SECTION D: EMPLOYEE RESPONSIBILITIES

1. The Patent Policy

a) The Patent Advisory Committee

1) Purpose and Authority

By regulations adopted by the Board of Trustees, the Patent Advisory Committee is charged with the responsibility for advising the President in carrying out the Patent Policy of BGSU.

2) The President or designee shall appoint a Patent Advisory Committee consisting of three or more faculty members and two or more administrative staff members of BGSU. Such Committee shall:

(a) Review all applicable inventions and discoveries and determine and advise in each individual case whether a discovery or invention resulted from research, investigation, or activity conducted in any laboratory or facility of the BGSU and is the property of BGSU.

(b) Determine and advise the President whether or not the discovery or invention, which is the property of BGSU, has a sufficient value or is of a sufficient interest to BGSU to warrant its retention; or, if the same should be relinquished to the inventor or otherwise dealt with.

(c) Advise the President about acquiring on behalf of BGSU, by agreement, on such terms and conditions as it deems appropriate, an interest in such patentable discoveries and inventions in those situations in which it shall have been determined that the discovery or invention does not otherwise belong to BGSU.

(d) Determine and advise the President whether or not to pursue the patentability and development of a discovery or invention that is the property of BGSU.

(e) Recommend to the President appropriate courses of action, including prospective purchasers or licensees of inventions or discoveries, and advise the President on the terms and conditions of any agreements.

b) Procedure and Regulations Governing Invention Disclosures to be Submitted to the Patent Advisory Committee

1) The Patent Advisory Committee shall evaluate inventions submitted to it to determine:

(a) If the invention is such that BGSU has no rights thereunder. For example, the Committee shall consider whether or not the invention was developed under a
sponsored research contract in which the grantor is given all rights or whether or not the invention was made without using BGSU facilities.

(b) If the invention, as the property of BGSU, requires further legal protection and can be licensed or otherwise used to produce royalty or other income to BGSU and the inventors.

The inventor(s) shall ordinarily be given an opportunity to present all relevant information and recommendations to the Committee in writing or in person.

After making the above determinations, the Patent Advisory Committee shall make its recommendations to the President of BGSU. The President is empowered and authorized to act on or reject such determinations.

Through its Chair, the Patent Advisory Committee shall maintain liaison with the University Patent Counsel or other agents in making patentability searches, securing proper legal protection for the selected inventions, and in obtaining the maximum benefit therefrom.

2) The President of BGSU is hereby empowered and authorized, after receiving the advice of the Patent Advisory Committee, and after reporting to the Board of Trustees, to act on or reject the Patent Advisory Committee's determinations, and to sell, assign, convey, or grant on behalf of BGSU any such discoveries and inventions or any rights or shares in such discoveries and inventions, including patent rights, to such persons, firms, or governmental agencies for such consideration or upon such terms and conditions, including dedication to the public, as shall be deemed by the President, after consultation with the inventors, to be in the proper and best interest of BGSU.

3) Procedures

Recognizing that time is of the essence in securing legal protection for inventions, the Patent Advisory Committee shall meet expeditiously as required to carry out its defined duties. In its evaluation of inventions, the Patent Advisory Committee shall normally communicate its decisions and recommendations in writing to the President of BGSU within three months of the receipt of the disclosure. The inventor(s) shall be informed of the decision of BGSU with respect to the submitted invention within six months of the date of receipt of the disclosure.

4) The Inventor's Responsibilities: Submission of Disclosures and Assignment of Exclusive License

Any faculty member, student, or staff member who has made or participated in the conception of an invention or discovery using BGSU facilities shall submit to the Vice President for Research and Economic Development an Invention Disclosure Form completed to the fullest extent possible. At the same time, a copy of the
completed Invention Disclosure Form shall be submitted, for informative purposes, to the head of the appropriate administrative unit (Department Chair, Program Director, Area Head, Supervisor, etc.). Use of the standard Invention Disclosure Form, which is available from the Vice President for Research and Economic Development, is recommended to assure that the Patent Advisory Committee receives all necessary information. Additional drawings, photos, reports, etc., may be attached to the Invention Disclosure Form as necessary to complete the disclosure.

Because the completed Invention Disclosure Form may be the first complete written record of the invention, it should be signed and dated by the inventor(s) and by at least one witness who is competent to understand the invention.

c) Liaison with Attorneys and Prospective Licensees, etc.

The Office of the Associate Vice President for Research shall provide liaison among the inventor(s); Patent Advisory Committee; Legal or Patent Counsel; external sponsors of research; prospective licensees; developers, promoters, and other persons having an interest in acquiring or developing rights in inventions or discoveries from BGSU. The Associate Vice President for Research shall convey significant matters to the Patent Advisory Committee for review, policy guidance, and recommendations to the President.

d) Records, etc.

The Patent Advisory Committee shall keep appropriate records of all such submitted inventions, patent application, patents and agreements, etc., as are necessary to perform its functions.

2. Resume Form

It is the responsibility of each faculty member to maintain current professional career data in the Office of the VPAA. This should be done through the department/school and college office. The following form is suggested.

SUGGESTED PROFESSIONAL RESUMÉ FORM FOR FACULTY

(Your name in capital letters)

(In all categories, please respond chronologically with the most recent activity at the top of the list.)

I. Academic Degrees
II. **Academic Positions**
   A. Teaching Positions
   B. Administrative Positions

III. **Non-academic Positions**
   (List all salaried positions in business, industry, or government. Do not list minor political offices or appointments.)

IV. **Teaching Experiences or Academic Service**
   A. **Teaching Experiences**

      (List the courses you have taught and the number of years of experience with each course. Do not list "Problems" or "Readings" courses.)

      1. Undergraduate Courses
      2. Undergraduate-Graduate Courses
      3. Graduate Courses
      4. Other Teaching. (List here interdisciplinary courses, supervision of students teachers, workshops, or courses conducted to teach graduate assistants to teach or other kinds of teaching unique to a college or university setting.)
      5. Thesis and Dissertation Students. (List here those students for whom you served as the major research advisor and as Chair of the thesis or examining committee.)
         a. Theses:
         b. Dissertations:
      6. Membership on Dissertation Committees:
         Name  Degree  Year  University
      7. Membership on Thesis Committees:
         Name  Degree  Year  University

   B. **Academic Support Service** (Applies only to Instructional Media, Counseling, Library.)

V. **Curriculum Development**
   (List courses added to the curriculum, workshops, etc.)
   A. Courses
   B. Workshops
   C. Educational Materials (filmstrips, films, TV materials, etc. Give publisher, date of publication, etc.)

VI. **Professional Development**
   (List courses taken, workshops, improvement leaves, post-doctoral training, etc.)
VII. Academic Advising
A. Undergraduate Year Number of Students Assigned
B. Graduate Year Number of Students Assigned

VIII. Research Interests
(Give the speciality or specialities within your discipline in which you have high research competence(ies) and with which you prefer to be identified.)

IX. Research Projects and Grants
(List the funding agency, the agency project number if known, the dates, the dollar amount of support, and the title of the project. Do not list pending or unsuccessful applications. Any special research equipment or travel grants should be included under this heading.)

X. Publications or Equivalencies

A. Publications
List only articles published or accepted for publication and/or books published or assigned a publication date. In all cases include publisher, date of publication, pages and other appropriate information.
1. Books
   (a) Textbooks
   (b) Scholarly books
   (c) Anthologies and all edited texts designated as such
   (d) Chapters of books
   (e) Indexes and other bibliographic texts
2. Journal Articles
   (a) Refereed Articles
      (1) Journals
      (2) Proceedings
   (b) Non-refereed Articles
      (1) Journals
      (2) Newsletters
      (3) Miscellaneous
   (c) Editorships of Journals
3. Book Reviews
   (a) Book review essays
   (b) Book reviews
4. Abstracts
5. Reports
   (a) Published
   (b) Unpublished

OR

B. Equivalencies
Spatial Arts
(List appropriate information, dates, locations, etc.)
1. Invited BGSU art shows
2. Invited external art shows
3. Juried exhibitions
4. Works in permanent collections
5. Touring exhibits
6. One-person shows
7. Prizes

OR

Musical Arts
(List appropriate information, dates, locations, etc.)
1. Performances
   a. Local performances
   b. External performances
2. Original Musical Compositions published, recorded or performed (List appropriate information, dates, locations, etc.)
   a. Commissioned original compositions
   b. Original compositions
   c. Transcriptions

OR

Dramatic Arts
1. Directing (Play, where performed, dates, sponsor/producer)
2. Acting (Play, where performed, dates, sponsor/producer)
3. Original play (Name, publisher or producer, dates, location, etc.)
4. Scenery and costume design (Play, where performed, dates, sponsor/producer)

OR

Patents Awarded
(List patent number, date, etc.)

OR

Product or Engineering Designs
(Describe product, company accepting design, etc.)

OR

Other

XI. Papers Read to Professional Societies
A. Invited papers
B. Refereed papers
C. Non-refereed papers

XII. Service
A. Department
B. College  
C. University  
D. Professional  

(List only offices held or other appropriate professional service such as chairing a symposium or panel discussion.)

XIII. Research or Professional Consultantships

XIV. Membership in Professional Organizations

XV. Honors and Awards
   A. Membership in Honor Societies  
   B. Awards (List award, date, sponsor, etc.)

3. Smoking Regulations (Board of Trustees, May 7, 1993)

   Smoking is prohibited inside all buildings, structures, and vehicles owned or leased by Bowling Green State University, including those at the Firelands Campus.

4. Solicitation Policy (Faculty Senate, 10-2-84)

   This policy is framed to permit all Bowling Green State University employees to perform their jobs free from intrusions and to ensure that the mission of the University shall proceed unhampered. It also is recognized, however, that the atmosphere of a University requires "academic freedom, the full freedom of speech, freedom to teach, to learn, and to conduct inquiry in a spirit of openness necessary to the acceptance of criticism, the expression of differing opinions, and the pursuit of truth" (Article I.A of the Academic Charter). Furthermore, "all members of the University Community and the Trustees have legitimate concerns about all aspects of the University" (Article I) and "The persons who create and maintain the University constitute the University Community" (students, faculty, administrative staff, classified staff, administration).

   a) Definitions
     
      (1) Working Time: Those hours during which faculty employees are engaged in the primary University function for which they were hired. Classified and administrative staff working time shall mean accepted work-shift or hours during which employees are engaged in the primary function for which they were employed.
(2) **Internal organization**: Any organization or association made up exclusively of University employees. Local affiliation with a regional, state, or national organization shall not preclude a University group’s being defined as an internal organization.

(3) **External organization**: Any organization or association of individuals that is not made up exclusively of University employees.

(4) **Solicitation**: Any activity that is designed to advertise, promote, or sell any product or commercial service, or encourage support for or membership in any group, association, or organization.

**b) Disruption of Working Time**

A person's ability to perform assigned duties while engaged in the primary University function for which the employee was hired shall not be impaired by any activity conducted for the purpose of advertising, promoting, or selling any product or commercial service or for encouraging or being encouraged to join any group, association, or organization.

**c) Use of Facilities**

(1) **Campus mail**

The internal campus mail system is for the exclusive use of the University and any organization sponsored by (or affiliated with) the University or made up exclusively of students or University employees (whether or not affiliated with state or national societies or associations). No commercial use shall be made of the campus mail system.

(2) **Space**

Any organization or individual wishing to use University space to advertise, promote, or sell any product or commercial service or wishing to encourage membership in any group, association, or organization shall obtain authorization of the person or office (e.g., the Space Assignments Office) responsible for that space or facility. Normally, requests to reserve or have access to University space must be filed forty-eight hours prior to a meeting or visit. The request shall state:

(a) the purpose of the proposed visit; and

(b) the name of any person(s) or alternates who desire access to the campus.

The Office of Space Assignments will attempt to locate a designated area for use by the nonemployee or organization submitting the request and will then issue a permit designating the room and the date and time it may be used. If two or more requests
for access to a designated area for the same or overlapping times have been made, the University will attempt to provide alternate designated areas. If no alternate designated area is available, the University will grant access to the available designated area on a rotating basis with equal time for its use. If the designated areas are unavailable due to a prior reservation, the University will immediately notify the requesting party of such conflict.

(3) Bulletin boards or other public access areas

Any employee may post notices or other appropriate information on designated employee bulletin boards or other designated public access areas. If the notice contains information about an on-campus meeting during which a product or commercial service is to be advertised, promoted, or sold or during which membership in a group, association, or organization will be advocated, the notice shall be consistent with (in terms of designated area, time, and date) the permission granted to the organization.

d) Distribution of Literature

Distribution of literature by any external organization or nonemployee within any building on campus shall be limited to public access areas or to other designated areas reserved according to procedures described above in c) (2)(space).

e) Violations

Any visitor who violates this policy may be denied use of University facilities for up to one year. Any employee who violates this policy may be disciplined under the conditions and in accordance with the procedures established by and published within the appropriate employee handbook.