PEPPERDINE
SCHOOL OF PUBLIC POLICY

**Faculty Onboarding and
Faculty Responsibilities
(Supplement to Full-Time and Adjunct Faculty Handbooks)**

Employment OnBoarding

What documents to submit for employment verification to Pepperdine Human Resources for faculty adjunct position:

1) I-9 Form
2) Background check
3) Personal data form
4) W-4
5) Campus Wide I.D. will be assigned for access to Wavenet, Kronos Timekeeping, Payroll and Card Key Access

How to Sign a Contract:

1) Access the contract e-sign module through Wavenet by clicking "Employee Self Service" under Employee Services. Click on the eSign Faculty Contract tile, ensuring that you are on the Employee Self Service page.

2) Next, you will see your pending contract(s) awaiting your review and approval. Please note, you must open the contract to review it before you can e-sign. To review the contract, click "Read Contract" which will open a separate tab with the contract.

3) After reviewing your contract, click on "eSign Selected" and "Complete eSignature" to sign your contract.

How to Complete Kronos Timekeeping and Payroll Compensation Dates for Non-exempt, Hourly Faculty: Due to California labor laws, by signing a faculty contract you also agree to complete a bi-weekly timesheet through our Kronos Timekeeping System. Payment schedules and instructions for completing your

timesheet are available on Pepperdine's [website](). Compensation is based upon the reasonable expectation that the number of instructional hours, including all instruction-related activities (e.g. teaching, preparation, assessment/grading, attending required meetings, counseling students, workshops, simulations, activities hours, etc.) does not exceed **seven (*7) hours per week*** for three-unit courses **ten (10) hours per week** for four-unit courses. We refer to these as budgeted instructional hours. If unusual circumstances arise requiring you to work more than the budgeted instructional hours in any given week or eight (8) hours in any given day, you must have the prior approval of the dean. All time actually worked in excess of budgeted instructional hours will be paid on an hourly basis and in accordance with applicable law. Note, however, that we have carefully considered the amount of time typically required to teach this course and believe that requests to work additional hours will not be necessary. Therefore, we will rarely authorize such a request.

Go to the following websites for more information:

[Kronos How-to-Guide and Videos]()

[Payroll Frequently Asked Questions]()

[Payroll Schedules]()

How to obtain an Annual Vehicle Registration/Virtual Parking Permit for Faculty Parking Lot U on the Drescher Graduate Campus:

1) Go to Pepperdine Parking Portal to enter the vehicle information and purchase a parking permit at [this website]().

2) License Plate Recognition (LPR) cameras scan license plates of vehicles entering and parking on campus. Using a mobile, hand-held, or vehicle-mounted system, they will scan license plates one vehicle and one area at a time.

3) The system will identify unregistered vehicles or parked in an unauthorized location. Enforcement officers will determine whether to issue a citation when the system identifies a vehicle that does not have a permit or has the incorrect permit for the parking space.

Will citations be issued when vehicles are parked in an area they are not authorized? Yes, virtual license plate recognition technology allows for quick and accurate permit scanning by driving or walking by parked vehicles. Citations will be

issued when vehicles are found parking in locations that are unauthorized or reserved for others, such as R permits on Seaver Dr. or GP permits in the Main Lot.

What if I get a new license plate or new vehicle? It is important that your license plate and vehicle information is current and correct to avoid a citation. Please update your information immediately after any change in the license plate number. It is also important to delete all old or unused vehicle listings from your account.

What if I have a personalized plate or special characters/symbols? If you have a personalized plate with less than 7 characters, or if you have a special character within your plate (heart, star, etc.), skip the special character when entering the number into the system and simply include the remaining characters on the plate.

What if I do not have a front license plate? If your vehicle is registered in the State of California, two plates are required, one in the front and one in the back of the vehicle (California Vehicle Code 5200). If you have a back-facing plate only, please park head-in so that our officers can see your registered license plate.

What if I have a brand new vehicle without a license plate? LPR can recognize new vehicles without state-issued license plates. The new paper plates with the license plate number clearly visible should be sufficient.

What if I have a loaner vehicle or a rental car? Individuals are allowed to add vehicles to their parking permit temporarily. You must remove vehicles as soon as your temporary vehicle has ended. Vehicles with outstanding citations will not be removed until all citations are paid or appealed.

How does visitor parking work? At this time, visitors will still receive a pass at the entrance booth to park on campus. This pass is valid for 24 hours. In the future, enhanced visitor parking services will be rolled out, allowing hosts to enter guests' vehicle information in advance.

For more information, contact parking@pepperdine.edu or call 310.506.4700 during regular business hours.

How to Set Up Pepperdine Email

[Getting Started with Pepperdine Email](#)
[Manage Email Password](#)
[Set/Reset Password](#)

Other Technology Links

[Remote Access How to Guide](#)
[Zoom License](#) (Note: Zoom is integrated into Courses/LMS)

Where to Find Adjunct Faculty Office Location/Office Hour Schedule:

Contact the Office Manager for the faculty office assignment and confirm preferred office hours.

How to Order Course Textbooks:

1) Follow the submission deadlines from the Office Manager for textbook orders to meet new adoption deadlines.
2) Provide the title of book, author, copyright date, edition, publisher and ISBN #.
3) List the textbooks as "required" or "recommended" reading.

How to Order Classroom Supplies:

Provide supply requests to the Office Manager a week in advance of class.

Office and Parking Lot Access

[How to Access I.D. Card](#) Pin/Finding your PIN:

1) Log into [WaveNet](#)
2) Go to Employee tab
3) Under "Employee Resources," click on "ID Card PIN Lookup"
4) Agree to the terms of service
5) Enter your Network ID and Password to login to CAS
6) Your pin will be displayed on the next page

How to Access Building, Offices, and Parking Lot with Card Key:

1) Present card to reader - light flashes green and beeps
2) Enter your individual PIN code - press each key/button firmly and squarely for
3) Light flashes red: card not valid for lock or time-of-day restriction

- 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
- System will work during power and network outages
- Wave your I.D. Card in front of card reader at entrance to Faculty Parking Lot U on the Drescher Campus

Academic Guides

Where to View the Academic Calendar/Class Schedule:

All faculty are required to meet all academic policy deadlines (add/drop, withdrawal, and final exam dates). Go to the [School of Public Policy Academic Calendar](#) to view the class dates and holiday schedules and to the [Class Schedule](#) to view the Class Schedule Graphic View.

How to Access 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. Class rosters and student biographies/photos will be provided by the Dean's Office. Contact the Office Manager to confirm the course email address for the students enrolled in the class which will include MPP/Course#/Section#/-/Term/Semester/Yea @pepperdine.edu (example: mppXXX.0X-Xfall202X@pepperdine.edu).

Faculty should note that enrollment may change through the end of the second week of classes (add/drop period). How to view [SPP Class Photo Rosters](#) (similar to class roster but a bit different).

How to Access Course Syllabus Guidelines:

1) Go to the Adjunct Faculty Handbook for in-class, online or hybrid classes guidelines.

    a. The course syllabus must include the following:

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

    b. Course Information (*required*):

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

Academic Training Guides at a Glance

Courses (Student Course Management System/LMS)
Top 10 Checklist for a New Academic Term
Getting Started with Courses Guide
Class Roster
Photo Roster
Email Students in Wavenet
Submit Final Course Grades

Where to Find Field Trip Transportation Forms/Vans/Shuttle Services:

1) The University maintains several vans that may be reserved for field trips, excursions by student groups, or other travel by classes or University organizations. Contact the Dean's Office to confirm designated funds are available and the vans may be reserved through the office manager who will make appropriate arrangements with Business Services. Vans should be reserved at least two weeks in advance to insure availability.

2) For field trips scheduled, but not using a University van for transportation, or for students who choose to provide their own transportation, contact the Office Manager at (310) 506-4775 to request a Release of Liability Form for students to complete. The forms must be completed by the participating students and returned to the faculty member prior to the scheduled field trip.

Where to Find Information Regarding Guest Speaker Visitor Procedures:

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

What to Do for Midterm and Final Exams:

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. Contact the Assistant Dean for Administration if you have any questions.

How to Complete Student Grading:

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 for faculty through WaveNet. Grades are official upon submission and load immediately into the University system. Faculty should consult the registrar's office Website for instructions and information on e-grading. Grade changes are made by submitting a "Grade Adjustment Request" form which is available only from the assistant dean for administration. Contact the Assistant Dean for Administration if you have any questions.

How to Handle Student 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. **Contact the Assistant Dean for Administration if you have any questions.**

Where to Find IT HELP WIFI Access/Computer ACCESS/Wavenet:

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 Web site at https://community.pepperdine.edu/it/staff-faculty/) where faculty can find an information relating to the department and the extensive list of services offered:

- 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 service
- Technology Services: Computer store, copy services, faculty web pages
- Email and Calendaring: E-mail issues, programs, and spam filter
- Instructional Resources: Course management systems (Sakai and TurnItIn), library technical resources, and multimedia services
- Security: File backups, software updates, and virus protection

Audio/Video for the Classroom

If you know ahead of time that you will need assistance with classroom technology or Zooming in a student and/or guest speaker, please contact the Office Manager with as much lead time as possible.

For unexpected issues that arise during class sessions, there are phone numbers posted in each classroom to contact AV staff for assistance.

[Audio Visual Technologies](#)
[AV Best Practices](#)

How to Participate in the Annual Founder's Day Event:

Adjunct faculty are invited to participate in the Annual Founder's Day event held on the third Wednesday in September to show appreciation for the university's founder George Pepperdine and to commemorate the early beginnings of the university. The event includes a procession of alumni and faculty and a reading of Mr. George Pepperdine's Dedicatory Address from 1937. Contact the Office Manager to confirm your participation for the academic procession and detailed instructions will be provided prior to this event. Faculty members may contact the office manager or dean's office regarding academic regalia attire.

How to Participate in SPP Commencement/Regalia Orders:

All adjunct faculty members are invited to attend the annual graduation ceremony. This is a professional responsibility not to be taken lightly. Contact the Office Manager to confirm your participation for the academic procession and detailed instructions will be provided prior to this event. Faculty members may contact the office manager or dean's office regarding the academic regalia order.

What University Services are Available to Faculty:

The *Drescher Library* is located near the School of Public Policy in the Center for Learning and Technology building. Go to https://library.pepperdine.edu/contact/drescher-directory.htm or call 310-506-8566.

Public Safety can be contacted to unlock a classroom or office if I.D. card is not working properly or if you need assistance with a vehicle call, 310-506-4442 or if an emergency call 310-506-4111. Go to [https://www.pepperdine.edu › publicsafety › services](https://www.pepperdine.edu).

The "LiveSafe" app is available free to all faculty, staff and students and designed to improve communication between our University community members and Public Safety, and allows for faster emergency response in distress situations. Through LiveSafe, you can submit information and chat with Public Safety in both emergency and non-emergency situations. When you submit a tip, you can attach a photo, video

clip, or audio clip, and you can submit all of this information anonymously if you choose. And, when you use LiveSafe to call 911 or contact Public Safety in an emergency, the app can track your location, which helps first responders know exactly where help is needed. Emergency response information and contact information for key University services is included on the app. To download "LiveSafe" on your phone, go to the Google app and search for "LiveSafe" and download the option with the blue shield.

Bon Appetit Dining Services – The Drescher Café in the Executive Center in the Gulls Way Courtyard and is open Monday through Friday for breakfast and lunch. Go to https://dining.pepperdine.edu/ for hours of operation and menu options.

University Mail Services is located on the (Facilities/Planning Pad on Huntsinger Circle)
Hours of Operation Monday – Friday:
Mail Services Retail Window: 8:30 A.M. to 4:00 PM
Mail Services makes one pickup and delivery per day to the SPP Breakroom between 9:30 and 10:00 a.m. daily for business mail. Outgoing personal mail with postage already applied will be picked up at the same time.

On Campus Accommodations: The Villa Graziadio Executive Center has guest rooms available for lodging for visitors, parents, speakers, faculty and staff at own expense. For rates and reservations, go to http://www.villagraziadio.com/accommodations/.

Where to Find Fitness and Wellness Information:

Campus Recreation is open to all Pepperdine University students, faculty and staff with a comprehensive recreation program that includes instructional and group fitness classes, special events, cardiovascular and strength training. For more details, go to the Fitness and Wellness website.

Where to Find Photo/Scanner Machines:

Sharp copier/scanner equipment is located in the SPP Faculty/Staff break room on the second floor, SPP Student Workroom on the first floor near the classroom, and in the library and can be accessed with a Pepperdine I.D. card. Contact the Office Manager for directions on how to use the Sharp copier. See Printing and Copying Services.

What to Do for Suspected Student Sexual Misconduct (Title IX):

Example: *Student Y has been coming in late to class and might have missed classes. The faculty member checks in to see if they are doing okay and Student Y says that on a date Student Z inappropriately touched them without their consent. As a responsible employee, the faculty member must report the incident to the Title IX Coordinator:*

Contact Information:

La Shonda Coleman

University Title IX Coordinator

Student Care Team Chair

Associate Vice President for Student Affairs
Pepperdine University
24255 Pacific Coast Highway
Tyler Campus Center Suite 210
Malibu, CA 90263
310-506-4436
lashonda.coleman@pepperdine.edu

Description of a Mandated Reporter (Responsible Employees):

With the exception of University employees designated as confidential resources (see [Confidential Resources](#)), all other University employees, including faculty and staff, are required to report immediately any information they know about suspected prohibited conduct or potential violations of this Policy. These individuals are referred to as responsible employees. Student workers who have supervisory responsibility or responsibility for the welfare of other students are also considered responsible employees when they learn of potential violations of this Policy in the scope of their employment.

Responsible employees must report all known information, including the identities of the parties, the date, time and location, and any details about the reported incident to the University Title IX coordinator (see [Reports to the University Title IX Coordinator](#)). The Title IX Coordinator or designee will promptly contact the Complainant to discuss the availability of supportive measures, consider the Complainant's wishes with respect to supportive measures, inform the Complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the Complainant the process for filing a formal complaint. Responsible employees may provide support and assistance to a Complainant, Witness,

or Respondent; but they cannot promise confidentiality or withhold information about prohibited conduct. Failure by a responsible employee to report suspected prohibited conduct in a timely manner may subject them to appropriate discipline, including removal from a position or termination of employment.

Responsible employees are not required to report information disclosed: 1) at public awareness events (e.g., "Take Back the Night," candlelight vigils, protests, "survivor speak-outs," or other public forums in which students may disclose prohibited conduct (collectively, public awareness events)); or 2) during an individual's participation as a subject in an Institutional Review Board-approved human subjects research protocol (IRB Research). However, the University may provide information about Title IX rights and about available University and community resources and support at public awareness events and an Institutional Review Board may, in appropriate cases, require researchers to provide such information to all subjects of IRB Research.

A Complainant may choose not to make a complaint or report in their own case, even if the Complainant would otherwise have reporting obligations by virtue of being a faculty member, staff member, or student worker.

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 - proving 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 shuttle 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](#) - providing service and procedures to students in their fiduciary responsibilities
- [SPP Tutor Lab](#) - Study 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, services, and more
- [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