Procedure V.5003.B.a, Request Transfer of Intellectual Property

Associated Policy
Policy V.5003.B.a, Intellectual Property Rights

Procedures
San Jacinto College recognizes the talent and hard work of employees in preparing materials that are used to teach and support our students. We recognize that there may be occasions when an employee desires to acquire ownership of materials that they have prepared or to make available to others, including as Open Educational Resources (OER). Under College policy, an individual employee may request the assignment of intellectual property or copyright by submitting an application to the Chancellor or designee. Upon receipt of the application, the Chancellor or designee will direct a review of the request.

A. If the College does not assert its right to ownership of the intellectual property, the creator(s) shall be notified that they are free to obtain and exploit intellectual property protection in their own right and the College shall not have any further rights, obligation, or duties with respect thereto except that, in some instances, the College may elect to:
   1. retain a non-exclusive, non-revocable, non-transferable, perpetual, royalty-free license to use the intellectual property;
   2. impose certain limitations or obligations; or
   3. retain certain income rights, depending upon the degree of College support involved in the creation of the intellectual property.
B. With respect to intellectual property in which the College asserts its ownership, the College shall decide how, when, and where the intellectual property is to be protected, and may proceed through its own efforts or those of counsel, or an appropriate private firm to obtain protection and manage the intellectual property.

Date of SLT Approval	March 19, 2024
Effective Date	May 7, 2024
Associated Policy	Policy V.5003.B, Intellectual Property Rights
Primary Owner of Policy Associated with the Procedure	Deputy Chancellor/President
Secondary Owner of Policy Associated with the Procedure	Provosts