

**MILLIKIN UNIVERSITY**

**INTELLECTUAL PROPERTY POLICY**

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- The "Goucher College Intellectual Property Policy: Working Draft" (<http://www.goucher.edu/x4640.xml>) with the permission of Goucher University.
- "Tufts University Policy on Rights and Responsibilities With Respect to Intellectual Property" ([http://techtransfer.tufts.edu/tufts/pol\\_guide/ip.html](http://techtransfer.tufts.edu/tufts/pol_guide/ip.html)) with the permission of Tufts University.
- "The University of Kansas Intellectual Property Policy for the Lawrence Campus" ([http://www.provost.ku.edu/policy/intellectual\\_property\\_policy/](http://www.provost.ku.edu/policy/intellectual_property_policy/)) with permission from Marilu Goodyear, Vice Provost for Information Services & Chief Information Officer.
- "Baker University Intellectual Property Policy: Working Draft, July, 2004" (<http://www.bakeru.edu/index.php?module=articles&func=display&aid=247>) with permission from Bonnie Postlewaite, Associate Vice President for Information Services.

<sup>1</sup> Updated to correct position name(s) [i.e. VPAA references changed to Provost; Director of Academic Development references changed to Dean of Students; Vice-President for Enrollment references changed to Vice-President for Enrollment & Marketing].

# MILLIKIN UNIVERSITY INTELLECTUAL PROPERTY POLICY

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## I. DEFINITIONS

- A. Cabinet Member: President of Millikin University (hereinafter the University); Vice President of Enrollment and Marketing; Vice President of Finance and Business Affairs; Vice President of Alumni and Development; Provost; Director of Athletics.
- B. Copyrightable Intellectual Property: includes, without limitation, all creative works, electronic or paper documents, course materials and syllabi, software (including source code and object code), multimedia or audiovisual materials and photographs, and any other materials that may be copyrightable under the laws of the United States (whether or not produced in the United States). While software and other proprietary information, including trade secrets, may be capable of patent protection, such Intellectual Property shall be considered Copyrightable Intellectual Property for purposes of this Intellectual Property Policy (hereinafter the Policy). With respect to software and its appropriate disposition, the University will consult with the Covered Individual.
- C. Covered Individuals: all persons employed by the University, including full and part-time faculty, adjunct and visiting faculty or researchers, administrators, staff members, student workers, independent contractors or consultants, and adjunct faculty who sign contracts designating them as independent contractors, who are treated as faculty for purposes of this Policy, as well as anyone using University facilities or resources under the supervision or with the permission of University personnel, including, but not limited to, volunteers and students enrolled at other institutions and/or performing internships at the University.
- D. Creator: any person who creates an item of Intellectual Property.
- E. Intellectual Property: property, such as an idea, invention, or process, that derives from the work of the mind or intellect.
- F. Other Intellectual Property: includes all registered and common law trademarks, service marks, domain names, logos, and all other types of proprietary rights created specifically for the University not otherwise covered under this Policy.
- G. Patentable Intellectual Property: includes, without limitation, all inventions, discoveries, processes, and designs, or other material that is potentially patentable under the laws of the United States, whether or not produced in the United States.
- H. Scholarly and Creative Works: works that have a primary goal of disseminating academic or scholarly knowledge, or are works of artistic expression.
- I. Student: any individual who registers for any course at the University, including any staff that might register for such courses. Where a student is also an employee, he or she is considered staff, and therefore is a Covered Individual, with regard to Intellectual Property as a result of his or her employment, and as a student with regard to other Intellectual Property. A full-time non-faculty employee who is also taking one or more courses is considered to be

staff with regard to Intellectual Property as a result of his or her employment and as a student with regard to other Intellectual Property.

- J. Substantial Use of University Resources: the extensive use of any University-paid time or funding, or the extensive use of facilities, equipment, staff assistance, and/or significant administrative support, including use of dedicated laboratories, dedicated computer centers, and dedicated equipment. This use does not include resources usually and customarily provided to University faculty and staff such as salary, offices, library facilities, and everyday telephone, computer, and computer network support.
- K. Work Made for Hire: work prepared by an employee within the scope of his or her employment, or a work specially ordered or commissioned for use as a contribution to a collective work, the University will draft a contract, and if the parties expressly agree and each party is satisfied with the terms and signs the contract, the work shall be considered a Work Made for Hire.

## **II. PURPOSE OF THE POLICY**

- A. The specific aims of this Policy are to:
  - 1. Promote and encourage creativity and cultivation of knowledge both in and beyond the classroom;
  - 2. Protect the rights of scholars and Students with respect to owning the products of their intellectual endeavors;
  - 3. Protect the rights of a scholar to take his or her work and use it elsewhere when leaving the University and, in certain circumstances, including but not limited to, where there is a signed agreement between the individual and the University;
  - 4. Protect the University's interest in work product developed for the University by outside consultants and independent contractors;
  - 5. Set forth mechanisms for determining ownership rights in Intellectual Property and for resolving disputes with respect to such property;
  - 6. Set forth guidelines for how the University and members of the University community will share in any net profits that result when Intellectual Property is introduced for commercial development; and
  - 7. Support the preservation of and access to Intellectual Property.
  - 8. The University reserves the right to allow flexibility in applying this Policy on a case-by-case basis. In such cases, ownership of Copyrightable or Patentable Intellectual Property developed pursuant to a written contract between the University and the Covered Individual will be governed by the provisions of any such contract. All contracts between the University and Covered Individuals and/or independent contractors will be reviewed by the appropriate administrator as described hereinafter in this Policy so that the

University's ownership interest in the work product may be protected. The administrator who reviews any such contract shall not disclose the subject matter of the contract reviewed except as may be necessary to protect the University's interests. Contracts may include Work Made for Hire language and/or language retaining any rights for the University.

9. Decisions about whether works of Intellectual Property are made with Substantial Use of University Resources may be negotiated with the University by the Covered Individual at such time as the Covered Individual reasonably concludes that he or she is making Substantial Use of University Resources, in accordance with the procedures set forth in Article XI.

### **III. SCHOLARLY AND CREATIVE WORK EXCEPTION**

- A. The University recognizes and adopts as policy the longstanding custom that faculty own the copyright to their scholarly, pedagogical, and creative works. Such works are thus an exception to the Work Made for Hire rule. Scholarly and Creative Works, defined above, may include, but are not necessarily limited to, course materials, such as textbooks, lecture notes, exams, syllabi, workbooks, and laboratory manuals, including course materials which a faculty member was either paid to develop or received a course release to develop, subject to the University's right to use as described below; scholarly publications, journal articles, research bulletins, monographs, and reviews; books, whether fiction or non-fiction; plays; poems; musical compositions, and audio recordings; and works of visual art, such as paintings, drawings, sculpture, and photographs, and electronic expressions (including software/encoded works in some instances) of such works. For purposes of this Policy, Scholarly and Creative Works are works generally expected of faculty as evidence of their professional achievement.
  1. Where copyrightable creations are created under the Scholarly and Creative Work Exception, copyright ownership rests with the Covered Individual, and royalties go to the Covered Individual, whether or not the Covered Individual has made Substantial Use of University Resources.
  2. For the purposes of this Policy, students and visiting scholars/artists are considered scholars in training and therefore copyrightable creations created by them fall under the Scholarly and Creative Work Exception, except as further defined in Section VII.
  3. For purposes of this Policy, if a member of the faculty of the University takes a sabbatical, any Intellectual Property created by such faculty member while on sabbatical shall not be subject to this Policy, unless the faculty member has made Substantial Use of University Resources while developing such Intellectual Property. Notwithstanding the foregoing, if the Intellectual Property created by the faculty member during such sabbatical is based upon or is a derivative work of Intellectual Property owned by the University, then this Policy shall continue to apply.
  4. The Scholarly and Creative Work Exception does not apply to non-faculty University employees (unless agreed to otherwise) and does not apply in the absence of a contract assigning those rights into which the University and a non-faculty employee enter prior to the creation of the work.

## **IV. COPYRIGHTABLE INTELLECTUAL PROPERTY**

### **A. Responsibility for Disclosure of Copyrightable Intellectual Property**

1. The Creator of Copyrightable Intellectual Property is not obligated to disclose the creation of such property, unless the Copyrightable Intellectual Property is owned by the University, as set forth below. If the Copyrightable Intellectual Property is owned by the University under this Policy, the Covered Individual is responsible for timely disclosure to the University as set forth in Article XI, at such time when it can be reasonably concluded that Copyrightable Intellectual Property has been created, and sufficiently in advance of any publications, presentation, or other public disclosure to allow time for possible action that protects rights to the Intellectual Property for the Covered Individual and the University. When appropriate, the University may require the Covered Individual to warrant the originality of his or her work. Intentional failure to disclose the creation of Copyrightable Intellectual Property at such time as the Covered Individual reasonably believes that such creation has occurred is outside the norms of established standards of academic integrity and should be addressed accordingly; however, so long as the Covered Individual discloses the creation of Copyrightable Intellectual Property at such time as the Covered Individual reasonably believes, in good faith, that such creation has occurred, there will be no finding of any compromise of academic integrity, regardless of whether the Covered Individual and his or her Administrator agree that substantial use of University resources has been made. With respect to Copyrightable Intellectual Property owned by the University that generates royalties, such royalties shall be allocated pursuant to Article IX of this Policy.

### **B. Determination of Rights to Copyrightable Intellectual Property**

1. Except as set forth below, the Creator of Copyrightable Intellectual Property shall retain all of his or her rights thereto, and the University shall not have ownership rights in keeping with the tradition of academic institutions to give faculty members and students the right to retain ownership of their copyrightable materials.
  - a. The University owns Copyrightable Intellectual Property developed under any of the following circumstances:
    - i. Development was funded as part of an externally sponsored research or development program that expressly allocates rights to the University, or by any agreement that expressly allocates those rights;
    - ii. A Covered Individual was expressly assigned, directed, or specifically funded by the University to develop specific Copyrightable Intellectual Property, and the University has a contract with the Covered Individual;
    - iii. Copyrightable Intellectual Property was developed by administrators or other non-faculty employees, including student employees, in the course of employment duties and constitutes Work Made for Hire; or
    - iv. Copyrightable Intellectual Property was developed by any individual with Substantial Use of University Resources, subject to the Scholarly and Creative Work Exception.

- b. The University has the right to use Copyrightable Intellectual Property owned by Covered Individuals in the following circumstances:
- i. Upon request by the University, Covered Individuals shall grant to the University a non-exclusive license for the life of the Intellectual Property rights (with royalties to be negotiated, when appropriate) to make copies of Copyrightable Intellectual Property that such Covered Individual owns that was created while the Covered Individual was employed by the University to use such property in teaching, scholarship, and research in support of the University's educational mission, provided that the Covered Individuals shall have the right to approve proposed uses of their Copyrightable Intellectual Property. The University has no right under this paragraph to record or distribute the recording of a Covered Individual's classroom lecture or performance for commercial purposes without the Covered Individual's permission, which is in the sole discretion of the Covered Individual to give.
  - ii. In the event a Covered Individual leaves the University, he or she shall grant to the University a license to create derivative works from the Copyrightable Intellectual Property in the form of course materials created by the Covered Individual for use in the University curriculum so long as the University identifies to the Covered Individual the material it wishes to use. Unless otherwise requested by the Covered Individual with reasonable advance notice, the University will, when exercising its license, credit the Covered Individual.
  - iii. In the event that a Covered Individual has created Copyrightable Intellectual Property prior to the initiation of employment or matriculation at the University, the University will not assert ownership or license rights to such property. To the extent the Covered Individual creates derivative Copyrightable Intellectual Property from such work (that does not fall within the Scholarly and Creative Work Exception) while employed or matriculating at the University, the terms of this Policy shall govern the rights to such derivative property.

## **V. PATENTABLE INTELLECTUAL PROPERTY**

### **A. Responsibility for Disclosure of Patentable Intellectual Property**

1. A Covered Individual who alone, or in association with others, creates Patentable Intellectual Property with Substantial Use of University Resources is responsible for disclosing the Patentable Intellectual Property to the University as set forth in Article XI. Such disclosure shall be made when it can be reasonably concluded that Patentable Intellectual Property has been created, and sufficiently in advance of any publications, presentation, or other public disclosure to allow time for possible action that protects rights to the Patentable Intellectual Property for the Covered Individual and the University. Covered Individuals are encouraged to seek the advice of the appropriate University administrator under Article XI in determining whether the subject matter is Patentable Intellectual Property within the meaning of this Policy. When appropriate, the University may require the Covered Individual to warrant the originality of his or her work. Intentional failure to disclose the creation of Patentable Intellectual Property at

such time as the Covered Individual reasonably believes that such creation has occurred is outside the norms of established standards of academic integrity and should be addressed accordingly; however, so long as the Covered Individual discloses the creation of Patentable Intellectual Property at such time as the Covered Individual reasonably believes, in good faith, that such creation has occurred, there will be no finding of any compromise of academic integrity, regardless of whether the Covered Individual and his or her Administrator agree that substantial use of University resources has been made. With respect to Patentable Intellectual Property owned by the University that generates royalties, such royalties shall be allocated pursuant to Article IX of this Policy.

## **B. Determination of Rights to Patentable Intellectual Property**

1. Except as set forth below, the Creator of Patentable Intellectual Property shall retain his or her rights, and the University shall not assert ownership rights.
  - a. The University owns Patentable Intellectual Property developed under any of the following circumstances:
    - i. Development was funded as part of an externally sponsored research or development program that expressly allocates rights to the University or by any contract that expressly allocates those rights;
    - ii. The Covered Individual was assigned, directed, or specifically funded by the University to develop specific Patentable Intellectual Property and the University has a contract with the Covered Individual that allocates ownership rights to the University;
    - iii. Patentable Intellectual Property was developed by administrators or other nonfaculty employees, including student employees, in the course of employment duties and constitutes Work Made for Hire.
    - iv. Patentable Intellectual Property was developed by any individual with Substantial Use of University Resources.
  - b. The University has the right to use Patentable Intellectual Property owned by Covered Individuals in the following circumstances:
    - i. Upon request by the University, Covered Individuals will grant to the University a non-exclusive license for the life of the Intellectual Property (with royalties to be negotiated, when appropriate) to use Patentable Intellectual Property that they own in teaching, scholarship and research in support of the University's educational mission, provided that the Covered Individual shall have the right to approve proposed uses of the Patentable Intellectual Property.

## **VI. OTHER INTELLECTUAL PROPERTY**

- A. All proprietary rights that constitute Other Intellectual Property shall be owned solely by the University. The University reserves the right to control and protect the trademarks and service marks of the University.

- B. The Millikin University name, seal, and logo may not be used in conjunction with any private or commercial enterprise, in tandem with the advertisement of any product, or by any individual or group promoting itself.
- C. Use of the University name, seal or logo on letterhead and business cards is standardized and regulated by the Marketing Department. Any questions regarding the use of the University name, seal, or logo in circumstances other than the ones listed above should be referred to the appropriate administrator as outlined in Section XI.
- D. The University is the owner of five (5) official marks and seven (7) secondary marks. For a complete listing of the University's trademarked logos and seals, please see the University Branding Guide, available at [www.millikin.edu/branding](http://www.millikin.edu/branding).

## VII. SPECIAL RULES FOR STUDENTS

Copyrightable and Patentable Intellectual Property created by Students is subject to the following additional rules:

- A. The University makes no claim to ownership of Copyrightable and Patentable Intellectual Property created by Students that is not developed within the scope of an employment relationship with the University or with one of its employees, and not making Substantial Use of University Resources.
- B. The University owns Copyrightable or Patentable Intellectual Property created or developed by any Student with Substantial Use of University Resources.
- C. Students working on a project governed by a contract to which the University is a party shall be bound by the terms of that contract.
- D. Students who are hired to perform specific tasks that contribute to the creation of Copyrightable or Patentable Intellectual Property will ordinarily have no rights to ownership of that Property, regardless of the source of funds from which they are paid. In such cases, the party who owns the copyright or patent to the Copyrightable or Patentable Intellectual Property will ordinarily retain copyright or patent ownership of the portion contributed by the student.
- E. Students collaborating with Covered Individuals on projects that result in Copyrightable or Patentable Intellectual Property, except those who are hired or directed to perform specific tasks that contribute to the creation of such property, and have signed a Work Made for Hire contract, have the same rights and obligations of copyright and patent ownership as would another Covered Individual working collaboratively on the project. To the extent a Covered Individual working with the student asserts sole ownership of the work product, he or she must establish this right at the outset of the collaboration, through a written contract, or be barred from asserting sole ownership rights. The University strongly encourages any student(s) and faculty member(s) who are collaborating on such projects to execute a written agreement prior to beginning work which delineates each party's responsibilities and potential consequences for failing to carry out such responsibilities, including but not limited to loss of rights and obligations with respect to Copyrightable or Patentable Intellectual Property created as a result of the collaboration.

- F. Student entrepreneurship activities:
1. Certain campus initiatives, including the Center for Entrepreneurship, support student-created start up activities and business ventures by providing, in some cases, certain resources, including limited amounts of funding, workspace, and limited use of resources such as computers and printers. For these Student-created start up activities and business ventures, the University shall allow the Students involved in the formation and management of such ventures to retain their ownership of any intellectual property, including copyright and patent rights, from these efforts, even where the Students have utilized University resources, as described above, although an exception to this general rule is made where Students make Substantial Use of University Resources, in which case Section VII, Part B of this Policy shall apply.
  2. The University allows Students to own the intellectual property to any inventions that they make as part of certain project-oriented academic courses, such as Physics Entrepreneurship (PY361). This exception shall apply where the only University facilities used are those routinely made available by the College or Department to all Students enrolled in the course. This exception shall be determined by the University on a course-by-course basis, and will be documented in writing by the course professor in conjunction with the Provost prior to commencement of the course.
  3. Project-oriented courses, student-run ventures, and faculty projects occasionally engage with external sponsors to provide funding and/or to create specific projects. In such cases, Students must be informed of the requirement to transfer ownership of any intellectual property, including inventions, to the external sponsor prior to beginning the course, if such requirement made by the external sponsor. This agreement must be reduced to writing and shall be signed by the Student, professor of the course, and a representative of the sponsor, prior to commencement of the project.
- G. If none of the above scenarios apply, Students performing work compensated by the University are subject to the provisions governing staff or other non-faculty employees, and their work constitutes Work Made for Hire under the laws of the United States, as set forth in this Policy.
- H. The University reserves the right to make copies of Student papers, course assignments, dissertations, and theses for use in the University curriculum, including uploading the work in the University's course management system, licensed plagiarism detection databases, and for archival purposes. The Student, by enrolling in the University, gives the University a nonexclusive royalty-free license to mark on or retain the work as may be required by the process of instruction, to otherwise handle the work as set out in this Policy or in the course syllabus, or to use the work to further the University educational mission. The University shall not have the right to use the work in any other manner without the written consent of the Student.
- I. Students may not disseminate any print, electronic materials, video or audio recordings, or any other Copyrightable or Patentable Intellectual Property created by others that they make, use, or receive in class for commercial purposes or to anyone not enrolled in the class (such as recorded lectures, lecture notes, handouts, PowerPoints, etc.).

## **VIII. FORMALIZING OWNERSHIP AND RIGHTS ALLOCATION**

### **A. Waiver or return of rights.**

The University may, in its sole discretion, waive, transfer, or license to the Covered Individual its rights in any Intellectual Property when such action does not conflict with obligations to other interested parties.

### **B. Contracts regarding the ownership and use of Intellectual Property.**

In the event the University or any Covered Individual wishes to negotiate a special contract regarding Copyrightable and Patentable Intellectual Property, or otherwise modify the application of this Policy to any particular piece of Intellectual Property, a contract regarding ownership and use of such property may be reached. The Provost shall be responsible for negotiating all such contracts.

## **IX. ROYALTY DISTRIBUTIONS**

- A. Unless otherwise agreed to in writing, the net income (gross royalties and license or use fees minus administrative, licensing, legal, direct, and other reasonable expenses) resulting from the creation and marketing of Copyrightable or Patentable Intellectual Property owned by the University pursuant to this Policy will be divided evenly between the Covered Individual and the University, and any third party or parties, if applicable.
- B. Absent an agreement otherwise, in the event that Copyrightable or Patentable Intellectual Property is created by multiple Covered Individuals, royalties will be shared on a pro rata basis equally among all parties as part of negotiations.
- C. The Covered Individual will continue to receive his or her share of royalties after he or she leaves the University.

## **X. CONFLICTS OF INTEREST**

- A. Covered Individuals cannot use their affiliation with the University to popularize the competing product of for-profit enterprises. For example, Covered Individuals may not use the Millikin University name, logo, or status as a Millikin University student or professor in advertising or any other type of promotion of their product or venture.
- B. Arrangements with outside organizations which propose terms which are different from, or in conflict with, the terms of this Policy, shall first be submitted to the appropriate person as determined in Section XI for review by the University. If approved by the University, the terms shall be binding upon all Covered Individuals performing such research or utilizing such facilities, and will supersede the terms of this Policy which are inconsistent therewith.

**XI. POLICY ADMINISTRATION AND DISPUTE RESOLUTION**

A. General administration of this Policy is the responsibility of the Provost. General administration includes, but is not limited to:

1. Occasional review of this Policy as needed, and administering any revisions to this Policy through the approval process.
2. Development and revision of guidelines, procedures, disclosure forms and other accompanying materials and facilitation of the approval process for such materials.
3. Establishment of procedures to ensure that employment contracts and course catalogs or syllabi state that the Covered Individual is subject to this Policy.
4. Education of the University community on Intellectual Property issues and this Policy.
5. Interpretation and implementation of the Policy.
6. Consultation with legal counsel regarding intellectual policy issues or revisions to this Policy.

B. All questions about this policy should be referred to either the Provost or the appropriate administrator as follows:

**Covered Individual**

**Administrator**

College of Arts & Sciences faculty, staff, and students	Dean of College of Arts and Sciences
Tabor School of Business faculty, staff, and students	Dean of Tabor School of Business
College of Professional Studies faculty, staff, and students	Dean of College of Professional Studies
College of Fine Arts faculty, staff, and students	Dean of the College of Fine Arts
Covered individuals of Other Intellectual Property	Provost or appropriate Vice President

C. Submission of disclosures will be made to the appropriate administrator as follows:

**Covered Individual**

**Administrator**

College of Arts & Sciences faculty, staff, & students	Provost & Dean of College of Arts & Sciences
Tabor School of Business faculty, staff, & students	Provost & Dean of Tabor School of Business
College of Professional Studies faculty, staff, & students	Provost & Dean of College of Professional Studies
College of Fine Arts faculty, staff, & students	Provost & Dean of the College of Fine Arts

Covered individuals of Other Intellectual Property	Provost or appropriate Vice President
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D. As a general rule, dispute resolution with regard to this Policy will be heard by the following persons:

1. Dispute resolution for faculty of all schools and colleges:

<u>Committee Membership</u>	<ul style="list-style-type: none"> <li>▪ Faculty Welfare Committee</li> <li>▪ An academic dean (at the request of the Faculty Welfare Committee, will serve in an advisory capacity)</li> </ul> <p>(See Policies &amp; Procedures: Faculty section 2.5.1 for Procedures for Hearing before Faculty Welfare Committee)</p>
<u>Appeals</u>	Appeals of the Faculty Welfare Committee's decision will go to the Provost.

2. Dispute resolution for Students will go to an ad hoc committee consisting of

<u>Committee Membership</u>	<ul style="list-style-type: none"> <li>▪ Dean of Students</li> <li>▪ One faculty member outside of the student's immediate study concentration (chosen by and mutually agreeable to the Dean of Students and the student)</li> <li>▪ Dean of the College or School that houses the students' first degree of record</li> </ul> <p>One student member (chosen by and mutually agreeable to the aforementioned Dean/and the student)</p>
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<b><u>Appeals</u></b>	Appeals of the ad hoc committee will go to the Provost.
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3. Dispute resolution for staff will go to an ad hoc committee consisting of:

<b><u>Committee Membership</u></b>	<ul style="list-style-type: none"> <li>▪ The Director of staff member's unit if the person involved in the dispute is not the Director of that unit</li> <li>▪ Director of Human Resources, who is to ensure fair treatment</li> <li>▪ Appropriate VP for all non-academic staff. Appropriate Dean for academic or Director for academic staff.</li> <li>▪ One staff member outside of the person's work unit (chosen by and mutually agreeable to the Director of Human Resources and the disputing party )</li> </ul>
<b><u>Appeals</u></b>	Appeals of the ad hoc committee will go to the Provost.

4. Dispute resolution for Cabinet Members will go to an ad hoc committee consisting of:

<b><u>Committee Membership</u></b>	<ul style="list-style-type: none"> <li>▪ Three members of the Academic Council (chosen by and mutually agreeable to the Director of Human Resources and the University Cabinet member in question)</li> <li>▪ Director of Human Resources</li> <li>▪ Provost (or a presidential designee if the Provost is the complainant)</li> </ul>
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<b><u>Appeals</u></b>	Appeals of the ad hoc committee will go to the President if the person involved in the dispute is the Provost or a University vice president.
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