

PIEDMONT VIRGINIA COMMUNITY COLLEGE

II – ADMINISTRATIVE POLICIES (GENERAL)

II – 14.0 INTELLECTUAL PROPERTY POLICY

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| Policy #: | II – 14.0 |
| Effective: | August, 2008 |
| Revised: | May 19, 2014 |
| Responsible Dept.: | VPFAS / VPISS |

Piedmont Virginia Community College adheres to the policies of the Virginia Community College System (VCCS) relative 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.

The Vice President for Instruction and Student Services and the Vice President for Finance and Administrative Services 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 Vice President for Instruction and Student Services. Questions in any other area of the college (e.g. Information Technology) fall under the Vice President for Finance and Administrative Services 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:

1. Course syllabi
2. Tests, quizzes and other forms of student assessment explicitly created for departmental use across course sections
3. 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.