Christ, Scientist in Boston.

Reduced Leave Schedule: A leave schedule that reduces the usual number of hours per workweek, or hours per workday, of a faculty member.

Intermittent Leave: Required leaves of as short as one hour on a regular or irregular basis to meet a medical need.

Group Health Plan: Any plan of, or contributed to by, the University (including any self-insured plans) to provide health care (directly or otherwise) to faculty members, former faculty members, or the families of such faculty members or former faculty members, i.e., the University health, dental, and psychological counseling plans.

Sick Leave: Approved time off for faculty members who are unable to work due to personal illness or injury, and who do not apply, qualify for, or elect to use a medical leave under the Family and Medical Leave Act.

Medical Leave: Approved time off for faculty members who apply and qualify for a medical leave under the FMLA Leave.

Covered Service Member: A current member of the Armed Forces, including a member of the National Guard or Reserves, or a member of the Armed Forces, the National Guard or Reserves who is on a current disability retirement list, who has a serious injury or illness incurred in the line of duty on active duty for which he or she is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list.

Contingency Operation: A military operation designated by the Secretary of Defense as an operation in which members of the Armed Forces are or may become involved in military operations against an enemy of the United States or against an opposing military force or results in the call or order or retention on active duty or under any provision of law during a war or national emergency.

Next of Kin: The nearest blood relative of a covered service member other than the covered service member's spouse, parent, son or daughter in the order of priority specified in FMLA regulations.

Qualifying Exigency: A qualifying exigency is one that is defined by FMLA regulations.

Serious Injury or Illness: In the case of a member of the Armed Forces, including a member of the National Guard or Reserves, means an injury or illness incurred in the line of duty on active duty in the Armed Forces that

may render the member medically unfit to perform the duties of the member's office, grade, rank, or rating.

K. Substance Abuse Program

The University provides assistance to employees who are dealing with personal or family drug or related problems. Services include periodic seminars, medical treatment covered by one of the insurance programs, and confidential psychological counseling through PacifiCare Behavioral Health. They may be contacted directly and confidentially at (800) 998-8448. Further information is located in the "Substance Abuse Policy" section of this handbook.

L. Tuition Remission and Exchange Programs

University employees and their families are eligible to take advantage of the world-class education Pepperdine offers. Learn more about eligibility, tuition discount levels, and reciprocal programs below.

Pepperdine's Tuition Remission Program

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

Pepperdine encourages persistent growth and development of its employees and offers a substantial reduction in cost to those who pursue a degree from one of its five schools. Should employees choose to continue their professional development by working toward a degree, the University hopes faculty and staff members will use this opportunity to enhance their contributions at Pepperdine by applying their learning to the workplace.

- View the full [Tuition Remission Policy](#)
- Complete the online [Tuition Remission form](#)

Who can use the benefit?

Pepperdine faculty and staff, their spouses, and dependents who are 25 years of age and younger. The student must apply and be accepted to study at Pepperdine University before a discount will be given.

Eligibility Qualifications

To qualify to receive this benefit, the employee must meet both of the following requirements:

1. Be a regular full-time member of the faculty who has been assigned a full load of teaching or equivalent service during two or more trimesters/semesters of the academic year **OR**
Be a regular full-time staff member who is continuously employed in a regular full-time position requiring at least forty (40) hours of work per week.
2. Be actively employed (not on a formal leave status).

What is my benefit?

Fifty percent (50%) tuition remission on courses taken in the University's undergraduate programs with an additional 5% per year of service (in an eligible position) to a maximum of 100%.

Twenty-five percent (25%) tuition remission on courses taken in the University's graduate programs with an additional 5% per year of service (in an eligible position) to a maximum of 75%.

For employees only, 100% tuition remission in the "space available program" in the Graziadio School of Business and Management's fully employed MBA and BSM programs limited to one course per trimester provided all program enrollment and participation requirements are met.

Please Note: *Fees (such as registration, course fees, and room and board) are not covered by the tuition remission program. Taxes on graduate courses apply; please speak with a Payroll representative to learn of possible tax implications.*

What degrees are offered at Pepperdine University?

For questions or further information about all available degrees, please speak with the school's appropriate admission representative or visit its admissions webpage.

- Graduate School of Education and Psychology Admissions
- Graziadio Business School Admissions
- Caruso School of Law Admissions
- School of Public Policy Admissions
- Seaver College of Letters, Arts, and Sciences Admissions

Reciprocal Tuition Remission Program

The University has entered into an agreement with the following Churches of Christ colleges and universities whereby qualifying children of eligible Pepperdine employees may receive a 50% discount:

- Abilene Christian University (Abilene, Texas)
- David Lipscomb University (Nashville, Tennessee)

- Faulkner University (Montgomery, Alabama)
- Freed-Hardeman College (Henderson, Tennessee)
- Harding University (Searcy, Arkansas)
- Lubbock Christian University (Lubbock, Texas)
- Oklahoma Christian University (Oklahoma City, Oklahoma)

Regular employees with assignments of thirty (30) or more hours per week are eligible upon completion of one (1) year of employment. Interested employees may contact Human Resources for a complete list of student eligibility requirements, procedures and participating institutions. Please consult the complete text of the reciprocal agreement for statements of qualifications, benefits and limitations. Copies of the agreement are available in Human Resources or Financial Aid.

Tuition Exchange Program

The Tuition Exchange is a reciprocal scholarship program for children of eligible faculty and staff employed at over 560 participating institutions. The program is based on participating employees at other universities and at Pepperdine relinquishing their tuition remission benefit to attend other colleges. The scholarships are not guaranteed and each university limits the number of tuition exchange scholarships awarded each year. Tuition Exchange preliminary applications should be submitted no later than December of the student's high school senior year. Contact jody.semerau@pepperdine.edu for the form. For complete information on this program, please visit the [Tuition Exchange Organization](#).

M. Retirement

Sources of retirement income for faculty members at Pepperdine University are three-fold:

1. The Social Security program of the federal government;
2. The Pepperdine University Retirement Plan; and
3. The faculty member's personal savings/investment program.

The Social Security program is subject to the laws of the federal government, and both the faculty member and the employer contribute equally. Faculty members can review [Human Resources Benefits](#) regarding Social Security eligibility as determined by the Social Security Administration.

Annuity income generally begins at the normal retirement date. However, following termination of employment, the faculty member may begin to receive annuity income at any time which may be either earlier or later than the normal retirement date. A faculty member's annuity starting date may only be deferred beyond April 1 of the calendar year following the year in which he or she attains the age of 70 1/2, if he or she is still employed by the University.

The faculty member may receive a payment of benefits of the full or partial value of his or her account in the form of life annuity income any time after age 59 1/2 while he or she is still employed by the University.

The University's Retirement Plan is mandatory for the faculty member when he or she fulfills the eligibility and participation requirements outlined in the summary plan description and the plan document. A summary of the plan description can be found on the Center for Human Resources Web site under full-time faculty benefits, retirement, followed by the retirement plan "Summary Plan Description." A copy of the plan document is located at the Center for Human Resources.

N. Tax-Deferred Annuity (TDA) Program

In addition to the Pepperdine University Retirement Plan, the University provides an opportunity for all faculty members to participate in tax-deferred annuity programs without regard to age and years of service.

For an application and additional information, please contact the Center for Human Resources.

The University offers this program without endorsement. The TDA program is not intended to be an employer-sponsored pension plan for purposes of the Employee Retirement Income Security Act of 1974 (ERISA), as amended.

O. Social Security/Medicare

Faculty members participate in the Old Age, Survivors, and Disability Insurance Program, commonly known as Social Security and Medicare. Deductions are mandatory and are made from each paycheck in the amount prescribed by law. Equal amounts are contributed by the University.

P. Unemployment Compensation

Pepperdine University participates in the California State Unemployment Compensation Plan. Coverage is provided for unemployment resulting from no disqualifying fault of the faculty member. Decisions regarding eligibility are reserved by the state.

Q. Worker's Compensation Insurance

Pepperdine University has complete Worker's Compensation coverage for all its faculty members for injuries that occur while at work. This coverage is provided at no cost to faculty members. Faculty members must report any work-related injury or illness to the Office of the Dean and the Center for Human Resources the day on which a work-related injury or illness occurs. The Center for Human Resources will complete necessary reports and arrange for prompt medical treatment. If the faculty member wants to be treated by a personal physician, the Center for Human Resources must have on file the

name, address, and phone number of that doctor *before* treatment of a medical problem is needed. Salary coverage protection is mandated by state law at the rate of two-thirds of the average wage up to a maximum amount set by the State Legislature. Additional detailed information may be found in the “Worker’s Compensation Insurance” section of the Pepperdine University Human Resource Policies handbook located on the University’s Center for Human Resources Website.

R. Faculty Research/Professional Travel

The School of Public Policy’s annual research budget for full-time active faculty includes a faculty allowance from \$1,500 up to \$2,500 (per full-time faculty member) for travel and costs related to academic conferences, memberships, books, research materials, etc. Faculty shall budget for each fiscal year based on his or her personal objectives. Once the faculty member’s allowance is depleted, the faculty member will use personal resources. Prior to making travel arrangements or a final commitment to attend a conference, faculty are required to obtain approval from the dean.

1. Eligibility

Faculty travel to professional meetings and seminars is encouraged, particularly when papers are to be presented. Guidelines have been designed to maximize the funds available for travel as listed below.

- a. Any full-time faculty member delivering a scholarly paper at a professional meeting will be reimbursed for reasonable expenses for lodging and meals, full payment of registration fees, and an amount equal to the least expensive round-trip airline ticket to the meeting site (travel arrangements may be made through the on-campus travel agent, directly with the airline, or via the Internet to insure the lowest available cost). Maximums for each of these items are set each year.
- b. Any full-time faculty member serving as a major officer of a national scholarly association, or as president of a regional scholarly association, will be reimbursed for attendance at the major annual meeting of that association only. Reimbursement will include reasonably priced lodging and meals, full payment of registration fees, and an amount equal to the least expensive round-trip airline ticket (travel arrangements may be made through the on-campus travel agent, directly with the airline, or via the Internet to insure the lowest available cost) to the meeting site.
- c. Full-time faculty members attending conferences specifically designed to improve teaching skills; conferences designed to bring the instructor up-to-date in areas in which he or she teaches; and/or desiring to use libraries, resource persons, museums, or conferences specifically related to a research project in progress will be reimbursed for reasonable expenses for lodging and meals (four days maximum) and a portion of travel expenses, based on the availability of faculty budget.

- d. If a faculty member is asked by Pepperdine University to attend any meeting as an official representative of the University, he or she will receive remuneration for all reasonable expenses incurred.

2. Procedures

In order to be insured by the University, the Pepperdine Onecard VISA must be used for travel. All faculty are required to follow the Universities' financial policies and can be found at [Pepperdine University Finance Office](#).

S. University Corporate Travel VISA Credit Card Program

1. Overview

[Pepperdine University's corporate travel and expense program](#) provides a convenient means by which to make travel arrangements and pay for travel related expenses. The School of Public Policy provides this U.S. Bank VISA card for each full-time faculty member to use for approved travel expenses.

All travel cards are issued at the request of the major area budget manager and may be rescinded at any time. The faculty member is the only person entitled to use the assigned card.

2. General Information

Cardholders are assigned an individual monthly limit for his or her travel card. The limits are based on previous travel activity and major area budget manager approval. If the limits are too low to accommodate the faculty member's monthly requirements, the faculty member may contact the major area budget manager to request reevaluation.

Cardholders are accountable for all charges made with their corporate credit cards. At the School of Public Policy, the SPP Office Manager reviews all charges to each faculty account. Corresponding support documentation (original receipts) is matched with the statement, reviewed for approval by the assistant dean for administration, and filed with the University accounts payable department on a monthly basis. **It is the card holder's responsibility to make certain there is an original receipt for each charge appearing on their VISA statement and the receipt given to the office manager within 30 days.**

Should the faculty member make an unauthorized or inappropriate charge with their VISA credit card could result in having card privileges revoked by the University and evaluation of employment at Pepperdine University, and criminal prosecution.

3. Acceptable Charges for Expenses

The University issued travel and entertainment card must be used for travel and entertainment expenses only. Acceptable charges using the faculty travel and expense card or for faculty reimbursement for School of Public Policy related travel include:

- Registration Fees for Conferences and Professional
- Meetings
- Air Travel
- Lodging
- Ground Transportation
- Parking and Toll Fees
- Meals
- Tips and Gratuities

4. Documentation of Charges

The IRS requires substantiation and documentation with dated, original, itemized receipts to support each instance of travel or entertainment charges. Receipts for food must include an itemized list of all items consumed or purchased. The University travel card activity must be substantiated within 30 days from the statement date and given to the office manager.

5. Payment

Each travel card carries University, not individual, liability. Invoices are paid directly by Accounts Payable. The program does not impact your personal credit rating in any way.

6. Lost or Stolen Card

The VISA cards are University property and should be secured just as faculty would secure personal credit cards. If the card is lost or stolen, the faculty member must notify both Accounts Payable at (818) 702-1372 and US Bank at (800) 344-5696 immediately. Written confirmation must follow and sent by mail or fax as soon as is practical. US Bank will then block any further use of the card. Prompt action in these circumstances will reduce University liability for fraudulent changes.

T. Faculty Exchanges

Pepperdine University recognizes the value of exchanging faculty with other institutions of higher learning in order to enhance the quality of educational experiences for both faculty and students. For detailed procedures and guidelines for such exchanges, faculty should contact the [Office of the Provost](#).

U. Payday

Faculty members are paid on a monthly basis. Payment is provided to the faculty member's designated bank on the 26th of each month. If the 26th falls on a Saturday, Sunday, or Holiday, the payment will be issued on the last business day prior to the 26th. Paystubs may be reviewed on-line in WaveNet. Contact the [Payroll Office](#) for more information.

V. Credit Unions

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

Regular full-time Pepperdine University employees are eligible to join two credit unions available for staff participation: The [University Credit Union](#) and the [Kinecta Federal Credit Union](#). All employees are eligible to join the University Credit Union (310) 477-6628 or Kinecta Federal Credit Union at (310) 828-5795.

The University will honor requests for credit union deductions from faculty members' paychecks upon receipt of written authorization.

For further information, please contact the Center for Human Resources at (310) 506-4397.

V. TECHNOLOGY RESOURCES AVAILABLE TO 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.

A. Information Technology 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) 506-4449 or via the [Information Technology Website](#) 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 (equipment not available in the School of Public Policy classrooms) includes:

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

To obtain assistance with arrangements to obtain multimedia equipment, please notify the 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 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, printing, and faxing services 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, lamination and transparencies are among the many services provided utilizing state-of-the-art copy/printing capabilities.

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. 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](#)," the Pepperdine Computer Store

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 also have access to special discounts.

Information Technology has established technology standards governing the selection and purchase of equipment for both academic and administrative departments. Purchasing assistance and a list of approved technology is available at all graduate campuses and from Tech Central, located on the second floor of the Seaver College Payson Library, or by calling (310) 506-4811.

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

1. The 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

School of Public Policy personnel will make arrangements for a telephone and service for faculty. For a user guideline, faculty will find information at [Phone and Mobile Services](#). Contact (310) 506-4357 (HELP) regarding questions or to request telephone repair.

The University telephone system is intended for business use by University faculty and staff. Budget managers are responsible for reviewing monthly telephone call reports and making sure that each employee makes no more than a limited number of personal calls to numbers off campus.

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.

A [University faculty/staff telephone directory](#) is available online at WaveNet. Employees have the option of listing residential addresses and telephone numbers in addition to the telephone extension numbers at the University.

The University has implemented a unified messaging system allowing voice messages to be accessed via telephone or e-mail from both on and off campus. Faculty may access Pepperdine voice mail from on campus by dialing 1234 and following operator instructions. Voicemail may be accessed from off campus by dialing (310) 506-4001. Go to the [messaging system](#) for more information on features and how to use the access information.

The location and physical terrain of the Malibu campus present significant challenges for cellular service coverage. The following cellular sites are located on the Malibu campus:

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 a 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 Website

[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](#)

[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 VCR.
- 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.-10:30 p.m.

Saturday: 9:00 a.m.-11:00 p.m.

Sunday: 12:00 noon-5:00 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 catalog](#) 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 School of Law. Services are provided for both internal and external communication from the Malibu campus. Cross-campus mail includes mail to the Pepperdine University Plaza and Pepperdine 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. Hours of operation are 8:00 a.m. to 5:00 p.m., Monday through Friday, with retail window service from 9:00 a.m. to 4:00 p.m.
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 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.

Special supply orders needed for classes should be first discussed with the Office of the Dean. 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 School of Law and the Drescher Graduate Campus on the Malibu campus. There are also libraries at the Encino, Irvine, Long Beach, West Los Angeles and Westlake 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 [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.

Library Hours **Drescher Graduate Campus Library**

Monday through Thursday 8:00 a.m. - 10:00 p.m.
Friday 8:00 a.m. - 9:00 p.m.
Saturday 10:00 a.m. - 6:00 p.m.
Sunday 1:00 p.m. - 9:00 pm

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 (similar to 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

4751: Unusual occurrence information including campus/class status for employees and students

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 [Manage Your Vehicle Registration](#) 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, buildings and faculty offices
- 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
Go to Employee tab
Under "Employee Resources," click on "ID Card PIN Lookup"
Agree to the terms of service
Enter your Network ID and Password to login to CAS
Your pin will be displayed on the next page

How To Unlock Faculty Office

- Present card to reader by waiving it in front of the keypad - light flashes green and beeps
- Enter your individual PIN code - press each key/button firmly and squarely for consistent results
- 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

Questions regarding cards may be directed to the [HELP desk](#) at (310) 506-4357.

G. Dining Accommodations

The [Margaret M. Rockwell Student Dining Center](#) located on the Drescher Graduate Campus features a varied breakfast and lunch menu. Food and beverages are also provided for sale at the Edward and Jill Di Loreto Dining Room in the School of Law, from the WAVES café, and the Oasis Pizza and Deli at the Tyler Campus Center on the Seaver College campus.

H. Field Trip Transportation

1. Vans/Shuttle Services

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.

2. “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 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. The University requires proper documentation on file.

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 full-service 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.

VII. FACULTY REIMBURSEMENT POLICIES

Faculty will be reimbursed for reasonable travel and entertainment expenses incurred on authorized University business approved by the SPP dean. Reimbursement requests for expenses incurred for approved travel must be submitted with proper documentation to the SPP Office Manager within thirty days after the event.

A. Internal Revenue Service (IRS) Requirements

The Internal Revenue Service (IRS) imposes specific requirements for travel and entertainment reimbursements and advances to be considered as nontaxable to the employee. The [University’s reimbursement policy](#) requires employees to comply with the following “accountable plan” for all travel and entertainment expenses.

1. **Business Purpose:** There must be a business purpose for the expenditure. According to IRS regulations, such expenses must be deductible business expenses incurred in connection with services performed as an employee.
2. **Substantiation:** There must be substantiation of the expense by the employee within a reasonable period of time. Substantiation includes: verification of date, time, place, amount, and business purpose of expense. The IRS requires substantiation and documentation with dated, original, itemized receipts to support each instance of travel or entertainment. Credit card statements alone are not considered itemized receipts.

B. University Documentation Requirements

School of Public Policy employees must [substantiate all travel and entertainment charges](#) within 30 days after incurring the expense.

1. Out-of-pocket reimbursements must be substantiated within 30 days after incurring the expense. Reimbursement requests submitted after 120 days of the expenditure will be paid through payroll as taxable income.
2. University travel card expenses must be substantiated within 30 days from the statement date. University Travel Card expenses not substantiated within 120 days from the statement date will be processed through the faculty member's payroll as taxable income.

Original receipts must accompany all expense claims (photocopies of receipts are not acceptable in the Accounts Payable Office). All expense claims must be submitted within 30 days after completion of the travel. Travel expenses for part-time or adjunct faculty are not reimbursable.

Please note: All expenses incurred using personal funds and/or any advances received by an employee are the personal liability of the employee until he/she has complied with these policies. Expense reimbursements will not be made after 120 days or once the faculty member's budget has been completely spent.

C. University Approved Expenses

Acceptable charges using the [faculty travel and expense VISA card](#) or for faculty reimbursement for School of Public Policy related travel include:

Registration fees for conferences and professional meetings: Registration fees for conferences and professional meetings should be paid in advance and charged to the faculty member's travel and entertainment card to obtain any available discounts.

Air travel: All domestic and foreign travel should be booked with the lowest priced coach accommodations. Any accommodation above coach class requires approval by senior administration. Employees are expected to use the most

economical and reasonable mode of travel available. Flight arrangements may be made through the University's travel agency at (310) 506-4562 or the method of choice if the selected travel arrangements prove to be less costly for the University. Please use the assigned Pepperdine University travel card whenever possible.

Lodging: Charges for lodging should be made on the Pepperdine travel and entertainment card whenever possible. University policy states that charges or reimbursement for lodging is limited to a single room unless the room is shared with another university employee. Room service charges are discouraged, but are not prohibited.

Ground Transportation/Rental Car Policy

Airport Transfers: The airport shuttle service should be the preferred method of transportation to a hotel or meeting site. Taxis and private limousines should be used only when they represent a more reasonable alternative or are essential due to time constraints.

Taxis: Taxi use should be limited, with preference given to public transportation. If public transportation is unavailable or inadequate for local travel, then taxis may be used.

Car Rentals: Rental cars must be in the name of Pepperdine University and the faculty member's name. The faculty Pepperdine travel and entertainment card should be used for car rentals whenever possible. **Pepperdine University finance policies prohibit the purchase of vehicle insurance and will not provide reimbursement for this expense.**

A [Driver Status Form](#) must be submitted and approved by the Office of Insurance and Risk prior to an employee renting a car or driving on behalf of university business.

An "Auto Accident Packet" which includes a proof of insurance card, a checklist to follow in an accident, and forms to report an accident must be obtained from the Office of Insurance and Risk prior to an employee driving a rental car on behalf of university business. Please contact the Office of Insurance and Risk to obtain the packet.

To be eligible to rent a car on a University credit card, a driver must be an approved University driver meeting all the requirements of the University Driver Policy. Car rentals must be in the name of Pepperdine University and in the individual's name.

Employees must not purchase insurance from car rental agencies for rentals within the United States as the University's automobile insurance will apply as primary coverage. Pepperdine University's insurance will respond for rental terms of less than 30 consecutive days (as long as the automobile is rented in the name of Pepperdine University). Additional insurance offered by a car

rental company is not necessary and purchasing this insurance is not reimbursable.

Car rentals originating outside the United States should include insurance from the car rental agency. Prior to renting vehicles outside the United States, please notify the Office of Insurance and Risk.

Prior to an employee taking possession of a rental car, employees should thoroughly inspect it to assure that any existing damage is noted on the rental agreement.

Employees involved in an accident with a rental car should follow the checklist provided in the "Auto Accident Packet" which includes the following:

- Secure the scene
- Seek medical aid if injured
- Notify the local police department
- Provide information to and obtain information from the other driver
- Take photos of the vehicles and scene
- The employee should alert the Office of Insurance and Risk regarding the accident and refer the rental company, injured party or anyone claiming injury to contact the Office of Insurance and Risk at (310) 506-4410
- The employee should be prepared to furnish the Office of Insurance and Risk with the completed forms from the "Auto Accident Packet" and any photos of the accident.

If an employee elects to retain the rental vehicle for personal travel or vacation, the employee is responsible for providing appropriate auto insurance coverage during that period of time. Please note that some car rental agencies may require the vehicle be turned back in to activate a new contract under different auto insurance coverage. For more information, click here for [University Ground Transportation Policies](#).

Mileage for personal automobiles: Employees required to use their personal vehicles while engaged in University business are eligible for mileage reimbursement consistent with this policy and subject to the approval of the dean. Employees who are required to drive a distance greater than that normally driven on a daily basis between their principal work location and their principal residence, are eligible for mileage reimbursement. The mileage reimbursement rate is determined each year by the IRS and includes gas, oil, maintenance, insurance, and depreciation costs. The current mileage rate is provided on the [Pepperdine University Finance policy website](#).

Meals while in travel status: Please use the University travel and entertainment card for reasonably priced meals while traveling. If personal funds are used, faculty will be reimbursed for this expense. Expenditures for alcoholic beverages are not authorized and will not be

reimbursed. The IRS requires substantiation and documentation with dated, original, itemized receipts to support each instance of travel or entertainment.

Local business meals and entertainment: Expenses with original itemized receipts incurred for local business meals and entertainment (meetings, employer/employee relations, etc.) may be charged to the faculty member's travel and entertainment card or, if necessary, faculty will be reimbursed for this expense. Again, the IRS requires substantiation and documentation with dated, original, itemized receipts. Also required is the name/s of persons at the meal (if under ten persons) and the purpose of the business gathering.

Parking and toll charges: Necessary parking and toll charges incurred on university business are charged to the University travel and entertainment card or are reimbursable—with receipts.

Tips and gratuities: Tips and gratuities should be reasonable. Tips and gratuities on meals and taxi expenses should not exceed 20 percent of the total charge. Bellhop/porter tips should not exceed \$1.00 for each bag. This expense is reimbursable.

Passport and Visa Fees: Fees for passports and visas can be charged, or are reimbursable if specifically obtained for a Pepperdine related business trip.

Hotel reservations and auto rental arrangements may be made by the office manager or faculty member. Arrangements made by individual faculty members are to be billed to University travel and entertainment VISA credit card. Receipts or confirmations for services and/or goods must be presented to the office manager with original receipts. **The University does not permit rental car insurance.** Final payment for automobile rental is to be made by the faculty member using their University travel and entertainment VISA credit card or, if necessary, personal funds, both of which require original receipts to either reimburse faculty or justify the charged expense.

D. Travel Advance

Although most travel expenses can be charged to the University travel card, there might be times when expense advances for travel are necessary. Such advances must be approved by the dean. The advance monies subsequently need to be accounted for and accompanied by original receipts. An expense report and receipts to clear advances must be submitted to the SPP Office Manager within 30 days of completion of the travel.

Requests for a travel advance should be submitted, if possible, one month before needed. When the amount of the advance exceeds the actual cost of

the trip, a personal check for the difference must accompany the expense report.

Receipts must be presented to the SPP Office Manager for reimbursement within 30 days of completion of travel.

E. Workshop Fees, Independent Study Courses, and Miscellaneous Reimbursement

Payment for project supervision, workshop fees and any other one-time payment made to faculty is made from the salary account and only on the regular payday each month. Requests for these payments must be received in the Office of the Dean by the 10th of each month, in order to be put on payroll for the following month.

F. Student Home Entertainment Program

This program encourages faculty and staff to entertain students in their homes for a social meal. To assist in budgeting and utilizing the funds, the following guidelines have been established.

- The program is available to full-time and adjunct faculty and full-time University employees. The spirit of the program lends itself best to an afternoon or evening shared with a small number of students (25 or less) in a home. A restaurant setting is not considered appropriate for this program.
- A reception with more than 25 students is more appropriately a division or department expense. The home event should be social in nature and not simply the relocation of a regularly scheduled class or activity.
- Individuals will be reimbursed for actual food expenditures with a maximum of \$8 per student in attendance. Reimbursement is based on the number of students who sign up or RSVP "yes" to your invitation, and does not include the family or guests of the faculty or staff member.
- Since funding for the program is limited, the maximum amount that participants can be reimbursed per event is \$200. Faculty and staff are eligible to request reimbursement up to three (3) times a semester.

Following the event, the faculty or staff member should send a reimbursement memo to the Vice President, Office of Student Affairs within ten (10) business days of the event and include the following:

- Host(s) name
- List of student names and CWIDs who RSVP to the event
- Date and location of the event
- Expenses (scan and attach original itemized receipts)

G. Telephone Calls

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

H. 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. Computer software or other goods and services should not be placed on the University travel card.

I. Alcoholic Beverages

Pepperdine University will NOT pay for alcoholic beverages.

J. 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.