

Intellectual Property Policy

Development Procedures

Dates added Feb. 3, 2006

The following are the steps which will be followed by the Academic Affairs Committee (AAC) of the BOT to develop an intellectual property policy.

Process Approval

1. AAC considers development process, revises as appropriate, and approves process. **(Nov.'05)**

Draft Phase

1. Office of the Provost presents to AAC up to 4 best practices examples, along with government requirements. **(Dec. '05)**
2. AAC considers examples and develops major sections for consideration. **(March '06)**
3. Subcommittee of the AAC develops initial policy draft of sections, for review by full AAC **(August 06)**
4. AAC has draft reviewed by Legal Council for overarching concerns and revises draft for community review. **(September 06)**

Community Review Phase *(Each unit develops internal procedure for review) AAC passes draft for community review. (October 06)*

1. Draft referred to Academic Senate for review and comment
2. Draft referred to Dean's Council for review and comment
3. Draft referred to Student Government for review and comment
4. Draft referred to Institutional Advancement for review and comment.
5. Draft referred to BOT Executive Committee for review and written comments.

Community Hearing Phase

1. Each Review Group provides a 15 minute verbal presentation of comments along with documents to full AAC. **(Nov. '06)**

Development Phase

1. Subcommittee of the AAC considers comments and drafts final proposed policy for consideration. **(Jan.'07)**
2. Legal Council reviews final proposed policy for consistency. **(Jan ' 07)**

Final Comment Phase

1. Final Draft Policy reissued to stakeholders for final written comments. **(Feb' 07)**

Approval Phase

1. AAC Subcommittee considers final comments, makes revisions as appropriate, and issues policy **(March. '07)** to President for consideration, review, and possible forwarding to BOT for action. **(April '07)**
2. BOT reviews and considers policy **(April'07)**
3. If approved by BOT, Office of the Provost issues policy. **(May'07)**