

FACULTY HANDBOOK

2020-2021



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FACULTY HANDBOOK

Welcome

Larkin University is excited to welcome you as a member of our faculty. This handbook is provided as a guide for reference on issues you may encounter. Becoming familiar with both the Faculty Handbook and Employee Handbook will help answer questions. Additionally, you should contact your department chair for any concerns or issues you may have.

Faculty Expectations

- advance the mission of Larkin University (LU) through the performance of education, research, scholarly activity, and service;
- become technology literate in order to provide all course materials in the most current delivery system including but not limited to: classroom computer assisted delivery, the posting of online materials through the educational department including syllabi and all learning materials;
- follow national models and work with College Administration to develop curricular competencies that are current with national models and assure the LU program curriculums remain up-to-date and competitive;
- update all curriculum and materials annually, including all testing items;
- become proficient in educational methods of delivery;
- provide high quality educational materials including syllabi, educational objectives, and presentations and to provide valid assessments including the formation of test questions, exams, and any remediation materials annually;
- develop a curriculum that follows the national competencies, if applicable;
- serve on committees that are important to the educational and research mission as well as the daily functions of the College and University as appointed by the Dean;
- contribute to scholarly activity through research and publication;
- serve as a faculty advisor for students; and
- assist and advise all students having difficulty within their courses.

Faculty Classifications

Full-time faculty - Faculty hired as Instructor, Assistant Professor, Associate Professor, and Professor are considered full-time and are entitled to all University benefits once all prerequisites and qualifications for benefits eligibility are met by the employee.

Part-time faculty - Faculty who are employed or contracted to devote portion of their professional duties and time as assigned by LU. Their employment will be less than 28 hours a week and are not eligible for full-time benefits unless they are mandated by law. They may have other professional employment not directed by the university through their job description or contract.

Adjunct faculty - Faculty whose primary professional responsibilities and duties lie outside of any employment and obligations of LU. Their service is generally voluntary (unpaid) to meet the educational needs of students. Examples would be MBS students participating in dental research opportunities, or DOP students doing clinical experiences or shadowing in a pharmacy

For the full details about each faculty rank duties, please refer to the latest version of the employee handbook.

Faculty Qualifications, Appointments, and Academic Rank

Conditions of Faculty Employment

Upon the recommendation of the Dean, and approval by the President, a written employment agreement will be extended to the prospective faculty member that includes date of employment, teaching discipline, faculty rank, and salary. Upon receipt of the executed employment agreement from the faculty member, the College will provide a copy of same to the faculty member with all relevant signatures within fifteen (15) calendar days.

Criteria for Full-time and Part-time Faculty

The criteria applied to faculty appointments include:

- Appropriate academic training and degrees in preparation for professional competency in teaching within the discipline(s) to be assigned.
- Actual or potential effectiveness in teaching as demonstrated through prior experience and professional references.
- Commitment to continual professional development and maintenance of effective teaching skills.
- Commitment to College and University committee service.
- Commitment and ability to maintain positive professional relationships with colleagues.
- Commitment to the interests and concerns of students.
- Commitment to serving the stated mission and purpose of LU
- Commitment to scholarly activity and research.

Initial Appointment

Initial appointment and rank of part-time and adjunct faculty is assigned by the Dean as approved by the President based on the policies for adjunct appointment.

Each adjunct faculty member is required to submit an application, a copy of a current CV, a copy of his/her malpractice insurance, if applicable, and verification of license in the state where he/she will be serving as faculty. LU shall verify education and training as well as status of license and board certification prior to appointment.

Reappointment

Prior to reappointment, part-time and adjunct faculty will require a review of performance by the chair of the department assigned. The Dean will recommend reappointment or denial of reappointment.

Criteria for Faculty Ranks

The following constitutes salient considerations in the assignment of faculty rank for full-time positions.

Instructor

Master's degree or terminal degree in appropriate discipline

Evidence of potential for scholarly/other creative professional achievement.

Related experience relevant to the discipline and contributing to the educational function of the College.

Assistant Professor

Doctoral degree in appropriate discipline or the master's or bachelor's degree in the appropriate area where it is the terminal degree.

Clinical Faculty must have appropriate certification in area of specialization.

Experience in classroom teaching or related experience is preferred

Evidence of continuous professional development apart from classroom teaching (e.g. active membership in professional organizations, participation in professional meetings, seminars, workshops, and scholarly research/other creative professional activity).

Acceptance and effective fulfillment of faculty committee responsibilities.

Related experience relevant to the discipline and contributing to the educational function of the College.

Associate Professor

Doctoral degree in appropriate discipline or the master's degree in the appropriate area where it is the terminal degree.

Clinical Faculty must have appropriate certification in area of specialization.

Minimum of five (5) years full-time equivalent at a college within his/her discipline or other doctoral level allied health college, extensive experience in research or scholarly activity at a nationally recognized facility. Exceptions may be granted by the Dean.

Evidence of successful classroom teaching or related experience.
Evidence of continuous professional development apart from classroom teaching (e.g., active membership in professional organizations, participation in professional meetings, seminars, and workshops, and scholarly research/other equivalent creative professional activity).

Acceptance and effective fulfillment of faculty committee responsibilities.
Evidence of significant grant development, publications, scholarly research/other creative professional achievements
Related experience relevant to the discipline and contributing to the educational function of the College

Professor

Doctoral degree in appropriate discipline or the master's degree in the appropriate area where it is the terminal degree.

Minimum Five (5) years full-time equivalent at a college within his/her discipline or other doctoral level allied health college, Exceptions may be granted by the Dean.

Evidence of contribution at the national/international level to the field of his or her specialization

Evidence of successful classroom teaching or related experience

Evidence of continuous professional development apart from classroom teaching (e.g. active membership in professional organizations; participation in professional meetings, seminars, and workshops, and scholarly research/other creative professional activity, etc.)

Acceptance and effective fulfillment of faculty committee responsibilities

Evidence of significant grant development, publications, scholarly research/other creative professional achievements.

Related experience relevant to the discipline and contributing to the educational function of the College.

Part-Time Faculty Status

Part-time faculty members must meet the same levels of academic preparation as full-time faculty members. Exceptions may be made in cases where justifiable, documented, professional expertise is accepted in lieu of academic preparation. In cases where such exception is made; however, the academic preparation of the faculty must be no less than the degree level at which he or she is teaching.

Length of Faculty Appointments

Larkin University is not a tenure-granting institution and uses one-year contracts; however, the President working in collaboration with the Dean can approve multi-year contracts.

Faculty — Requesting Promotion in Rank

Requests for promotions in faculty rank must be initiated by the faculty member by submitting a completed application form and supportive materials through the Chair of the academic department (if applicable), the appropriate Assistant/Associate Dean, and the Dean (in that order.) The Chair of the academic department (if applicable) and the appropriate Assistant/Associate Dean must attach written recommendations to the application to the Dean.

The application and supportive materials will be evaluated and by a committee of peers and written recommendation to the Dean, the appropriate Assistant/Associate Dean, and the Chair of the

academic department (if applicable) will be submitted to the President. The President may seek additional information before taking action.

Non-Reappointment of Faculty

The College is not required or obliged to continue the employment of any faculty member beyond the appointment period or contract. A decision not to offer an appointment proposal to follow the current appointment period constitutes non-reappointment, and written notification of such decision is to be given. (“Non-reappointment” is not to be confused with “dismissal.”).

When faculty severs the employment agreement with the university a one hundred twenty (120) days leave notice is needed. The other way around is true as well, when the university will sever its relation with the faculty, it will notify him/her 120 days in advance.

For further details about the due process, please refer to HR policies and procedures on this matter.

Faculty Responsibilities

Standards for Conduct for Teacher-Learner Relationship

Larkin University is committed to maintaining a positive environment for study and training, in which individuals are judged solely on relevant factors such as ability and performance, and can pursue their educational and professional activities in an atmosphere that is humane, respectful and safe. As such, student mistreatment is destructive to these fundamental principles and will not be tolerated within the LU community and its affiliated learning sites.

LU defines mistreatment as behavior that shows disrespect for learners and interferes with their respective learning process. Such behavior may be verbal, emotional, or physical. When assessing behavior that is perceived as mistreatment, students are expected to consider the conditions, circumstances, and environment surrounding such behavior. The provision of healthcare is inherently stressful. Students also are required to maintain a high level of individual responsibility for their education and actions.

Reporting of Student Mistreatment

Students are encouraged to report incidents of mistreatment via three avenues:

1. Notify a Dean: Contact a Dean, Associate Dean or Assistant Dean of any College,
2. Report the incident on a course or clinical training evaluation, or
3. Notify Human Resources.

This mechanism can be also be used to report mistreatment by staff members or at affiliate institutions.

Retaliation and False Claims

Retaliation against a person who reports, complains or provides information in a mistreatment investigation or proceeding is prohibited. Alleged retaliation will be subject to investigation and may result in disciplinary action up to and including termination or expulsion.

Any person who knowingly makes false allegations of mistreatment, or who knowingly provides false allegations of mistreatment or who knowingly provides false information in a mistreatment investigation or proceeding, will be subject to disciplinary action and, in the case of students, will be considered a violation of ethical and professional standards. All complaints reported online will be investigated.

For further details about the due process, please refer to HR policies and procedures on this matter.

On-Campus Faculty Responsibilities

Faculty members have an obligation to understand the nature of the institution, to appreciate its unique characteristics, philosophy, mission, and objectives, and to work effectively to achieve those ends. All professional endeavors of the faculty should contribute to a viable educational environment. Faculty members have the responsibility to engage in all aspects of college life to ensure the mission is accomplished. Membership in the academic community carries the responsibilities for the advancement of knowledge, the intellectual growth of students, and the improvement of education. Faculty members must prioritize and evaluate their activities in terms of their commitment to these goals, as well as in terms of their personal and professional development.

LU requires all faculty members to participate in designated core activities—teaching, student advisement, scholarly activity, professional development, service, and fulfilling workload expectations. The Dean of the college, in collaboration with the faculty, will determine the number of faculty needed to not only effectively teach the curriculum but also to provide time for these required duties and activities.

Faculty Teaching Workload

Faculty workload

Faculty workload is based upon 2080 work hours per year. The calculation of work hours is as follows: 12 months at 40 hours per week for a total of 2,080 hours per year. This is equivalent to 1.00 FTE. Full-time faculty work 12 months per year and teach courses throughout the calendar year. Faculty members teach courses as assigned by the Dean or Department Chair. In addition to teaching coursework, faculty are provided time for research and scholarly work as well as service and/or clinical time based upon their specialty field. Teaching includes preparation of materials, exam, student assistance in course content; Research includes bench or clinical work in addition to all forms of scholarly work; service includes committee work, club or organization work, community work or clinical work, and administration is by position assignment or requested by college or university leadership. Workload is flexible and based upon the needs of the college/university and areas of expertise. Credit hours are not used in the determination of faculty workload calculations.

Remote working updates

During emergencies such as hurricanes, pandemics or other state/national emergencies where it is not safe to be physically on campus, remote/virtual teaching can be utilized as per the permission of appropriate accrediting bodies.

Course and Classroom Conduct

Faculty shall provide a course syllabus prior to the first day of classes that has That has gone through

appropriate college policies and guidelines and following the appropriate respective College policies. A copy of the syllabus must also be submitted to the Office of the Dean or Associate Dean of Academic Affairs. The faculty must use the template provided by his/her College. The syllabus for each course is to contain:

Course information: term, title, course number, description, and calendar/schedule.

Clearly stated instructional objectives.

Student learning outcomes focused on the acquisition of knowledge and skills.

Methodology of instruction.

Units of instruction.

Evaluation procedures and methods employed in determining final course grades.

Office location and hours.

Contact information.

Attendance policy.

Information judged relevant by the professor, supervisor, and Dean.

The College recognizes the syllabus may be subject to revision by the faculty as the course proceeds; however, the faculty member is to direct his or her instruction toward fulfillment of the stated objectives and expected student learning outcomes. Any examinations or other methods of evaluation are to be consistent with those objectives and learning outcomes.

All faculty members are to meet classes regularly at scheduled times. In cases of illness or emergency requiring absence, the instructor is to notify his/her supervisor or Chair by speaking directly to, not leaving a voice or e-mail, so that appropriate action may be taken to meet the class or to cancel it if an appropriate substitute cannot be secured.

Faculty are to assign and submit final grades for all students enrolled in the given course in accordance with announced deadlines and policies of the specific college. When a grade is recorded on the official transcript, it becomes binding and cannot be changed except in cases of faculty error. To change an erroneous grade, contact the Registrar. The instructor and student must complete a Change-of-Grade Form and submit the form to a Dean. Change-of-grade transactions can only be made by the Registrar via the Change-of-Grade Form.

No adjustment or variation to either the final exam schedule or the offering of an early final exam to any students(s) may be conducted without the prior written approval of the Dean.

Faculty who leave employment at LU, including all part-time and adjunct faculty, must submit class materials, grades, evaluations, etc. to the Registrar, who will ensure they are maintained. Evaluation materials are retained for one academic year.

Academic Advisement of Students

Full-time faculty members are to provide accurate, effective academic advisement and Professional Mentorship to students. This requires faculty be familiar with the 1) academic advisement process, 2) core curricula and program requirements, 3) academic policies, 4) appropriate offices and lines of communications, and 5) recording and reporting procedures. In the COP, all faculty are assigned students whom you are to serve as their faculty advisor; however, in the COBS advisor assignments are selected by the students based upon the career track of their program. If you are not familiar with advising, please notify your Dean or Department Chair so individual training can be arranged.

Office Hours

Larkin University administration endorses an open-door policy and encourages students to meet with the faculty and administration regularly. While walk-in consultations and conferences are possible when faculty are available, each faculty member will have regular student appointment times. Faculty members will be available by office hours as stated in the syllabus, email, and/or appointment. Part-time and adjunct faculty must inform students how to communicate with them through in person or electronic means when they are on and/or off campus.

Textbook Requests

All faculty members are to submit requests for ordering required textbooks for assigned courses. The instructor has basic responsibility for the selection/adoption of required texts, subject to review and approval of the Dean or his/her designee. The library maintains several databases of required textbooks for a variety of subjects. Faculty should work in collaboration with the librarian to select textbooks which are available electronically through a database or secure a textbook for reference which can be housed in the library for student access.

Professional Development

All faculty members are expected to continue develop. All faculty members are expected to continue development of professional skills and interests and to keep abreast of significant developments in their teaching discipline(s). Involvement with professional meetings and presentations is encouraged. Please refer to the corresponding professional faculty development section in the employee handbook for details.

Committee Service

Full-time faculty members are to serve effectively on standing or ad hoc committees (University, College, and department levels) as elected or appointed. Care will be taken, however, that the number of committee elections/appointments does not exceed equitable workload. Challenges regarding equitability are to be negotiated with the Dean in consultation with the appropriate assistant/associate dean and supervisor. The current expectation is service on two committees per faculty which may vary depending on the size of faculty body.

Faculty Meetings

Full-time faculty must attend official faculty and departmental meetings and special meetings called by the President or Dean and are encouraged to exercise the privilege of voting on appropriate pending issues. Part-time and adjunct faculty members are invited to attend and participate in discussion; however, the privilege of vote rests only with full-time faculty. For further details about the process of voting rights and membership in each committee, please refer to each respective college faculty bylaws.

Commencement and Extracurricular Activities

Attendance at the College's Commencement ceremony is highly recommended by all faculty members. Part-time and adjunct faculty members are welcome to participate and march in the ceremony.

All faculty members are urged to participate in extracurricular activities and social functions of the University and College as often as possible or as directed by the Dean.

Faculty Scholarly Activity Expectations

Scholarly activity is expected. This expectation can be fulfilled through the following examples of scholarly activity:

- Articles in a referenced journal (national, regional, or local; significance of journal).

- Papers presented at national, regional, or local scholarly conferences.

- Grants for sponsored research and development projects.

- Scholarly books (individual author, first author, joint author).

- Edited volumes (editor and essayist; editor).

- Chapters or essays in an edited volume (individual author, first author, joint author).

- Unpublished reports of sponsored projects.

- Citations (as documented in a Citations Index or other appropriate source).

- Reprints of one's writings in the publications of others.

- External peer review of scholarly products.

- Developing and implementing innovations which improve professional practice.

- Serving as a reviewer for a national, regional, or local grants program.

- Serving as a reviewer for papers submitted for presentation at a conference.

- Lectures or workshops for professional associations.

- Editing a journal or serving on its editorial board.

Curriculum materials in print or non-print formats, including instructional software.
Grants to develop/improve curriculum.
Grants to develop a program of credit or non-credit instruction.
Proposals for external approval of a new degree program.
Software and other products with practical applications, including patents.
Targeting briefings for public and private agencies and for business and industry.
Testimony before public agencies and elected officials.
Awards for scholarly work.
Creative works and achievements.
Professional consultation.
Serving as an accreditation reviewer.
Serving as a national faculty for AACCP for the college of pharmacy faculty and respective national societies for college of biomedical sciences faculty or in general for other national bodies as appropriate for each faculty.
Serving as an item writer and/or editor for a national board or certification exam
Textbooks (individual author, first author, joint author).
Textbook revisions.

Student Evaluation

Each faculty member will actively participate in the course or rotation to which he/she is assigned, including assisting students experiencing difficulties within the discipline, advising students, and preparing and evaluating examinations. Faculty are expected to submit evaluation and test items in a timely manner, including remediation exams if needed.

Grades

Grades are due on or before the due date established by the respective college. The grade report indicates the percentage grade achieved in the class.

Class rank is determined at the end of each academic year. For the purposes of determining class rank, the calculation will use the actual percentage grade.

Research Support

Larkin University supports and encourages faculty research. The University budget may include funding for research projects. Small grants may be awarded in the form of “seed money” to assist faculty in preparing the groundwork for applying for external research funding. They may also be awarded for professional writing, publishing, and other appropriate endeavors that contribute to the body of knowledge in their field of study. Funds allocated for a research project are restricted, meaning that they may not be transferred to another project or used for any other purpose without the approval of the President or Dean. Any unused funds will revert back to the University.

Faculty Development

The College recognizes the importance of providing opportunities for growth and change at both the individual and organizational levels. Funds are budgeted annually for faculty development. Contact

your supervisor or the Dean for more information. Please refer to the specific policy on Faculty Development for more details.

Faculty Sabbatical.

Upon their recommendation, a Department Chair, may submit to the Dean an approval request for a sabbatical for a faculty member that is intended for professional development, research, or an outside teaching assignment. The purpose of the sabbatical must be defined in writing and support the goals of LU and agreed upon departmental initiatives. Upon recommendation by the Dean, and approval by the President, a signed agreement bearing signatures of the President and faculty member will provide the terms and conditions including:

Appointment status with plan of action for faculty obligations during sabbatical

Name of related initiative, i.e. research program or partnership

Funding source, as applicable

Timeframe

Anticipated outcome

If at any time during the process of the sabbatical the faculty member submits false information, accepts gainful employment or assignment outside of LU or fails to fulfill any obligation stated in the executed document, the sabbatical may be voided and the faculty member may be disciplined, up to and including termination of employment.

Academic Freedom

Larkin University supports the principles of academic freedom within the College mission and as articulated by the 1940 Statement of Principles of Academic Freedom and Tenure of the American Association of University Professors (1992).

Faculty are entitled to full freedom in research and in the publication of the results, subject to the adequate performance of their other academic duties.

Faculty are entitled to freedom in the classroom in discussing their subject, but they should be careful not to introduce into their teaching controversial matter which has no relation to their subject. Faculty should refrain from making political or religious comments.

LU faculty are citizens, members of a learned profession, and representatives of an educational institution. When they speak or write as citizens, they should be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As scholars and educational officers, they should remember that the public may judge their profession and their institution by their utterances. At all times they should be accurate, exercise appropriate restraint, show respect for the opinions of others, and make every effort to indicate that they are not speaking for the institution. For additional information refer to the Policy on Academic Freedom.

Councils and Committees

Councils and committees are established to promote internal communication and administrative teamwork. The active involvement of committee members, representing a cross section of faculty and staff, provides a high level of involvement in decision-making and allows faculty, staff, administrators, and students to be involved in matters which affect them. Deans may select full-time or part-time faculty and staff to serve on committees and councils.

The following are standing committees and councils of the University. Ad hoc committees are appointed or elected as the need arises.

Library Executive Council

Function: The Library Executive Council (LEC) advocates the central role of the Library in the academic enterprise and the University's obligation to support fully that role. The purpose of the LEC is to offer advice to the Director of the Library on matters of interest to the campus community. Specifically matters of: the formulation of library policy in relation to allocating and prioritizing internal and external resources for instruction and research; the allocation of library space; the establishment of library hours; the development of an overall library program advancing research and instruction for the institution as a whole; strategic visioning with corresponding benchmarking criteria.

Research Advisory Committee

Function: To promote, develop, and support research in the areas of biomedical, educational and clinical research. Establish a network of resources, both internal and community-wide, for student and faculty member participation in research and scholarly activities. Help formulate, recommend, and develop the necessary policies required for research and scholarly activity. To make recommendations for support of research and scholarly activity in the budget process and strategic planning process of the college.

Faculty Affairs Committee

Function: To Direct the Process of Reviewing Policies and Procedures Affecting the university faculty and other issues of concern to the faculty or Larkin University.

Emergency Preparedness Committee

Function: To create policies and procedures dealing with any emergency, whereas an emergency is defined as Any threat to life and/ or property that requires immediate response from police, fire, or medical services.

Scholarship and Awards Committee

Function: To create policies and procedures dealing with all awards and/or criteria, nomination process and the final granting of awards and/or scholarships.

Faculty Dismissal-for-Cause—Academic Due Process

Dismissal is the involuntary termination of a faculty member's employment during the term of his or her appointment period. Any faculty member may be dismissed for cause including, but not limited to, one or more of the following:

1. Incompetence (failure to maintain the level of professional competence and ability in teaching, research, or service demonstrated by other faculty members in comparable positions).
2. Significant neglect of duty (failure to perform or carry out satisfactorily the duties or responsibilities of the faculty position, including but not limited to failure to comply with a lawful directive of a supervisor, department head, assistant/associate dean, or with respect to the faculty member's duties or responsibilities and inability to perform an essential function of the faculty position, given reasonable accommodation, if requested).
3. Failure or persistent neglect to comply with University or College policies, procedures, rules, or other regulations including, but not limited to, violation of the University or College's policies against discrimination and harassment.
4. Dishonesty or other serious violation of the University or College's standard of professional ethics or responsibility in teaching, research, or service or serious violation of professional responsibility in relations with students, employees, or members of the community.
5. Loss of professional licensure if licensure is required for the performance of the faculty member's duties.

6. Falsification of a University or College recording including, but not limited to, information concerning the faculty member's qualifications for a position or promotion.
7. Behavior which contributes to a hostile or offensive learning environment.
8. Theft or misappropriation of University or College funds, property, services, or other resources.
9. Any other just cause listed in the *Employee Handbook*.

The College reserves the right to dismiss at any time any faculty member for cause. In such cases, charges would be presented to the Dean, and then to the President after consultation with the faculty member, the appropriate Assistant/Associate Dean, and the Chair of the academic department (if applicable) or Human Resources. If termination is deemed necessary, the President shall give written notification to the faculty member of intent to terminate, detailing the effective date thereof. The dismissed faculty member shall be afforded academic due process.

Academic due process means that a faculty member being disciplined or dismissed is assured of an opportunity for a hearing before their peers and the option to have presence of his/her legal counsel, for the right to present evidence and to cross-examine, and to receive written documentation of the record of any hearing. Academic due process requires an adequate statement of charges, a reasonable time to prepare a defense, and the right of the faculty member to appeal a hearing committee's judgment to the President. Additional information can also be found in the *Employee Handbook*.

Intellectual Property

Purpose and Definitions

The intent is to preserve and protect the intellectual property rights of Larkin University appropriately and to define and respect the rights of others in works developed without the use of appreciable University support, particularly those works used solely to assist or enhance a faculty member's educational assignments. The University expects all members of the university community to be mindful of how intellectual property laws, regulations, and policies apply to their work and to respect the intellectual property rights of others.

This policy applies to all students, faculty, and staff and is intended to protect the interests of all concerned parties, including the University itself; members of the University community (faculty, staff, and students); external sponsors of research; and the public.

The University defines intellectual property as encompassing all (a) created works which result in any copyrightable material, (b) trade secrets, (c) trademarks, and (d) all inventions or things created and produced, in whole or in part, by faculty, staff, and/or students, regardless of whether they are, in whole or in part, protectable under patent, trademark, copyright or other applicable laws.

Intellectual property may be broadly divided into two categories: (a) the result of University-sponsored or supported efforts or (b) the result of an individual's independent efforts. Students, faculty, and staff are encouraged to develop intellectual property relating to educational endeavors that include but are not limited to inventions, educational materials, works of art, literary works, teaching aids, textual materials, computer software, databases, audiovisual materials, drawings, lectures, musical/dramatic compositions, pictures, graphics, other copyrightable materials, and any other products or things that are designed to enhance or supplement the educational

process at the University or any member institution. The University also encourages the use of intellectual property and/or products resulting from the application of intellectual property for the good of the community and the general public.

The University may, in its own name, secure foreign and domestic letters of patent, copyrights, and trademarks on intellectual property produced or developed on behalf of the institution or produced as a result of University-sponsored or supported efforts, in a manner consistent with this policy and any other applicable University or College policies.

University sponsored or supported efforts include those efforts that involve the use of significant University funds, personnel, facilities, resources, students, faculty, staff, equipment, materials or technological information, which may include support by another private or public organization if the University administers or arranges for such support. University-sponsored or supported work further means work in which the creator was either engaged or commissioned by the University or made use of the university's support in developing the intellectual property, or that was not made in the course of independent efforts.

Funds and facilities provided by government, commercial, industrial, or other public or private organizations and administered and controlled by the University shall be considered to be funds and facilities provided by the University.

Rights Secured:

In general, the University retains all ownership rights, foreign and domestic, in any intellectual property created through University-sponsored or supported efforts of its faculty, staff, and/or students. The proceeds of any use, sale, licensing, or other monetization of such intellectual property shall inure solely to the University without any obligation for accounting. The individual creator(s) of such intellectual property may only share in the proceeds arising from the property's use, sale, licensing, or other monetization if they have previously entered into an appropriate agreement with the University.

Specifically, intellectual property developed by faculty, staff, and/or students shall be and become the sole and exclusive property of the University if the intellectual property is (a) developed within the person's scope of employment with the University (b) developed in the course of a project sponsored by the University, (c) developed with the significant use of the University's funds, facilities, services, or equipment, or (d) developed in the course of a project arranged, administered or controlled by the University and sponsored in whole or in part by persons, agencies, or organizations external to the University, absent prior written agreement to the contrary.

With respect to students, the use of resources or facilities typically available to students in their educational activities shall not be considered "significant."

Copyright:

Copyright is the right of an author, artist, composer or other creator of a work of authorship to control the use of his or her work by others. In general, you may not reproduce a software copyrighted work (including computer software) without the copyright owner's permission. The term of copyright protection is usually defined as the life of the creator plus 70 years, but there are

some complicated exceptions and it is best to assume that any work published after 1922 is still protected by copyright. In certain instances, the “fair use” doctrine may allow the use of a copyrighted work for purposes such as scholarship or criticism. Generally, though, the unauthorized reproduction of a copyrighted work is copyright infringement and may subject the infringer to civil and criminal penalties.

The University/College and its faculty, students, and employees must comply with the copyright law, including without limitation by refraining from unauthorized file sharing. In addition, such conduct violates the University/College’s technology use policies and can cause the University/College to subject an employee to disciplinary action up to and including termination. Questions regarding copyright law compliance should be directed to the President’s office

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