

**BOARD POLICY**

**No. 909**

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TITLE: Guidelines for Intellectual Property Rights and Ownership

DATE ADOPTED: January 15, 2019

EFFECTIVE DATE: January 15, 2019

SUPERSEDES: February 18, 1998

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**PURPOSE:**

This policy delineates the College guidelines for intellectual property rights and ownership.

**INTELLECTUAL PROPERTY RIGHTS:**

1. The types of educational materials to which this section of this Policy apply include, but are not limited to: (a) video and audio recordings; (b) live video or audio broadcasts; (c) study guides, syllabi, bibliographies, and texts; (d) books and articles; (e) computer programs; (f) films, filmstrips, charts, slides, photographs, transparencies, and other visual aids; (g) programmed instructional materials; (h) computer- assisted instruction courseware; and (i) software.

2. The assignment and any apportionment of the property rights and ownership of educational materials created by an employee utilizing any College support and resources (release time, College property, College staff, etc.) shall be determined by the College based upon the extent to which College resources are utilized. Any individual who plans to develop educational materials should discuss such plans with her/his immediate administrative supervisor prior to embarking upon actual development activities. A formal written plan will be developed by the employee, including the complete and detailed specification of any College resources to be utilized and the financial value of same. This plan will be submitted to the employee's immediate administrative supervisor for verification and approval.



Following review and approval by the immediate administrative supervisor, the written plan will be presented to the Provost for approval and the determination of any apportionment of intellectual property rights and ownership. A written agreement specifying any apportionment of intellectual property rights and ownership will be prepared and signed by the Provost and the employee.

3. If an employee creates educational materials without utilizing any College support, resources, or involvement whatsoever in the creation of the materials, and if that work is not created during the time that the employee is required to be performing work on behalf of the College, as determined solely by the College, all (100%) intellectual property rights and ownership will belong to the employee.

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President

Date:

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Chairman

Date: