

Intellectual Property Notification and Compliance Form

1. Name

2. Department

3. Phone

4. Email

5. Title of Book or Other Intellectual Property

6. Names of All Authors

7. Publisher

8. Year of Publication

9. The course(s) in which this material will be assigned

10. The semester(s), summers(s) or intersession(s) in which the material will be assigned (check all that apply):

Wintersession 2020

Spring 2020

Summer 2020

Fall 2020

Wintersession 2021

Spring 2021

Summer 2021

Fall 2021

Wintersession 2022

Spring 2022

Summer 2022

11. Do you receive income in any form (royalties or other) from assigning these materials to your students?

If no, please explain why you don't receive any profit while your intellectual property is being sold to students at SCSU.

If yes, choose one of the following:

a. I am donating all profits to a 501(c)(3)

Name of 501(c)(3) _____

Note: faculty members, their research, programs or departments cannot derive any financial gain or benefit from donations to the 501 (c)(3), including any personal tax donation benefit from the donation for the faculty member.

b. I am donating all profits to the SCSU Foundation or a university fund.

Your statement of how the profits will be donated: _____

Note: faculty members, their research, programs or departments cannot derive any financial gain or benefit from donations to the SCSU Foundation or university fund, including any personal tax donation benefit from the donation for the faculty member.

c. I am seeking a waiver from this policy and will retain the profits from my intellectual property:

Justification: _____

Note: documented evidence is required to support justification, e.g. published reviews or publisher data of sales to other universities. A copy of this evidence and of the book/work must be submitted to Susan Westrick, Intellectual Property Chairperson, for committee review by Friday, November 1, 2019.

I certify that I am in compliance with all requirements as specified in the current SCSU *Policy Concerning the Assigning of Faculty Authored Textbooks or Other Intellectual Property Taught by the Same Faculty*.

Your Name / **serves as official signature**

Date

A copy of your Notification and Compliance Form will be sent to the Chair of your department.

In every two (academic) years, all faculty who require their own students to purchase the faculty member's intellectual property are required to resubmit the Notification and Compliance Form.

Note: if there are issues which fall outside the scope of this protocol, please notify the Provost office.