**UNIVERSITY OF PITTSBURGH
SCHOOL OF NURSING**

**ADMINISTRATIVE POLICIES AFFECTING THE
SCHOOL OF NURSING**

TITLE OF POLICY: **COURSE MATERIALS**

ORIGINAL DATE: **January 2009**

LAST REVIEW/REVISION DATE:

POLICY: During and after employment, the University retains a non-exclusive, irrevocable, perpetual, royalty-free license for course material created by the faculty in the course of employment. This license includes the right to create derivative works, but not the right to publish such scholarly works for dissemination outside the University (see University of Pittsburgh Policy 11-02-02).

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The University owns the copyright to works created: (i) by staff members (other than faculty or postdoctoral scholars) or student employees within the scope of their employment; and (ii) by faculty members or postdoctoral associates as an assigned task. An assigned task is any task within the scope of employment that is not a Scholarly Work. An assigned task might include the development of course materials that are posted on the internet or made available in some other format, when this has been specifically contracted for as an Institutional Work.

Accordingly, any course materials that are developed and/or used during employment at the University of Pittsburgh School of Nursing belong to the University of Pittsburgh. The course materials must be available to the Department Chairperson each term. If a faculty member is unable to teach the course, all course materials must be available to the newly assigned faculty member and the Department Chairperson.

PROCEDURE: Course materials that are developed and/or used during employment at the University of Pittsburgh School of Nursing must be provided to the Department Chair or designate prior to the date employment ends.

To enable course instruction to efficiently proceed in the event of a planned or unexpected absence, all faculty (full and part-time) are required to place materials on CourseWeb for each course they teach regardless of the level (undergraduate, master's or doctoral). The CourseWeb content should include at a minimum:

1.   Course Syllabus

2.   Additional Course Documents if not included in the syllabus:

- Course objectives
- Detailed class schedule
- Classroom activities
- Assignments
- Required readings
- Evaluation methods
- Content collection

A paper copy of the current Course Syllabus should be placed on file in each department at the beginning of each term.

Reviewed by Dean's Council: 08-09
Revised by Dean's Council: 02/09