



ROLLINS COLLEGE POLICY

Title: Intellectual Property	Type	Key Institutional
No: KI 1040	Approval Date: 4-23-2026	
Responsible Office:	Reviewed By: Dean of CLA, 2-24-2026; Dean of Holt, 4-6-2026; Assoc. Dean/COO of Crummer, 3-9-2026; IRB, 4-17-2026; CLA Faculty Affairs Committee, 4-21-2026; CLA Executive Committee, 4-23-2026; Crummer Faculty, 4-16-2026 Approved By: VPAA/Provost, 4-23-2026 Notifications: College Policy Committee, President's Cabinet, President, 4-23-2026	
Next Review: 2030-2031	Revision No: 2; See Section VII for revisioning history.	

I. Purpose/Introduction/Rationale

This policy is meant to encourage, support, and recognize the intellectual contributions of Rollins College's administrators, faculty, staff, and students' research, teaching, and learning efforts. The policy is also intended to protect the rights and interests of the College and its constituents, and to provide information that will guide the understanding of intellectual property and its application at Rollins. All administrators, faculty (full time and part-time adjunct), staff, student employees, students, and non-employees, including independent contractors and consultants, in all programs and divisions of Rollins – the College of Liberal Arts (CLA), the Hamilton Holt School (Holt), and the Crummer Graduate School of Business (Crummer) – who participate or intend to participate in teaching, research, learning, and/or scholarship projects are bound by this policy.

Rollins College is committed to complying with all applicable laws regarding copyright and other forms of intellectual property. Furthermore, this policy shall not be interpreted to limit the College's ability to meet its obligations for deliverables under any contract, grant, or other arrangement with third parties, including sponsored research agreements, license agreements, and the like.

Questions of ownership or other matters pertaining to materials covered by this policy shall be resolved by the VPAA | Provost (or their designee) in consultation with others, as appropriate. In the event that resolution of such matters becomes controversial, the VPAA | Provost (or their designee) will convene an Intellectual Property Committee, as described below in Section III.B. Patents, for guidance and recommended resolution(s).

II. Definitions

Intellectual Property. Tangible results of scholarship, research, teaching and advising, including, but not limited to, inventions, creations, new processes, innovations, works of art, audio recordings, films, lecture notes, musical scores, dramatic works and accompanying music, choreographic works, graphic and sculptural works, poetry, literature, textbooks and other books, distance learning materials, speeches, podcasts, documentaries, slideshows, educational courseware, and tangible research materials; that is, all copyrightable or patentable works, and the patents and copyrights that reserve rights to them, that are protected by U.S. copyright, patent, trade secret, or trademark laws.

Copyright. The U.S. federal law that grants authors and creators exclusive rights over their original artistic, literary, or intellectual works.¹ Under Federal copyright law, copyright subsists in "original works of authorship" that have been fixed in any tangible medium of expression from which they can be perceived, reproduced, or otherwise communicated, either directly or with the aid of a machine or device. Human authors are entitled to copyright works of authorship that are perceptible in Artificial Intelligence (AI)-generated outputs, as well as the creative selection, coordination, or arrangement of material in the outputs, or creative modifications of the outputs.² Such works include, but are not limited to, the following.

- **Literary Works.** Books, textbooks, journal articles, essays, poems, short stories, speeches, manuals, databases, bibliographies, blogs, and other tangible research materials.
- **Instructional Materials.** Memoranda, syllabi, tests, course and online learning materials, educational courseware, and lecture notes.
- **Computer Programs and Software Code.**
- **Musical Works:** compositions, sheet music, and any accompanying lyrics.

¹ Data collected, but not published, is not considered copyrightable work.

² U.S. Copyright Office. (2025). *Copyright and Artificial Intelligence: Part 2 - Copyrightability*. <https://www.copyright.gov/ai/Copyright-and-Artificial-Intelligence-Part-2-Copyrightability-Report.pdf>

- **Dramatic Works:** plays, operas, musicals, and scripts, including accompanying music.
- **Pantomimes and Choreographic Works:** recorded or notated dance routines.
- **Pictorial, Graphic, and Sculptural Works:** including paintings, photographs, drawings and sketches, statues and sculptures, diagrams, and maps.
- **Motion Pictures and Audiovisual Works:** movies, films, television shows, documentaries, video games, online videos, slideshows, and other recording media.
- **Audio and Sound Recordings:** recorded music, podcasts, and audiobooks (distinct from the underlying composition).
- **Architectural Works:** building designs, blueprints, and physical buildings themselves.
- **Compilations and Derivative Works.** Works based on collections of preexisting materials selected, coordinated, or arranged in such a way that the resulting work as a whole meets the requirements for copyright protection. For example, periodicals, anthologies, encyclopedias, directories, and databases, translations, and musical arrangements.

Creator. The individual(s) who invents, creates, authors, or innovates with respect to the respective intellectual property.

Invention. Any new and useful process, machine, manufacture, or composition of matter, or any new and useful improvement thereof.

Patent. A property right for a technical invention, which can be a new product, process, or machines, articles of manufacture, compositions of matter, or new designs for articles of manufacture, or improvements thereof, that gives an inventor the exclusive right to exclude others from making, using, selling, or importing their invention for a limited period.

Tangible Research Finding.³ The physical embodiment of research efforts, including inventions or copyrightable works that result from College activities by any faculty, staff, student, or non-College employee. Tangible research findings include, but are not limited to, antibodies, cell lines, new microorganisms, plant lines or progeny thereof; recombinant or other biological materials; integrated circuit chips, computer software, engineering prototypes and drawings, chemical compounds; devices; machines; and models.

Trade Secret. Any information that provides a competitive advantage because it is not generally known to the public and is subject to reasonable efforts to maintain its secrecy, including formulas, processes, strategies, or techniques.

Trademark. A word, phrase, symbol, design, or combination thereof that identifies and distinguishes the goods and/or services of one source from those of others.

III. Procedure or Application

A. Copyright. See policy [KI 1004 Use of Copyrighted Works](#) (click link to access), which supersedes this policy in the event of conflict.

1. **General Copyright Policy.** Rollins College's policy is that all rights in copyright remain with the creator unless the work is a "work for hire," is commissioned by the College, or is otherwise subject to contractual obligations.
2. **Scope of Copyright Protection.** Copyright protection does not extend to any idea, process, concept, data, discovery, or the like, but only to the work in which it may be embodied, illustrated, or explained. For example, a written description of a manufacturing process is copyrightable, but the copyright only prevents unauthorized copying of the description; the process described could be freely copied unless it enjoys some other protection, such as patent. Subject to various exceptions and limitations provided for in the copyright law, the copyright owner has the exclusive right to reproduce the work, prepare derivative works, distribute copies by sale or otherwise, and display or perform the work publicly. Ownership of copyright is distinct from the ownership of any material object in which the work may be embodied.
3. **Books, Articles, and Similar Works, Including Unpatentable Software.** In accord with academic tradition, except to the extent required by the terms of funding agreements, Rollins College does not claim ownership to pedagogical, scholarly, or artistic works, regardless of their form of expression. Such works include those of students created in the course of their education, such as papers, theses, and articles. The College claims no ownership of popular nonfiction, novels, poems, musical compositions, unpatentable software, or other works of artistic imagination that are not institutional works (see "Institutional Works as Work for Hire"). Copyright in

³ Data collected, but not published, is not considered a tangible research finding.

pedagogical, scholarly, or artistic works to which the College disclaims ownership under this policy shall be held by the creators regardless of whether the work constitutes a "work for hire" under copyright law.

- 4. Ownership and Use of Course Materials (including class technology and recordings of classroom activities).** All course materials including, but not limited to, Canvas™ (and other College course management tools) materials, syllabi, recordings of classroom activities, websites, etc., developed by a Rollins faculty member belong to the faculty member, unless grant or other outside funding sources dictate otherwise. Faculty ownership of such course materials does not, however, entitle the faculty member to any additional compensation from the College as a result of appropriately enrolled students' use of such materials. Faculty ownership of such course materials also does not preclude the College from using such materials for internal instructional, educational, and/or administrative purposes, including satisfying requests of accreditation agencies for faculty-authored syllabuses and course descriptions. Materials brought to Rollins from other institutions are bound by any ownership constraints from the institution at which they were developed; barring none, they belong to the faculty member.

The use of student images or materials outside of a currently enrolled class is not permitted without a signed release from students. This includes videotaping, recordings, website images, and class materials where the expectation of a student is that their purpose is for that particular course. If the purpose of the class is to create a website, video/recording, or other materials for future courses, this permission is not needed.

- 5. Institutional Works as "Work for Hire."** The College shall retain ownership of works created as institutional rather than personal efforts that is, works created by administrators and staff for College purposes in the course of the creators' employment, College-commissioned faculty work, or works resulting from simultaneous or sequential contributions over time by numerous faculty, staff, and/or students. The employer (i.e., the College) by law is the "author," and hence the owner, of works for hire for copyright purposes; therefore, Rollins owns all rights, intellectual and financial, in such works. Administrators, faculty, and staff who gain professional expertise through such work, however, may engage in professional activities – conferences, consulting, etc. – that may result in compensation.

"Work for hire" is a legal term defined in the Copyright Act as "a work prepared by an employee within the scope of his or her employment." For instance, work assigned to programmers is "work for hire" as defined by law as is software developed for College purposes by students and staff working collaboratively. This definition includes works prepared by employees in satisfaction of sponsored agreements between the College and outside agencies. Certain commissioned works also are works for hire if the parties so agree in writing. The mere fact that multiple individuals have contributed to the creation of a work shall not cause the work to constitute an institutional work. Where a work is jointly developed by College faculty, staff, and/or student employees and a non-College third-party, the copyright of the resulting work will typically be owned jointly by the College and the third party. In such instances, both the College and the other party would have nonexclusive rights to the work, subject to the duty to account to each other.

- 6. Works of Non-employees.** Under the Copyright Act, works of non-employees such as consultants, independent contractors, etc., generally are owned by the creator and not by the College, unless there is a written agreement to the contrary. As it is Rollins' policy that the College shall retain ownership of such works (created as institutional rather than personal efforts, as described in "Institutional Works as Work for Hire"), Rollins will generally require a written agreement from non-employees that ownership of such works will be assigned to the College. Examples of works that the College may retain from non-employees are as follows: reports by consultants or subcontractors, computer software, architectural or engineering drawings, illustrations or designs, and artistic works.
- 7. Use of Copyrighted Material.** (See College Policy KI 1004 *Use of Copyrighted Works*, section 6.1, concerning open access).
- 8. Use of the College Name in Copyright Notices.** The following notice should be placed on College- owned materials: Copyright © [year] Rollins College. All Rights Reserved. No other institutional or departmental name is to be used in the copyright notice, although the name and address of the department to which readers can direct inquiries may be listed. The date in the notice should be the year in which the work is first published, i.e., distributed to the public or any sizable audience. Additionally, works may be registered with the U.S. Copyright Office using its official forms (<http://www.copyright.gov/forms/>).
- 9. Reconveyance of Copyright to Creator.** When copyright is assigned to Rollins because of the provisions of this policy, the creator of the copyrighted material may make a request to the VPAA|Provost that ownership be reconveyed back to the creator. Such a request can, at the discretion of the VPAA|Provost, be granted if it does not: (1) violate any legal obligations of or to the College, (2) limit appropriate College uses of the materials, (3) create a real or potential conflict of interest for the creator, or (4) otherwise conflict with College goals or principles.

B. Patents. Rollins College is an educational institution whose fundamental mission is to provide an outstanding liberal arts education. Rollins recognizes that research, particularly that involving collaborative investigations with students and faculty, is one of the highest forms of education.

Disclosure. All potentially patentable ideas and inventions developed in whole or in part by College personnel in the course of their employment, or with more than incidental use of Rollins College resources, shall be disclosed in writing to the Office of the VPAA|Provost. Written disclosure should include the (1) name of the inventor, (2) what was invented, (3) circumstances that led to the invention, and (4) the information as to what might be subsequent activities surrounding the invention.

Review Process. The VPAA|Provost (or their designee) will convene an Intellectual Property Committee comprised of two faculty members of the VPAA|Provost's choosing, two faculty members of the inventor's choosing, and a fifth faculty member agreed upon by the four other faculty members. The Intellectual Property Committee will review the invention disclosure information submitted and make a recommendation to the VPAA|Provost either to seek a patent using College funds or to decline further action.

If the College refuses to pursue application of the idea/invention, the inventor may then seek other aid outside the College to assess the patentability of the invention. If no action is taken, all patent rights revert to the inventor.

If there is positive action on an application, the College may wish to pursue evaluation of the invention from technical development consultants to ascertain whether there is sufficient interest and financial return that would make the acquisition of a patent feasible.

The remaining steps in the process are as follows.

1. A patent is obtained, or institutional steps are put in place to protect the invention as a trade secret. These steps may ensure that, in the event of not immediately applying for a patent, proper protection is maintained and limited disclosure and publication are delayed.
2. A patent, if any, is licensed and royalties are earned.
3. Legal enforcement of patent rights commences.

Sharing of Royalties. Royalty distribution will be as follows.

1. 100% will accrue to the College for recovery of costs associated with the patent/license development, including all fees for preparing and prosecuting patents, and all marketing and licensing fees.
2. Remaining income would be distributed according to the following schedule.
 - a. Inventor(s) or their heirs: 40% of gross royalties
 - b. Inventor(s) Department: 20% of gross royalties
 - c. College: 40% of gross royalties

Under certain conditions, the College may agree to accept a negotiated percentage of equity in place of all or some portion of the license or royalty fee(s).

C. Trademarks. Trade and service marks are distinctive words or graphic symbols identifying the sources, product, producer, or distributor of goods or services. Trade and service marks relating to goods or services distributed by the College shall be owned by the College. Examples include names and symbols used in conjunction with the College wordmark and logo and those names or symbols associated with College athletics, events, programs, software, or activities.

IV. Related Policies or Applicable Publications

[KI 1004 Use of Copyrighted Works](#)

[KI 1039 Research Data Ownership](#)

V. Appendices/Supplemental Materials

Rollins College's Intellectual Property Policy is based on policies adapted, with permission, from Stanford University.

VI. Effective Date

This policy is effective April 23, 2026, and supersedes all versions issued previously.

VII. Revisioning History

Rev. 2, 4-23-2026: periodic review and updates, conversion to Key Institutional (KI) policy, addition of definitions in Section II.

Rev. 1, 5-19-2015: Faculty Handbook, Section II - All Faculty Policies and Procedure - Updated 01/14/2026.
<https://scholarship.rollins.edu/handbooks/47>.

Original, 6-11-2007: Faculty Handbook Section II - All Faculty Policies and Procedure - Updated 01/14/2026.
<https://scholarship.rollins.edu/handbooks/47>.