

AP 3715 Intellectual Property Rights

1. Request for Substantial Support

- a. An employee may request the District to provide substantial support. Such a request must be provided in writing to the appropriate cabinet-level administrator.
- b. The District has no obligation to support the request.
- c. If approved, a formal agreement will be written out between the District and the employee prior to the start of any work. This written agreement shall include, at a minimum:
 1. the terms of the substantial support to be provided,

2. Intellectual Property Coordinator

- a. The CEO may designate a District Intellectual Property Coordinator.
- b. The coordinator shall administer this procedure and will implement the District's Intellectual Property Policy.
- c. The Intellectual Property Coordinator will also monitor the development and use of the District's intellectual property.
- d. Any questions relating to the applicability of the District Intellectual Property or this procedure may be directed and answered by the Intellectual Property Coordinator.
- e. The Intellectual Property Coordinator shall all arrange training on a periodic basis for faculty, staff, and/or other persons who are covered by this Intellectual Property Procedure including:
 2. conditions or timelines that must be met to ensure continued support;
 3. whether such work is considered a "Commissioned Work" or a "Scholarly Work"; and
 4. Shall specify whether the work is owned solely by the faculty member, or whether ownership shall be shared between the parties.

No grievance against the District may be asserted by employee arising out of any consequences of their failure to make or document an agreement concerning the manner in which they share ownership of the copyright.

Approved 08/10/11