

PROCEDURE TITLE:	ADMINISTRATION OF INVENTIONS, DISCOVERIES, AND PATENTS FOR UNIVERSITY PERSONNEL
PROCEDURE NO.:	2.10:1
RELATED POLICY:	2.10REV
PAGE NO.:	1 OF 2
RESPONSIBLE PARTY:	PROVOST
EFFECTIVE DATE:	11/14/2022
NEXT REVIEW DATE:	11/2025
APPROVED BY:	PRESIDENT

1.0 PURPOSE AND SCOPE

- 1.1 The procedure serves to implement Policy 2.10, Copyright, Patents, and Research for University Personnel, and includes the establishment of the Intellectual Property Committee and schedule for distribution of royalty income.
- 1.2 This procedure is applicable to all departments and units of the University and to all University faculty, administration, and staff.

2.0 INTELLECTUAL PROPERTY COMMITTEE

- 2.1 The University's Intellectual Property Committee (IPC) advises and makes recommendations to the Provost on the following:
 - 2.1.1 Ownership of intellectual property and the distribution of income derived from the intellectual property;
 - 2.1.2 Whether the discovery or invention, which is the property of the University, has sufficient value or is of a sufficient interest to the University to warrant its retention;
 - 2.1.3 Whether to pursue patent protection and development of a discovery or invention, which is the property of the University;
 - 2.1.4 Whether to make changes to the policy and or procedures concerning intellectual property.
- 2.2 The IPC consists of four full-time faculty members in addition to the Associate Provost. The Associate Provost will serve as co-chair along with one of the faculty members selected by the committee.
- 2.3 IPC faculty members are recommended by the University Faculty Senate in accordance with its procedures and appointed by the Provost.

3.0 DISCLOSURE OF PATENTABLE INVENTIONS AND DISCOVERIES

- 3.1 University personnel who create Patentable Intellectual Property must disclose that information to the Provost.
- 3.2 Promptly after the conception and/or making of an invention or discovery, university personnel must complete and submit an invention disclosure and any necessary supplemental information to the Provost and Associate Provost. The Associate Provost will then forward the information to the IPC for its review.
- 3.3 The disclosure will contain sufficient information to allow the IPC to make an informed recommendation regarding the desirability for the University to retain rights in the invention or discovery. All information, which may reasonably be related to an invention or discovery or patentable invention, will be treated as confidential information.
- 3.4 The co-chairs will convene the IPC annually or as needed to provide advice and recommendations regarding the ownership of intellectual property and the distribution of income derived from intellectual property.
- 3.5 Any committee member with an actual conflict of interest or the appearance of a conflict of interest regarding a matter before the committee shall recuse himself or herself from the matter.
- 3.6 Following consideration of the invention or discovery, the co-chairs will submit a recommendation to the Provost regarding the desirability for the University to retain rights to the intellectual property.
- 3.7 The University may, alone or with the assistance of an external organization(s), make application for patents on any such inventions or discoveries selected by the University for patenting.
- 3.8 Net income from any invention or discovery will be shared equally by the University and the inventor(s). Fifty percent (50%) of the net income will be the property of the University. For intellectual property generated by faculty inventors, the University's share of the net income will be distributed in accordance with the following schedule unless otherwise recommended by the IPC and approved by the Provost:
 - ✓ 50% Inventor's Department
 - ✓ 25% Inventor's College
 - ✓ 25% Provost's Office
- 3.9 The Provost has the authority to approve or reject the IPC's recommendations with documented evidence of rationale.

History

Effective: 08/11/2017

Reviewed: 11/14/2022 with minor revisions