

Policy: Intellectual Ownership in Creative Works & Patentable Inventions Policy Number: L-2

Responsible for Policy: Human Resources

Approval Date: April 2018

Most recent review: Spring 2018

Date of most recent revision (if applicable) April 2018

Policy Statement

Creative work and patentable inventions are at the core of an educational institution's vitality. Finger Lakes Community College respects the rightful ownership of creative work and patentable inventions of all faculty and staff (defined as personnel by SUNY and in this document) and students. This includes creative and course content for faculty and any work created by a student while enrolled at the College. In general, personnel and students shall hold the copyright and patents to their work.

To encourage creativity and maintain transparency, a distinction must be made between work for hire, incidental and substantial use of resources, and sponsored agreements.

Reason for Policy

The College has a responsibility to promote innovation. Encouraging individual ownership to intellectual property is what distinguishes an academic institution from a traditional business.

Applicability of the Policy

This policy applies to all Finger Lakes Community College personnel and students.

Definitions referred to in Policy or Procedure:

Creative Works and Course Content

or space; computers and computer or communications networks not publicly or routinely-available; research, clinical, or other scientific instruments; time spent by personnel, including secretarial, clerical, administrative staff; confidential information; inventions and other proprietary or intellectual property owned by FLCC; and any privileged access as a result of a person's affiliation with FLCC.

Related Documents (title) 2 (i) 17.9 (ed) TJ 35.56 24.3808 Tw 0.) 4 (l) -2 (6 (s) - (ope) 4 (r) 3 (l) -.39y) TJ

Procedure: Intellectual Ownership in Creative Works & Patentable Inventions Procedure Number: **L-2**

Responsible for Procedure: Human Resources

Effective Date: April 2018

Most recent review: Spring 2018

Date of most recent revision (*if applicable*): April 2018

Procedures

II. Complaint resolution

If any employee or student wants to file a complaint regarding intellectual property rights, the following process shall be followed:

1. Employees will file written complaints with Human Resources. Students shall file written complaints with the Associate Vice President of Instruction.

To be considered complete, the written complaint must identify (check boxes):

All interested parties

Complete description of the alleged violation(s) of the intellectual property

Dates on which such