



POLICY NAME: Intellectual Property	POLICY NUMBER: HR-012-P	AUDIENCE: College-wide
DATE APPROVED: April 1, 2026	DATE EFFECTIVE: April 1, 2026	SUPERCEDES: May 4, 2025
DEPARTMENT: Human Resources	POLICY OWNER: Legal Counsel	DISTRIBUTION: Online
REVIEW CYCLE: Biennial	NEXT REVIEW: April 2028	Page 1 of 2

EXECUTIVE ASSISTANT TO THE PRESIDENT SIGNATURE: *amanda J. Math*

1. PURPOSE

- a. The College seeks to encourage innovation among faculty, students, and employees. To achieve this objective, CCNM encourages the creation of scholarly works and the development of useful materials and processes. As such knowledge and technology has commercial, scientific or scholarly value, this policy intends to provide guidance so that innovation may be beneficial to CCNM, the creator, and the public.
- b. This Policy is not intended to narrow CCNM rights granted under the *Canadian Copyright Act*.

2. SCOPE

- a. This Policy applies to all intellectual property produced at CCNM using CCNM resources, or which arises from joint initiatives with outside parties, such as industry or sector partners.

3. DEFINITIONS

- a. "CCNM Community Member" means all CCNM students, student clinic interns, patients, CCNM Residence residents, and visitors at both CCNM campuses and all CCNM clinics, internal and external, but does not include "CCNM Worker".
- b. "CCNM Worker" means any person who is employed or engaged by CCNM, including full-time or part-time employees, paid or unpaid, including faculty members, contractors, and volunteers.
- c. "Intellectual Property" means creations of the mind, expressed in any tangible or intangible form, including but not limited to written works, artistic works, designs, symbols, names, and images, which includes, but is not limited to, literary texts and artworks to software, inventions, and brand identifiers.
- d. "Intellectual Property Rights" means all rights recognized by law in or to Intellectual Property, including but not limited to rights protected through legislation. These shall include copyrights, industrial design rights, integrated circuit topography rights, rights in trademarks and trade names, all rights in applications and registrations for any of the foregoing, moral rights, and all rights in trade secrets and confidential information. Intellectual property rights are exclusive and subject to the limitations and conditions set out in this agreement, focusing primarily on the use, management, and ownership of copyright materials created by faculty in the context of their employment at the College.

4. POLICY STATEMENT

- a. The College retains all Intellectual Property Rights in College Intellectual Property created by CCNM Workers in the course of their working relationship with the College, demonstrating the College's role and investment in providing the necessary resources and support for the creation of these works. This includes:
 - i. works created or modified by CCNM Workers as assigned tasks in the course of their normal relationship with the College, including employer/employee and independent contractor relationships, such as course outlines, learning objectives, texts, course-specific laboratory manuals, lecture material, lecture recordings, and examinations.
 - ii. works created specifically as part of a commissioned task by CCNM Workers.



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- b. For Intellectual Property created using College resources, the Intellectual Property Rights shall be owned by the College.
 - i. Use of College resources shall include use of research funding, use of CCNM-paid time within the working period, use of support staff, use of telecommunication services, use of discretionary investment of College funds, and use of College facilities.
- c. CCNM Workers are expressly prohibited from claiming ownership or extending use beyond the academic and research purposes sanctioned by the College, unless explicitly authorized through a separate written agreement.
- d. In cases where works are developed in the course of sponsored research or tasks funded by an outside agency pursuant to an agreement approved by the College, Intellectual Property Rights shall be determined by the terms of the agreement.
- e. Collaboration between CCNM Workers and individuals not employed by, or associated with, the College may result in the development of Intellectual Property jointly owned by CCNM and other individuals or their employers. Generally, this will be determined by the terms of the agreement.
- f. CCNM Workers and CCNM Community Members retain all Intellectual Property Rights to Intellectual Property created without use of College resources or outside of their working relationship with the College. The College acknowledges and supports this innovative freedom.
- g. Traditional products of scholarly activity by students ONLY, are exempt from this policy, unless they are created as “works for hire”. Students do not have to disclose such Intellectual Property, but grant CCNM a non-exclusive, royalty-free, perpetual license to such material.
 - i. Students who are employed for the purpose of producing works for instructional, research, or administrative use are deemed to be “works for hire” and CCNM Workers, and all Intellectual Property created in these working relationships are therefore the College’s property.
- h. Consulting:
 - i. All CCNM Workers engaged in consulting work are responsible for ensuring that any contractual arrangements they make are not in conflict with this policy and that CCNM’s rights and the individual’s obligations to this College, if any, are in no way abrogated or limited by the terms of such agreements.

CONTEXT	
Related Policies	<i>Freedom of Expression Policy</i>
Related Procedures	
Related Forms	
Related Guidelines	