

Copyright/ Royalty and Licensing Policy, 7.18

Chapter 7: General Administrative

Responsible Office: Academics

Applies to: Faculty, Staff, and Student Employees

BOT Approved: 12/16/2025

Policy: As private citizens, James A. Rhodes State College faculty, staff members, and student employees have the right to apply for copyright of publications (using any medium) when such publications are produced on an individual's own time; and exclusive of any employment or explicit contractual relationship with the College. The College, however, reserves all rights to any and all materials and any works created by an employee and used for teaching purposes at the College, including but not limited to course content, lecture materials, lab materials, videos, and images used in a course or College activity excluding third party material.

Guidelines:

I. Definitions

- a. Royalty:** A percentage of gross or net revenues generated from the use, sale, or licensing of the product, service, or intellectual property,

II. Policy Details

In an effort to stimulate greater productivity in special projects, the College may, under agreement, share the interest in materials/products otherwise reserved to the College when sold, licensed, leased, or otherwise in agreement beyond the College's use. Any agreement should use the following guidelines:

- 1) 50 percent of what the College receives in royalty earnings (after costs are absorbed) is assigned to the producing faculty/staff/student member and
- 2) 50 percent to the general fund with a memo entry identifying the originating cost center. This agreement would remain in effect as long as the College derives revenue from the materials/products.

Course-Related Materials/Products

Profits from materials/products produced in-house and distributed directly through the College bookstore for use by the campus community will accrue to the general fund with a memo entry identifying the originating cost center.

Licensing

Materials authored by faculty/staff/student members but copyrighted by the College may not be assigned, licensed, leased, traded, transferred, sold, or otherwise disposed of in whole or in part without informing the author and the administrator of the respective area. In the selling, trading, leasing, assigning, or transferring of materials to agents outside the College, the

faculty/staff/student member should be consulted in the establishment of price and conditions. The author, if currently employed at Rhodes State College, shall have the right of first refusal for updates.

References: NA

Related Policies or Procedures:

Copyright/Royalty and Licensing procedure 7.18(a)

[Use of Copyrighted Work policy 3.05](#)

History:

	Date:	Reason:
Issued:	02/20/96	Original policy was reviewed and approved by Board of Trustees
Revised:	12/16/25	General updates and revisions

This policy and / or procedure provides operating principles for Human Resources issues at Rhodes State College. It supersedes any prior policy covering specific subject. This policy and/or procedure may be suspended, modified or cancelled as determined by the College. This policy and/or procedure does not create a contract of employment, nor is it a condition of employment between the College and its employees.