

# Piedmont Virginia Community College

## Section II – General Administrative Policies

### II – 14.0 Intellectual Property Policy

Effective Date: August 2008

Last Revised: April 2026

Responsible Dept.: Vice President of Academic Affairs & Workforce Development / Vice President of Finance & Administrative Services.

#### 1. Purpose

Piedmont Virginia Community College adheres to the policies of the Virginia Community College System (VCCS) related to intellectual property, copyright issues, and revenue derived from the creation of intellectual property. The VCCS policy determines ownership rights and responsibilities regarding intellectual property produced by a student and/or an employee of VCCS. The policy is found in the *VCCS Policy Manual*, Section 12, Intellectual Property.

#### 2. Policy Statement

The Vice President for Academic Affairs and Workforce Development (VPAAWD) and the Vice President for Finance and Administrative Services (VPFAS) are responsible for administering the intellectual property policies for Piedmont Virginia Community College. Any questions or issues arising in the academic and student support services program area are the responsibility of the VPAAWD. Questions in any other area of the college (e.g. Information Technology) fall under the VPFAS and are addressed by that officer. Should a faculty member, staff member or student question the decision of either one of these administrative officers, a campus committee comprised of the two vice presidents, two faculty members selected by the College Senate and a classified staff member selected by the College Senate will hear the question concerning the administration of the intellectual property policy. Should there be an appeal beyond the four-member committee, the college President will refer the issue to the VCCS System Attorney.

Instructional material created by a faculty member, including lecture plans and notes, class lesson plans, discussion prompts, class projects, exams and quizzes, and any class

sessions recorded for student and faculty use will not be used by PVCC outside of the class section and contract year for which it was developed without the consent of the faculty creator. Exceptions to this statement are:

- a) Course syllabi,
- b) Tests, quizzes and other forms of student assessment explicitly created for departmental use across course sections, and
- c) Instructional materials created explicitly for departmental use across course sections.

The use of the above is strictly limited to instructional use at PVCC and may not be sold or commercialized by PVCC without a written agreement with the faculty creator.

### **3. Definitions**

N/A

### **4. Applicability**

Students, faculty, and staff in VCCS.

### **5. Responsibilities**

Responsible parties are the VPAAWD, VPFAS, and creators of content.

### **6. Procedures for Implementation**

N/A

### **7. Sanctions for Violation of Policy**

N/A

### **8. Other General Information**

N/A