

**APPENDIX P
INTELLECTUAL PROPERTY AGREEMENT**

Name: _____ Department: _____

Description of the Work Being Developed:

Date of Delivery of the Completed Work: _____

Schedule for development of the work to be delivered, with measurable benchmarks:

Compensation to the Faculty Member:

Total Compensation: \$ _____

_____ Hours of release time for _____ (Semester, e.g., Fall 2024)

(Attach a copy of approved release time form)

When receiving release time, faculty member assigns all ownership and control of the work to the College unless otherwise approved by the College.

_____ Hours of overload for _____ (Semester, e.g., Fall 2024)

_____ Hours per week x _____ Weeks x _____ Overload Rate = _____ Compensation

_____ Hours to count toward the faculty member's Faculty Development Plan

(Attach copy of current Faculty Development Plan)

Other Compensation (Describe) _____

Estimated Cost* Expected to be Incurred by the College (Other than shown above):

Video Studio Time _____

Printing Costs _____

Equipment Purchase _____

Materials Purchased _____

Other Costs _____

Estimated Total Cost to College _____

*If actual costs exceed the estimates, the Administration will provide evidence for the increased costs.

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Place a check by each item being developed as a part of the work. Use the codes listed below to indicate the level of ownership and control the faculty member will exercise after the acceptance of the work by the Administration.

Type of Material

Level of Control Agreed to by Faculty Member and College

<input type="checkbox"/> Course Syllabus	
<input type="checkbox"/> Course Objectives	
<input type="checkbox"/> Course Content Outline	
<input type="checkbox"/> Course Schedule	
<input type="checkbox"/> Power Point Presentations	
<input type="checkbox"/> Digital Media	
<input type="checkbox"/> HTML Document (Web Pages)	
<input type="checkbox"/> Computer Programs	
<input type="checkbox"/> Course Handouts	
<input type="checkbox"/> Problem Sets	
<input type="checkbox"/> Problem Solutions	
<input type="checkbox"/> Sample Exams	
<input type="checkbox"/> Sample Exam Solutions	
<input type="checkbox"/> Workbooks	
<input type="checkbox"/> Course Reviews	
<input type="checkbox"/> Study Guide	
<input type="checkbox"/> Slides and Overheads	
<input type="checkbox"/> Photographs	
<input type="checkbox"/> Other (Describe)	

C = Complete

Complete ownership and control by the faculty member. The faculty member will determine all forms of use.

N = None

No ownership and control. The faculty member assigns all ownership and control of the work to the College.

J = Joint Use

The College owns the work, but the faculty member has the first right of refusal to modifications and retains ownership and control of defined parts of the work upon termination of employment at the College.

NM = No Modification

The College may use, but not modify, the materials without the faculty member being given first right of refusal to modify the work.

F = Faculty

The faculty member will have the right of approval when other faculty members are to use all or parts of the work.

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T = Termination

The College will have the right to use the materials after the College no longer employs the faculty member.

MC(#) = Marketing by College (#)

The College will have the right to market the material for sale. The percentage in parentheses indicates the percentage of gross revenues the faculty member will receive after the College's initial investment is repaid.

MF(#) = Marketing by Faculty Member (#)

The faculty member will have the right to market the work for sale. The percentage in parentheses indicates the percentage of gross revenues the College will receive after the College's initial investment is repaid.

O = Other

Describe: _____

Other Agreements Regarding the Intellectual Property

This agreement may be revised at any time by the mutual agreement of both the faculty member and the Administration.

The faculty member shall consult with the Faculty Association prior to the signing of this contract.

(Faculty member Initials)

(PSCFA representative)

Faculty Member

Date

Department Head

Date

Dean

Date

Approve _____

Not Approved _____

Vice President of Academic and Student Affairs

Date