



Intellectual Property Policy

This document is the parent policy for any College procedures or regulations. Questions regarding this policy are to be directed to the identified Policy Administrator.

Policy Statement:

The policy of the Board of Governors is to protect the intellectual property resulting from works or inventions developed using Northern Lakes College facilities, funds, or resources, and to encourage creative and innovative endeavours of College employees.

Sponsor:	General
Policy Owner:	President & CEO
Policy Administrator:	Vice President, Academic
Approved By:	Board of Governors
Approval Date:	June 15, 2017
Effective Date:	June 15, 2017

Objective:	N/A
Guidelines:	<ol style="list-style-type: none"> 1. Northern Lakes College has ownership of and related intellectual property rights in the following works created by its employees or by contractors (pursuant to contractual assignments and agreements), where those works are created in the course of their assigned duties, their contractual obligations with Northern Lakes College, and/or using Northern Lakes College facilities, funds or resources on-campus and/or off-campus: <ol style="list-style-type: none"> A. Administrative materials B. Curriculum materials C. Teaching materials and equipment D. Instructional by-products E. Teaching/learning resources and learning objects F. Professional, technical and artistic works G. Research H. Any other technology or works 2. Specific relationships will be clearly identified in any detailed agreements and supplementary documents that are developed within this framework. 3. There will be procedures written that discuss the creation of works during the normal course of employment, outside employment and during paid leave.
Definitions:	N/A

Related Northern Lakes College Documents:	General – Intellectual Property Procedure
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Related External Information:	Post-Secondary Learning Act
Stakeholders Consulted:	Employee Management Advisory Committee: Mar 21, 2012 Policy Review Committee: May 16, 2017 Senior Leadership Team: Dec 15, 2011
Next Review Date:	June 15, 2022
Revision History:	April 17, 2012: New June 15, 2017