

INDIANA UNIVERSITY

PATENT PROCEDURE

(By action of University Faculty Council April 13, 1993;

Adopted by Board of Trustees March 31, 1994)

[This action changes the name of the Committee on Inventions and Patents to the Policy Committee on Intellectual Property, explains its relationship to the Technology Transfer Advisory Committee, which has been in existence for the past few years, and clarifies the responsibilities of each committee. This wording would replace the first five paragraphs under "Patent Procedure" on page 43 of the Academic Handbook.]

PATENT PROCEDURE

The Office of the President is responsible for administrative matters relating to inventions, patents, and copyrights. The Vice President for Research and Dean of the Graduate School represents Indiana University in all matters of patent policy affecting the University's relations with government, industry, and the public. These duties shall be carried out with the aid of the following two committees.

1. The *Policy Committee on Intellectual Property*, appointed by the Vice President for Research, consists of seven to twelve members, at least a majority of whom are faculty, and the remainder from the administration or staff of the university. A faculty majority of the committee shall be named by the UFC with the concurrence of the Vice President for Research. While it is important that disciplines, colleges, school, and/or campuses traditionally interested in matters of intellectual property such as patents, licenses, copyrights, etc., be represented on the committee, it is also important that the committee be representative of the faculty broadly. Committee members shall serve staggered three year terms. The committee shall elect its own chair yearly from among the faculty members of the committee. One faculty member shall also serve on the Technology Transfer Advisory Committee. Responsibilities of the PCIP are to:

- A. Develop specific policies on intellectual property in line with the general principles on intellectual property established by the University Faculty Council.
- B. Advise the Vice President for Research on any other matters relating to intellectual property that might be brought to the committee from any source.
- C. Send copies of the minutes of all meetings to the UFC Agenda Committee.
- D. Report annually to the UFC on policies established (or rescinded) on intellectual property during the year, and give some evaluation of the implementation of these policies by the Technology Transfer Advisory Committee. This report shall be in sufficient depth for the UFC to determine whether the policies are consonant with the principles and how they are working, and to permit the UFC to communicate with the faculty at large on these matters.

2. The *Technology Transfer Advisory Committee*, appointed by the Vice President for Research, consists of seven to twelve members, at least a majority of whom are faculty and the remainder from the administration or staff of the university. The faculty majority

of the committee shall be named by the UFC with the concurrence of the Vice President for Research. As with the Policy Committee on Intellectual Property, representation should be balanced and Committee members shall serve staggered three year terms. The committee shall elect its own chair yearly from among the faculty members of the committee. One faculty member shall also serve on the Policy Committee on Intellectual Property.

Responsibilities of the TTAC are to:

- A. Advise the office of the Vice President for Research on implementation issues of the Policies on Intellectual Property.
- B. Advise the Director of Technology Transfer on the continuing operations of the Office of Technology Transfer.
- C. Review all patents, licenses, and other intellectual property arrangements.
- D. Serve as a conduit for faculty, staff, and students who may wish to raise questions concerning technology transfer.
- E. Advise the Policy Committee on Intellectual Property or the UFC when new policies are needed.
- F. Report periodically, but not less than twice yearly, to the PCIP on the workings of the TTAC.