

Section Title	Number	Page
Intellectual Property Policy	02-0310	1 of 2
Date Adopted	Approved By:	
01-10-00 (AC)		

1. **PURPOSE:**

The purpose of this section is to present the intellectual property policy for employees and students of Wayne Community College.

2. **PROCEDURE:**

The College acknowledges the need to protect ownership rights in intellectual property as illustrated by, but not limited to, literary, dramatic, musical, artistic, and other intellectual and creative works as well as inventions, trade secrets, computer software which are copyrightable or patentable. The following statement of policy and procedure is made for the purpose of defining ownership of such rights that are created by College employees and students independently, or with College support. Employee, as used in this policy, means any full-time or part-time, contractual or noncontractual employee as defined in the College Procedures Manual.

INDEPENDENT WORKS – A College employee or student owns all rights to copyrightable or patentable work that is created by the employee or student while not in the course and scope of his or her employment or enrollment as illustrated by, but not limited to, the following factors:

1. The work is the result of individual initiative.
2. The work is not a specific assignment made within the course of employment or enrollment with the College.
3. The work involves only insignificant use of College facilities, time or resources.

COLLEGE SUPPORTED WORKS – Unless otherwise provided in this policy, the College owns all rights to copyrightable or patentable work that is created by a College employee in the course of the employee's employment with the College as illustrated by, but not limited to, the use of significant facilities, time, or resources of the College, including, but not limited to, released time, grant money, sabbatical leave, or other material or financial assistance by the College.

DISCLOSURE – All College employees and students shall disclose potentially copyrightable or patentable work to the College President or designee. In the case of copyrightable work, disclosure should be prior to beginning the work, but not later than completion of the work. An

Section Title	Number	Page
Intellectual Property Policy	02-0310	2 of 2
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employee or student shall disclose patentable when discovery appears eminent or promptly after discovery.

PROTECTION – The President or designee will take steps to protect the copyright and patent interest of the College in the sale, lease, or licensing to others of College work products. In the case of independent works, the employee or student is responsible for such procedures unless all rights are assigned to the College.

EXCEPTIONS – Any situations or mitigating circumstances not specifically addressed by this policy will be reviewed on an individual basis by the College President with outcomes maintained in appropriate College files.