

GUIDELINES FOR ASSIGNMENT OF OWNERSHIP AND EXTRA COMPENSATION FOR DEVELOPMENT OF COURSE MATERIALS

Sources/References:

TBR Policy 5:01:06:00 Intellectual Property
TBR Guideline A-075 Distance Education and Intellectual Policy
CoSCC Faculty Job Description

For purposes of these guidelines, Columbia State uses the definitions established in TBR Guideline A-075 and follows the overall guidance regarding ownership of copyrightable materials provided by TBR Policy 5:01:06:00 and TBR Guideline A-075

Ownership of Course Materials

1. Columbia State Community College will have sole ownership of intellectual property created by non-faculty within the scope of their employment.
2. Columbia State Community College will have sole ownership of course materials created by faculty only in those instances in which the materials are created within the scope of their employment as indicated below:
 - a. The faculty member is required to create the materials for a specific class or department by written institution or department policy.
 - b. The faculty member is given released time to create the materials.
 - c. The faculty member is employed to create specific internet or hybrid course materials.
3. Ownership of course materials will be determined by the level of resources and/or compensation provided by the College. Faculty members developing internet or hybrid courses under one of the conditions in Section 2. above will be required to sign a Work for Hire Agreement that establishes ownership and compensation, if any, for the materials. In all other instances, faculty will retain sole ownership of the property and should complete a Faculty Ownership of Work Product Agreement.

Extra Compensation

1. Faculty members are responsible, as a condition of their employment at Columbia State for course, and when appropriate, laboratory preparation and for the delivery of courses in a variety of modes, including on-line.
2. Faculty may receive extra compensation through a Work for Hire Agreement when the following conditions are met:

- a. Materials developed will be used by other full-time and/or part-time faculty.
- b. The author will have the responsibility for maintaining the integrity of the master course; including revisions to update materials and incorporate new technology as needed. As a professional courtesy, the author will assist other faculty teaching the course with an overview of how the course is taught.

3. Compensation

- a. For the development of a new internet or hybrid course or conversion of an existing course to internet or hybrid format, compensation will be \$500 per credit hour.
- b. Conversion of e-paks to the Columbia State format and development of web-enhanced courses are considered to fall within the scope of employment and will not be compensated.
- c. Faculty developing new Hybrid or Internet courses must submit a course proposal for approval by the chair and Provost. A member of the Instructional Design Team and the Director of Distance Education must approve the course before it is put into the schedule.
- d. Compensation for development will be made when the course is added to the schedule.
- e. Course designers must submit a course proposal to be paid for course revisions and the chair and Provost will determine if revisions qualify for compensation.
- e. The revised course will be subject to the same review and approval process as new courses.
- f. Compensation will be paid for revisions upon the course approval of the Director of Distance Education.