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|  <p><b>The University of British Columbia<br/>Board of Governors</b></p> | <p><b>Policy No.:</b><br/><b>LR12</b></p> |
| <p><b>Long Title:</b><br/>Use of Teaching Materials in UBC Credit Courses</p>   |   |
| <p><b>Short Title:</b><br/><b>Teaching Materials Policy</b></p>   |   |

**Background & Purposes:**

UBC is a community of scholars whose essential functions are the pursuit and dissemination of knowledge and understanding through research and teaching. As part of this overall mission, UBC wishes to facilitate the open exchange of ideas, and the creation, preservation, continual enhancement and utilization of collaboratively developed materials incorporated into the delivery of courses of study at UBC, including courses delivered online or through other electronic platforms.

**1. Scope**

- 1.1 This Policy applies to certain types of teaching materials. This Policy does not apply to Inventions discovered in the course of University Research, as those items are dealt with in the Inventions Policy.

**2. General**

- 2.1 UBC recognizes that those who teach at or under the auspices of UBC, including faculty members, adjunct and clinical faculty, lecturers, instructors, and teaching assistants (“**UBC Scholars**”) use a wide variety of materials in their teaching at UBC (“**Teaching Materials**”). UBC further recognizes that many such materials are created and further developed, through collaboration with colleagues or through University investment. UBC wishes to support and enable this collaboration.
- 2.2 UBC Scholars own all the intellectual property in the Teaching Materials that they create but, where they have contributed those Teaching Materials to a Departmental Resource or where UBC has made a material investment in the development of the Teaching Materials, UBC also has the irrevocable, non-exclusive right to use and revise those Teaching Materials in UBC credit courses and to share those rights within the community of UBC Scholars.
- 2.3 For the purposes of this Policy, a Departmental Resource is a repository of Teaching Materials, identified as such by a Department, Faculty, School, or other academic unit and maintained by or on behalf of such unit. By way of example, Departmental Resources may include content, assessments and other elements of course design. For clarity, Teaching Materials will not be considered to be contributed to a Departmental Resource simply by virtue of: (i)

uploading the Teaching Materials to a course delivery platform such as *Connect*; (ii) publishing the Teaching Materials on a course webpage maintained by an individual UBC Scholar; or (iii) sharing the Teaching Materials directly with other UBC Scholars.

- 2.4 For the purposes of this Policy, a material investment in the development of Teaching Materials is the provision of compensation, facilities, equipment or other resources beyond those ordinarily provided to all UBC Scholars in the course of their normal duties. Examples of material investments in the development of Teaching Materials include: (a) a direct discretionary investment in the development of Teaching Materials; (b) the making of specific payments to UBC Scholars for the development of Teaching Materials; (c) the provision of teaching relief in consideration for the specific task of developing Teaching Materials; and (d) the provision of assistance from a Research Assistant, Teaching Assistant or other staff member specifically assigned to develop the Teaching Materials.
- 2.5 For clarity, material investments in the development of Teaching Materials do not include: (a) the use of Teaching Assistants for duties normally associated with course delivery; (b) payment of a UBC Scholar's normal salary and benefits; (c) the provision of teaching relief other than as described above; (d) the provision of study relief as contemplated in the UBC - Faculty Association Collective Agreement; (e) the use of a UBC learning management system; (f) the incidental use of UBC-owned computer equipment; or (g) the incidental use of support staff.

### **3. Implementation**

- 3.1 The Responsible Executives will develop and make available guidelines containing recommended practices, to assist Departments, Faculties, Schools, and other academic units to identify Departmental Resources and material investments made in the development of Teaching Materials.
- 3.2 Questions or concerns about the implementation of this Policy should be directed to the head of the applicable academic unit. In the event the matter cannot be resolved to the satisfaction of the parties, the matter may be referred to the applicable Responsible Executive for a final determination. Where the question or concern is about whether a material investment has been made in Teaching Materials the determination will be made on the basis of whether the UBC Scholar should reasonably have understood that a material investment was made.
- 3.3 The contribution of UBC Scholars to Teaching Materials used in UBC credit courses as permitted by this Policy should be acknowledged in accordance with accepted scholarly standards. If a UBC Scholar has a concern about whether his or her intellectual contribution has been appropriately acknowledged he or she may refer the matter for handling under the Scholarly Integrity Policy.