



## UNIVERSITY POLICY

### ACADEMIC AND FACULTY POLICIES

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**Number: 103**  
**Subject: Copyright Policy**  
**Covered Individuals: UIU Faculty and Staff**  
**Covered Campus Locations: All UIU Locations**  
**Effective Date: April 22, 2020**  
**Date of Latest Revision:**

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#### PURPOSE

Encouraging the creation of copyrightable creative works and establishing ownership of them is an important part of the higher education mission. The purpose of this policy is to define copyrightable materials, to establish ownership of them, to delineate administration of copyrightable works and distribution of income, and to explain the permissible use of copyrighted materials in online teaching.

#### DEFINITIONS

1. Copyrightable Materials  
Under federal copyright law, copyright protection subsists in “original works of authorship fixed in any tangible means of expression, now known or later developed, from which they can be perceived, reproduced, or otherwise communicated, either directly or with the aid of a machine or device.” 17 U.S.C. Sec. 102. Copyright exists from the moment of creation of the work. Copyright protects the expression of an idea, but not an idea itself. Works of authorship include the following categories:
  - a. literary works;
  - b. musical works, including any accompanying words;
  - c. dramatic works, including any accompanying music;
  - d. pantomimes and choreographic works;
  - e. pictorial, graphic, and sculptural works;
  - f. motion pictures and other audiovisual works;
  - g. sound recordings; and
  - h. architectural works.
  
2. Exclusive Rights  
Subject to certain limitations contained in the Copyright Act, the owner of a copyright has the exclusive right to do and to authorize any of the following:
  - a. to reproduce the copyrighted work;

- b. to make derivative works based on the copyrighted work;
- c. to distribute copies of the copyrighted work by sale, gift, rental, lease, or lending;
- d. in the case of literary, musical, dramatic, and choreographic works, and motion pictures and other audiovisual works, to perform the copyrighted works publicly;
- e. in the case of literary, musical, dramatic, and choreographic works, pantomimes, and pictorial, graphic, or sculptural works, including the individual images of a motion picture or other audiovisual work, to display the copyrighted work publicly; and
- f. in the case of sound recordings, to perform the copyrighted work publicly by means of a digital audio transmission. 17 U.S.C. Sec. 106.

3. Employee and Faculty

The term “employee” shall mean any person receiving regular compensation from Upper Iowa University (University or UIU) in exchange for specified services. University employees include faculty, staff, and administrators, whether full- or part-time. University employees do not include independent contractors or those persons whose primary connection to the University is that of student.

4. Sponsored Research and Sponsored Projects

The terms “sponsored research” and “sponsored projects” refer to research activities or other work performed by a University employee for compensation from any agency, organization, or person external to the University, which research activity or other work may result in the creation of copyrightable works.

5. Substantial Use of University Resources

Substantial use includes projects undertaken by a faculty member with the benefit of extraordinary funds, facilities, or opportunities which the faculty member would not ordinarily be entitled to have for any chosen project. Ordinarily available resources include office space and personal office equipment, office computer workstations, library and other information resources, and the means of network access to such resources, including information available on University servers and the Internet, funding, and ordinarily available audio and video resources.

6. Royalties

The definition of net royalties shall be determined by agreement between the faculty author(s) and the University and incorporated into the specific written agreement as referenced in the first two paragraphs under Distribution of Income. It should be noted that tuition income does not constitute royalty income.

## **POLICY**

### **OWNERSHIP OF WORKS CREATED BY FACULTY**

Traditionally, faculty members at many colleges and universities are deemed to own the copyright in books, articles, instructional materials, and other scholarly writings. In recognition of this traditional practice, and specifically in support of faculty freedom to teach, write, and publish as they wish, the University affirms that copyrightable works created, made, or

originated by a faculty member shall be the sole and exclusive property of the faculty author except when he or she voluntarily chooses to transfer such property in full or in part, or as described in the following cases:

1. Special projects. The University will own the copyright in works created by faculty members as part of a project the nature of which lies outside the normal academic or administrative duties of a faculty member as specified in the *Faculty Handbook* and where the faculty members enter voluntarily into a written agreement that such works will be owned by the University.
2. Sponsored research or sponsored project. Where copyrighted materials are created by an investigator in the course of sponsored research funded by an outside agency, copyright ownership will be determined by the applicable terms of the funding agreement.
3. Substantial use of University resources. Substantial use projects shall be identified as such early in the development stage and a written agreement shall be executed between the faculty member and the University. The faculty member and the University shall jointly own such works.
4. Syllabi. Syllabi are jointly owned by the faculty members who create them and the University. They can be used by faculty if they teach elsewhere and by the University as master syllabi to be used by all faculty teaching the same course.

#### ADMINISTRATION OF COPYRIGHTABLE WORKS

1. **Faculty Works Not Work-for-Hire**  
For those works of which faculty members own the copyright, the faculty members are free to register the copyrights and are wholly responsible for protecting the works from infringement.
2. **Institutional Works or Work-for-Hire**  
For those works of which the University owns the copyright, whether because the works were created by an employee other than a faculty member, or were developed by a faculty member under a special project, the creator will disclose the creative works to the University as soon as possible after creation. Copyrightable creative works produced by employees other than faculty members are work-for-hire unless there is a written agreement to the contrary. Syllabi created in whole or in part by academic specialists or instructional designers are work-for-hire. The University will register the copyright if appropriate and protect the work from infringement if necessary.
3. **Jointly Owned Works**  
For those works which are jointly owned by the University and one or more faculty members, the University will register the copyright, if appropriate, and will protect the work from infringement if necessary.
4. **Works Created as Sponsored Research or Sponsored Projects**

For those works created as a result of sponsored research or sponsored projects, administration of the works will be determined by the terms of the sponsorship agreement.

5. Student-Created Works

Any copyrightable works resulting from student participation in faculty research projects will be owned by the faculty member(s) although it is assumed that such student participation will be credited.

## DISTRIBUTION OF INCOME

1. Faculty-Created Works Owned by the University

For those faculty-created works assigned to, or initially owned by, the University, the creator will receive fifty percent of the net royalties which accrue to the University. The University portion of such net royalties will be administered by Academic Administration. One-half of such royalties will be given to the University department of the creator of the work. Generally, the other half of the University's share of royalties will be used to stimulate further research, if the royalties resulted from research; royalties resulting from course-related works will be used to fund further course development. The University reserves the right, at its discretion, to deduct from the University's share of royalty income, prior to any such distribution, expenses properly attributable to the development or protection of the material, including litigation, which may be incurred in enforcing or defending the copyright or in licensing the copyrightable material.

2. Faculty-Created Works Jointly Owned with the University

For those works which are jointly owned by the University and one faculty member, fifty percent of the net royalties will be attributed to the University share and divided as described in the preceding paragraph. The other fifty percent will go in its entirety to the faculty member. For those joint works with two or more faculty authors, net royalties will be divided in equal shares among the joint owners, with the University share divided as described in the preceding paragraph and the faculty shares payable directly to them.

3. Works Created as Sponsored Research or Sponsored Projects

Income from works created as sponsored research shall be disposed of in accordance with the terms of the underlying contract or grant. In the absence of such terms, the works created shall be the property of the University, and net royalties received by the University will be distributed as described in the first paragraph of this section.

## USE OF COPYRIGHTED MATERIALS IN ONLINE TEACHING

Under Section 110 of the Copyright Act, as revised and expanded by the TEACH Act of 2002, faculty members may use copyrighted materials in their online classes. There are requirements that must be met, and the most relevant are noted here:

- The materials to be used are specifically for students in the class.
- Only those students will have access to the materials.

- The materials are directly related and of material assistance to my teaching content.
- The class is part of the regular offerings of Upper Iowa University (UIU).
- A notice stating that the materials are protected by copyright will be included.
- The students' ability to further distribute the materials will be limited.
- The materials will be made available to the students only for a period of time that is relevant to the context of the class session.
- Copies of the materials other than the one needed to make the transmission will not be made.

There is more information about the TEACH Act as well as a checklist of additional requirements at <https://guides.lib.utexas.edu/copyright/teachact>.

## **RULES, PROCEDURES, GUIDELINES, FORMS, AND OTHER RELATED RESOURCES**

- [17 U.S. Code Section 102 – Subject Matter of Copyright: In General](#)
- [17 U.S. Code Section 106 – Exclusive Rights in Copyrighted Works](#)
- [17 U.S. Code Section 110 – Limitations on Exclusive Rights: Exemption of Certain Performances and Displays](#)

## **CONTACTS**

Acting as the policy owner, the Vice President for Academic and Student Affairs is responsible for answering questions regarding the application of this policy. The Compliance Coordinator will act as an advisor to the VPASA and will answer policy questions at the VPASA's request.

## **SANCTIONS**

N/A

## **HISTORY**

- March 19, 2020 – Academic Affairs Committee recommended the policy to the Faculty Senate.
- April 8, 2020 – Faculty Senate recommended the policy to the University Policy Committee.
- April 17, 2020 – University Policy Committee recommended the policy to the President's Council.
- April 22, 2020 – President's Council recommended the policy to the President, who then approved it.