To: All University Faculty and Staff

From: Kevin Kregel, Associate Provost for Faculty
      Cheryl Reardon, Chief Human Resources Officer and Associate Vice President
      John Keller, Interim Vice President for Research

Re: Annual Notification of Selected University of Iowa Policies

Date: November 8, 2018

This memo provides information on several University of Iowa (UI) policies that are important for all UI faculty and staff members to know and follow. This memo is part of a series of policy notifications that are distributed over the course of the academic year. Please take a moment to review the following policies and retain them for future reference. You can also find a list of past annual notifications at https://hr.uiowa.edu/policies/annual-notifications.

A. Policy on the 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 the Director of University Relations, is prohibited. To review the full policy on the use of the University of Iowa name, see: http://opsmanual.uiowa.edu/community-policies/use-university-name.

B. 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/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(e.g., working with a company on a problem related to one's research or expertise that creates new IP, sharing unpublished university research results that include potential university IP, or using significant university resources while consulting).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 UI's premises, a sponsored research agreement can minimize the potential for intellectual property conflict.

To review the full intellectual property policy, see: https://opsmanual.uiowa.edu/administrative-financial-and-facilities-policies/university-iowa-intellectual-property-policy-0. For further examples of when consulting activity may produce university intellectual property that must be disclosed to the University of Research Foundation, see: https://provost.uiowa.edu/files/provost.uiowa.edu/files/consulting.pdf.

C. Policy on Supplemental Activities and Extra Compensation

This policy is designed to ensure that university employees engaged in extracurricular activities do so fairly and in compliance with federal, state, and university regulations. Key elements of the policy 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 with the exception of professional service (for examples, see the policy).
* 17.17(3) Royalties from Course Materials. Faculty members should not profit from recommending or requiring the purchase of course materials by their students. Faculty members should either refund the money to the students or make other arrangements to avoid profiting from their students' use of the materials (e.g., transferring the funds to the UI Foundation).

* 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.

* 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"). The University and its students benefit from this instruction and the individual employees are compensated for this extra effort in addition to their regular salary. All teaching for extra compensation must be approved on a case-by-case basis by the faculty member's departmental executive officer or equivalent, or by a staff member's supervisor and department head. The policy states limitations for courses taught for extra compensation.

To review the full policy, see: [http://opsmanual.uiowa.edu/human-resources/compensation/supplemental-activities-and-extra-compensation](http://opsmanual.uiowa.edu/human-resources/compensation/supplemental-activities-and-extra-compensation).

D. Prohibition of Giving and Receiving Gifts ("Gift Law")

In general, under Iowa state law (Iowa Code Chapter 68B), public employees (which includes UI employees) and members of their immediate family may not accept gifts of more than $3 in value from restricted donors (see policy for definitions of "gift" and "restricted donors"). "Restricted donors" includes supervisees and has been interpreted broadly to include students in one's classes and graduate student advisees. To review the full policy, see [http://opsmanual.uiowa.edu/community-policies/prohibition-giving-and-receiving-gifts](http://opsmanual.uiowa.edu/community-policies/prohibition-giving-and-receiving-gifts).

E. Policy on Purchasing Conflicts of Interest

A conflict of interest in purchasing arises when a faculty or staff member is or may be in the position to influence the university's business, research, or other decisions in ways that could lead to any form of personal gain for the faculty or staff member or others closely associated with that university employee. Further, except as part of official state duties, a UI employee shall not sell, in any one occurrence, any goods or services having a value in excess of two thousand dollars to any state agency unless the sale is made pursuant to an award or contract let after public notice and competitive bidding.

Purchases from UI employees must be pre-approved by the Director of Purchasing. Employee shall mean a paid employee of the State of Iowa and any firm of which any of those persons is a partner or sole proprietor, as well as any corporation of which any of those persons holds five percent or more stock either directly or indirectly. To review the full policy on Purchasing Conflict of Interest, see [http://opsmanual.uiowa.edu/administrative-financial-and-facilities-policies/purchasing/conflict-interest](http://opsmanual.uiowa.edu/administrative-financial-and-facilities-policies/purchasing/conflict-interest).

/**********
Distribution of this message was approved by the Provost, the Chief Human Resources Officer and Associate Vice President, or approved delegate. Neither your name nor e-mail address was released to the sender. The policy and guidelines for the UI Mass Mail service, including information on how to filter messages, are available at: [http://its.uiowa.edu/massmail](http://its.uiowa.edu/massmail).
**********/