



## Policy Approval/Review Form

This form is used for the approval, amendment, removal or review of a Gordon State College policy. Once authorized with the President's Signature, the policy will be posted to the Gordon State Website. This approval form will be filed in the Office of the President with Cabinet minutes noting approval.

|                       |                                                                                                                                             |
|-----------------------|---------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Policy Title *</b> | Intellectual Property Policy                                                                                                                |
| <b>Department</b>     | Advancement, External Relations and Marketing                                                                                               |
| <b>Policy Editor</b>  | Montrese Adger Fuller                                                                                                                       |
| <b>Request Type</b>   | New <input type="checkbox"/> Amended <input checked="" type="checkbox"/> Removed <input type="checkbox"/> Reviewed <input type="checkbox"/> |

### OBJECTIVE (Briefly state your purpose.)

The Intellectual Property Policy provides guidelines which states that Gordon State College may retain rights to intellectual property created by faculty, staff, and students. In all cases, Gordon State College is subject to the policies of the University System of Georgia and its Board of Regents with regard to intellectual property and states, "Intellectual Property shall be deemed to refer to patentable materials, copyrighted materials, trademarks,

### RESOURCES AND CONSULTATION (Briefly describe the resources (i.e. website, link) used in developing, amending, removing, or reviewing the policy. Include names of other individuals who assisted with this change.)

The VPAERM, Montrese Adger Fuller, viewed other USG policies to see how they were structured before amending this policy. The amended policy was reviewed by all Cabinet members, and there were no suggestions for any further edits.

### COMMUNICATION PLAN (Identify how information about how the policy will be communicated to the college as well as training plans if applicable.)

The Intellectual Policy will be communicated with the campus community during training work shops and listed on the College website for further reference.

### Authorizations

Dean or Supervisor Signature and Date: \_\_\_\_\_

Montrese Adger  
Fuller

Digitally signed by Montrese Adger  
Fuller  
Date: 2021.06.04 16:32:56 -04'00'

Cabinet Sponsor (VP) Signature and Date: \_\_\_\_\_

Kirk A. Nooks

Digitally signed by Kirk A. Nooks  
Date: 2021.06.04 17:03:32 -04'00'

President Signature and Date: \_\_\_\_\_

**\*Policy Template must be submitted with this form.**

# **GORDON STATE COLLEGE**

## **INTELLECTUAL PROPERTY POLICY**

### **INTELLECTUAL PROPERTY POLICY**

Gordon State College may retain rights to intellectual property created by faculty, staff, and students. In all cases Gordon State College is subject to the policies of the University System of Georgia and its Board of Regents with regard to intellectual property and states, "Intellectual Property shall be deemed to refer to patentable materials, copyrighted materials, trademarks, software, and trade secrets, whether or not formal protection is sought."

#### **Procedures:**

- The Intellectual Property Committee shall act in an advisory capacity and shall make recommendations to the President regarding the disposition and ownership of intellectual property developed at the college in accordance with applicable Board of Regents policy 6.3.
- If an individual employee created intellectual property with no assistance from the College the employee would retain 100% of the revenue.
- If the individual was assisted by the institution then after all expenses were paid the employee would receive 100% of the first \$25,000 and a percentage thereafter.

|                    | Net income<br>up to \$25,000 | Net income<br>above \$25,000 |
|--------------------|------------------------------|------------------------------|
| ORIGINATOR         | 100%                         | 50%                          |
| ORIGINATOR'S DEPT. | 0%                           | 25%                          |
| INSTITUTION        | 0%                           | 25%                          |

- Also see Gordon State College Statutes Chapter 5-Intellectual Property (attached.)
  - <https://www.gordonstate.edu/academics/academic-affairs/gordon-state-college-statutes-faculty-handbook/index.html>