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From: University Human Resources <univhr-admin@uiowa.edu>
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To: All Faculty and Staff
Subject: Annual Policy Notification on Supplemental Activities and Extra Compensation, Use of University Name, Intellectual Property, and a Drug Free Environment



FROM:

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DATE: Oct. 9, 2019 2020

The University of Iowa is committed to maintaining an inclusive environment that supports faculty and staff as they pursue the university's mission of education, research, engagement, and service. The policies outlined in this notification provide guidelines for intellectual property, supplemental activities, standards of conduct regarding illicit or mentally impairing substances, use of the University's name, and other related activities.

Please review this notification and bookmark the Annual Policy Notifications page on the University Human Resources website for your reference. Policy notifications such as this one are required by federal law. Additional policies will be highlighted in future communications.

SUPPLEMENTAL ACTIVITIES AND EXTRA COMPENSATION

These policies are designed to ensure that university employees engaged in extramural activities do so fairly and in compliance with federal, state, and university regulations. Key elements include:

* 17.17(1) Use of University Supplies. Other than library materials and assigned office space, faculty and staff members shall not use university supplies, materials, equipment, or services for

non-university activities without first obtaining approval and arranging for the payment of the total cost for such use. University stationery or letterhead shall not be used in connection with professional extramural activities except for professional service.

* 17.17(6) Extra Compensation for Teaching Academic Courses. University faculty members, including staff members teaching as adjunct faculty, may from time to time teach courses that are in addition to their regular "load" or in addition to their full-time positions (aka "overload"). Such employees receive compensation in addition to their regular salary. All teaching for extra compensation must be approved on a case-by-case basis.

* 17.17(4) Employment on Grants and Contracts. With special exceptions, grant or contract funds are not to be used to augment the full-time salary of university employees.

To review the full policy, please see the [UI Operations Manual](#).

USE OF THE UNIVERSITY NAME

The use of the university name for any purpose in any activity that is not part of, or is unrelated to, the fulfillment of the missions of the university, and that is not previously sanctioned by the Office of Strategic Communications, is prohibited.

To review the complete policy, please see the [UI Operations Manual](#).

UNIVERSITY INTELLECTUAL PROPERTY POLICY

The scholarship and creative work done by faculty, staff, and students can often lead to intellectual property (IP) in the form of patentable inventions or copyright protected works. The university's policy governing these activities describes circumstances when disclosures must be made to the University of Iowa Research Foundation and how revenue from licensing or commercialization will be distributed.

This policy also addresses university employee responsibilities related to the assignment of this IP to any outside entity during the course of consulting activities (e.g., working with a company on a problem related to one's research or expertise that creates new IP, sharing unpublished university research results that include potential university IP, or using significant university

resources while consulting). When consulting work involves, or may involve, research or investigation conducted by UI faculty, whether off or on the UI's premises, a sponsored research agreement can minimize the potential for intellectual property conflict.

To review the complete IP policy, please see the [UI Operations Manual](#).

For further examples of when consulting activity may produce university intellectual property that must be disclosed to the University of Research Foundation, please see the Office of the Provost website.

DRUG-FREE ENVIRONMENT POLICY

Consistent with the federal Drug-Free Schools and Campuses Act, the university has a policy that establishes standards of conduct in relation to the unlawful possession, use or distribution of illicit drugs and alcohol. This policy is also consistent with the Board of Regents Policy on Substance Abuse, and emphasizes the expectation that faculty and staff will report to work in an appropriate mental and physical condition to carry out their responsibilities safely and effectively, absent any impairment because of the use of controlled substances and/or alcohol.

Where there exists probable cause to believe an employee's ability to perform his/her duties is impaired because of the use of alcohol or controlled substance, the Regents' policy directs the institution to address the employee and take appropriate action. Violations of this policy may result in serious disciplinary sanctions, up to and including termination of employment.

To review the complete policy, please see the [UI Operations Manual](#).

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