

AA 33

Licensing of Teaching Materials

Classification:	Academic Affairs
Responsible Authority:	Dean, Academic Development
Executive Sponsor:	Senior Vice President, Academic
Approval Authority:	Algonquin College Executive Team
Date First Approved:	1988.11.02
Date Last Reviewed:	2020.06.15
Mandatory Review Date:	2025.06.15

PURPOSE

To provide a process for the licensing of teaching materials to other publicly funded colleges.

SCOPE

All teaching materials licensed by the College.

DEFINITIONS

Word/Term	Definition
Academic Administrator	Program chair, Course chair, Academic Manager or Dean
Curriculum Documents	Program description, program outcomes, program of study and course outlines.
Detailed Curriculum	Program curriculum that may include program proposals, student assessment tools, program profiles, school policies, and program-developed audiovisual material.
Fee	One time fee payable for the non-exclusive license of the program.

POLICY

1. The College believes that the sharing of teaching materials among educational institutions is desirable as it enhances the reputation of the College.

2. Normally revenues generated from the licensing of teaching materials are to exceed the costs associated with the license.
3. Curriculum documents such as the program description, program outcomes, programs of study, and course outlines will be shared free of charge upon request to other publicly funded Ontario colleges. Requests from other Canadian colleges will be assessed on a case by case basis. A written Curriculum Documents License Agreement specifying terms and conditions will accompany the release, which is overseen by the Dean, Academic Development.
4. Materials printed by the College's Print Shop, such as laboratory manuals, workbooks, program and course guidelines, will be sold through the Bookstore. Those requesting these documents should be referred directly to the Bookstore, and served according to Bookstore Policy.
5. Program proposals, student assessment tools, program profiles, school policies, core lesson plans, program-developed audiovisual material may all be licensed on a cost recovery basis when the authoring department is ready for external release. Departments will establish a fee for all such documents based on a cost recovery process. Terms and conditions surrounding external release will be specified in writing to the purchaser in the Detailed Curriculum License Agreement, which is overseen by the Dean, Academic Development.
6. The License Agreement is updated annually, or as needed, with input from Finance.
7. Persons wishing to obtain a total program package license are encouraged to visit the College to discuss the program, its learning materials, and to visit the facilities required to support the program.
8. At the discretion of the Senior Vice President, Academic or their designate, alternative curriculum licensing arrangements other than those described in this policy may be undertaken.

PROCEDURE

<u>Action</u>	<u>Responsibility</u>
1. Consult with the Dean when a request has been received for the licensing of teaching materials.	Academic Administrator
2. Obtain a written agreement specifying the terms and conditions of the licensing of the teaching materials.	Academic Administrator in consultation with the Dean, Academic Development
3. Secure appropriate signatures.	School/Faculty Dean, Dean, Academic Development, Senior Vice President, Academic and Vice-

4. Release the teaching materials as agreed.

President (Finance and
Administration)

Academic Administrator

SUPPORTING DOCUMENTATION

None

RELATED POLICIES

None

RELATED MATERIALS

None