

COLLEGE *for* Creative STUDIES

Sponsored Research Project Policy Manual

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Introduction

CCS recognizes the importance of providing students with real-world experiences and enhanced training to prepare them to become industry leaders. This is the goal of Sponsored Research Projects which enable students to learn how to collaborate and create design solutions in a learning laboratory that mirrors the contemporary work environment.

By the same token, companies realize that design plays an increasingly crucial role in the competitiveness of their products in the global economy. To stand out in a crowded marketplace, products must either make a dramatic leap in function or stand out in some other way – and that is where design plays a crucial role. Not only are companies embracing design, but they are seeking the best and brightest designers and new pools of talent.

Through a company sponsored project, CCS students have the opportunity to:

- Develop research-based assignments with real-world parameters
- Present to and receive feedback from industry contacts
- Be mentored by a company's design and technical staff
- Develop relationships that may lead to internship or employment opportunities
- Bolster their portfolio with well-developed projects

Through a corporate partnership with the College, companies are able to:

- Gain access to fresh, unique and innovative ideas
- Evaluate creative talent for internship and employment opportunities
- Gain recognition as patrons of art and design education
- Utilize sponsorships for public relations and marketing opportunities
- Work closely with students on viable design solutions
- Test the feasibility and utility of new products

Educational Goals of Sponsored Research Projects

Sponsored research projects are highly conceptual and allow students the opportunity to participate in creative, research-based assignments within real-world design parameters. Corporate partners commit design and technical staff to students to provide guidance, expertise and feedback. Organizations financially sponsor conceptual design projects for CCS students and encourage inventive and unique design concepts. The corporate sponsors typically work with teams of CCS undergraduate juniors and seniors or graduate students, supervised by CCS faculty, to pursue new directions in design for their businesses. CCS's corporate partners continue to expand and diversify their relationships with the College.

Sponsored projects serve the students' educational goals best when:

- The project aligns with the department's mission, learning goals and objectives
- The goals of the project align with a series of learning outcomes for a particular course
- The project's goals and outcomes align with the learning outcomes of courses scheduled for the particular semester proposed
- Sufficient faculty resources are available to teach the course
- The students' interests are put first (intellectual property, portfolio, etc.)
- The sponsorship commitment is sufficient to meet the goals of the project
- The brief is developed with sufficient input from the department
- The goals of the sponsored project align with Institutional Advancement's mission statement for the sponsored research project program
-

What is a Corporate Relationship?

A Corporate Sponsored Project is a mutually beneficial partnership between the College and a specific company. This relationship allows CCS to provide real-world design experiences for students by integrating industry needs and challenges into the curriculum, while assisting companies in creative design research, problem solving and product development efforts.

Why do corporations choose to sponsor projects at CCS?

- Corporations have the opportunity to introduce current industry challenges into the design curriculum.
- Corporations have access to a rich pool of creative talent for fresh and innovative ideas.
- Corporations have access to professional talent for internships and employment opportunities.
- Corporations will receive publicity from their involvement with the College (i.e. press releases, website, and articles in "C" magazine.
- Corporations will have the option to display the project work (rendering and models) for a period of time.

What are the corporate partner commitments of a sponsored project?

- Corporations provide a tax-deductible contribution that varies depending on the scope of the project. The monetary contribution provides student scholarships, stipends for materials, supplies, hardware, software, and models, as well as general scholarship support. This revenue contributes to the College's general operating budget each year.
- Corporations are responsible for time and participation of key corporate staff to present the design brief, engage in periodic reviews, and the final critique of work.
- Corporations collaborate with CCS Institutional Advancement and academic staff to develop appropriate design briefs and deliverables. They also approve appropriate public relations strategies and materials.

Project Execution

Please Note: Visual depiction of accountability and schedule for the below mentioned responsibilities is available in the Appendices. **Appendix A** offers a *Sponsored Research Project Responsibility Chart*.

Planning

Planning for sponsored research projects begins one year prior to the project's initiation date. As the College runs on a semester schedule, this means that planning for a project to take place in a fall semester (September – December) should begin the September prior.

Initiation of contact with a potential partner may occur at the department level, through Academic Affairs, or through Institutional Advancement. Once a relationship develops, Institutional Advancement collaborates with Academic Affairs and relevant faculty to discuss project possibilities with the potential client. The team then will work with the client to tailor the proposed project to be sure it will serve the students' educational goals (as defined in the Introduction) and the sponsor's project brief.

Once the College and client have agreed on a preliminary design brief, Institutional Advancement and involved faculty will then work with the client to define budget parameters, develop a schedule of review dates, determine logo usage rights, develop a marketing/promotion plan, etc.

All approvals will be in place within the first two weeks of the semester.

It is the responsibility of Institutional Advancement to complete Event Notification forms in preparation for all client interaction/review dates and to request access badges for sponsors who wish to enter the building outside of these dates. Institutional Advancement will also create a calendar for each semester with all sponsored project appointments included. The appropriate Chairs, instructing faculty, Department Administrators, support staff, and appropriate Dean will be given access permission. Finally, Institutional Advancement will set up budget centers for the projects with Business Office and communicate the budget center numbers to the departments.

It is the responsibility of the department to schedule the course for the sponsored project, recruit the appropriate faculty, and develop a detailed syllabus for the course in accordance with the information specified in the *Memorandum of Understanding*. The department must also work with the faculty to complete the *Academic Facilities Academic Project* and *Materials Request* forms (**Appendix G and H**) and the *Sponsored Research Project Application Form for Project Purchases* (the purchasing policy and application form can be found in **Appendix I**) for any materials needed from external vendors, if applicable. If appropriate, departments are responsible for selecting and recruiting students to participate in the project. If contract workers are to be used (i.e. professional painters, modelers, Alias technicians), departments are to recruit and schedule time with them based on the project schedule and budget parameters. Any hiring of faculty or contract employees must follow Human Resources policies and Security must be notified if access is needed outside of building hours.

It is imperative that visual archive of student outcomes for sponsored research projects be kept; hence all students will be asked to submit digital files of their work at the end of the project semester to the department. The format for these digital files will be determined by the department and Institutional Advancement prior to the start of the semester and the information for file submittal (specs, number of copies, due date, etc.) will be included in the class syllabus.

The department and Institutional Advancement are responsible for contacting the Director of Academic Technology regarding the use of technology once the agreements have been signed.

The department and Institutional Advancement are responsible for contacting the Director of Academic Facilities if further communication is needed regarding matters pertaining to Academic Facilities once the once the agreements have been signed.

Please Note: Use of Academic Facilities by classes and/or contract employees must be in keeping with the Academic Facilities policy document found in **Appendix E**. The purchase of technology using sponsored project funds must be in keeping with guidelines outlined in **Appendix F**.

Execution/Monitoring

Departments are responsible for submitting syllabi to the Academic Affairs office at the end of the first week of the semester. Departments are further responsible for submitting the *Academic Facilities Academic Project* and *Materials Request* forms (**Appendix G and H**) to Academic Facilities by the end of the second week of the semester. The *Academic Facilities Academic Project* and *Materials Request* form must be approved by the department Chair, the Department Administrator and Institutional Advancement prior to submittal. If printing is required of students and sponsored project funds have been set aside for that purpose, Institutional Advancement will also send the Imaging Center a per student printing budget and the budget number for the project by the second week of the semester.

If purchases need to be made during the semester, the *Sponsored Project Purchasing Request* (**Appendix I**) should be used. Again, the purchase of technology using sponsored project funds must be in keeping with guidelines outlined in **Appendix F**.

Although this may not be applicable for all sponsored projects, it is important to note that Academic Facilities' deadline for submittal of files for any RP or CNC work is usually in week 10 of the semester.

If students are to take any field trips during the semester, it is the department's responsibility to be sure that *Field Trip* permission forms (**Appendix K**) are completed and on file.

Departments are responsible for collecting the archive files for each sponsored project at the end of the semester. **Please Note:** Students should not receive reimbursements from sponsored project funds for any materials purchased until the requested files have been submitted.

Travel and Expense reports (see **Appendix L**) are used to reimburse employees or students for expenses whether it be for travel, entertainment, or otherwise. This form is used for employees and students only; it should not be used for vendors.

Post Semester

Students are responsible for completing the Business Office paperwork necessary for reimbursement of allowed costs and submitting the documentation to the department by the stated deadline; reimbursements may only be given if the required archive files have been submitted. The department will create a final budget reconciliation document for each project showing reimbursed student expenditures, Imaging Center project related costs, Academic Facilities project related costs, contract worker costs (if applicable), costs for any items purchased from external vendors, and any other project related cost. This final reconciliation will be submitted to Institutional Advancement one week after the semester has ended.

As of 2014/2015, any department that is under budget for project-related expenses will have the opportunity to designate 10 percent of the project revenue in to a discretionary fund for the department. For example, if project-related expenses are under budget by \$10,000, the department will receive \$1,000. Departments may use these funds for expenditures that support department advancement. The Vice-President of Finance and Administration will approve discretionary fund expenditures after the close of the fiscal year.

Institutional Advancement is responsible for facilitating the photography of project outcomes (if applicable) and sending letters of gratitude to the sponsors.

*Appendix A - Sponsored Research Project
Responsibility Chart*

	Timing	Institutional Advancement	Academic Department	Academic Affairs	Business Office	Human Resources	Academic Facilities	Academic Technology
Initiate contact and develop relationship with corporate partner	One year prior to project start date	X	X	X				
Propose and develop project with corporate partner; draft preliminary design brief and share with internal departments as needed (AT & AF)	Four to six months prior to project start date	X	X	X			X	X
*Define project budget parameters, select a course, develop a schedule of review dates in collaboration with corporate partner (work with AA as needed if a special projects course is needed)	Four to six months prior to project start date	X	X	X				
Schedule a course and room location for the sponsored project	Due six weeks prior to project start		X					
Select an appropriate faculty to instruct the project	Due six weeks prior to project start		X					
Collaborate with Corporate Partner on project agreement, student agreement (if applicable), NDA, payment due date. Share final signed agreements with BO.	Due six weeks prior to project start	X			X			
Send calendar invites to Chair, instructing faculty, DA, and Undergraduate or Graduate Dean for client review dates	Two weeks prior to project start	X						
Set up project budget centers with the Business Office and communicate the budget center number to the DAs/Chairs	Two weeks prior to project start	X			X			
Determine and complete position request form if needed for additional support during the semester	Prior to and during project	X	X		X	X		
Complete and submit event notification forms in preparation for all client interaction dates (as needed), prepare for client visits including catering and security notification	Prior to and during project	X						

	Timing	Institutional Advancement	Academic Department	Academic Affairs	Business Office	Human Resources	Academic Facilities	Academic Technology
Contact Security to request access/badges for corporate partners	Prior to and during project	X						
Complete and submit <i>Sponsored Project Purchasing Request</i> forms for items needed from external vendors. Approval needed by IA and/or Dean (BFA or MFA), AT (if needed). All requests for sponsored projects need to be approved by IA.	Prior to and during project		X					x (as needed)
If Sponsored Project Purchasing Request form is not needed, complete Purchase Req for approval by IA, Dean (BFA or MFA). All requests for sponsored projects need to be approved by IA.	Prior to and during project		X					
If further clarification on technology needs is needed contact Academic Technology	Prior to and during project	X	X					X
If further clarification on Academic Facilities use is needed after contact Academic Facilities	Prior to and during project	X	X				X	
Develop and submit a detailed syllabus including specs, due date, etc. for submittal of digital files for archive	Prior to project start date		X					
Share Sponsored Project Information Form with students participating in sponsored project and applicable student agreement to participate in project	First week of class	X						
Discuss internal marketing and PR strategy with the CCS Marketing Team	Second week of class	X						
DA to share final roster after drop/add with IA	Due second week of project semester	X	X					

	Timing	Institutional Advancement	Academic Department	Academic Affairs	Business Office	Human Resources	Academic Facilities	Academic Technology
Complete and submit the <i>Academic Facilities Academic Project</i> and <i>Materials Request</i> forms, if applicable	Due second week of project semester		X					
If applicable, submit roster of student names with printing amounts allocated to each and the budget number for the project to the Imaging Center	Due second week of project semester	X						X
Create Content Collection folder for the project with access to all shareholders; upload approved timeline, syllabus, course roster, student folders for archives and printing to folder	Due third week of project semester	X						X
If applicable, submit all RP/CNC files to Academic Facilities	Due tenth week of project semester		X				X	
When/If applicable, have all students complete <i>Field Trip</i> permission forms prior to any field trip	Throughout project semester		X					
If a field trip is part of the timeline, complete details for students and faculty including travel arrangements (airfare, hotel, bus, etc.), travel and expense reimbursements, tickets/registrations, etc. IA to support as needed.	Throughout project semester		X					
Coordinate corporate visits throughout the semester (including kick-off, reviews, mid-term and final presentation)	Throughout project semester	X						
Students upload all project work via content collection as directed by their faculty and/or Chair PRIOR to offering reimbursements for project expenses	End of project semester		X					
Complete paperwork to reimburse students for out-of-pocket project costs (only AFTER final project work is uploaded)	End of project semester		X					
Submit final reimbursement forms with itemized receipts to IA for approval (student and faculty)	End of project semester		X					

	Timing	Institutional Advancement	Academic Department	Academic Affairs	Business Office	Human Resources	Academic Facilities	Academic Technology
Award scholarships to students (if applicable and with a passing grade) in collaboration with Financial Aid	End of project semester	X						
Academic Department creates final budget reconciliation document and submits to Institutional Advancement (other departments as needed)	Due one week after end of project semester		X				X	X
Facilitate photography of project outcomes (if applicable)	After project end	X	X					
Send letters of gratitude and photos to sponsors	After project end	X						
Coordinate meeting between shareholders to evaluate the projects success and discuss plans for improvement (as needed)	After project end	X						
Reconcile all budgets for the semester	Two weeks after project concludes	X	X		X			
Surplus fund amounts shared with Academic Department chairs and appropriate Deans and Directors (as needed)	6 - 9 months after conclusion of previous academic year	X	X	X	X		X	X
Surplus Funds shared with Academic Departments	6 - 9 months after conclusion of previous academic year	X	X		X		X	X

Appendix B – *Sponsored Project Research
Information for Students*



COLLEGE *for* Creative STUDIES

Sponsored Research Project Information – CCS Students

Overview

CCS recognizes the importance of providing our students with real-world experiences and enhanced training to prepare them to become industry leaders. Sponsored research projects enable students to learn how to collaborate and create design solutions in a learning environment that mirrors the contemporary work atmosphere. Regular communication and collaboration with industry enhances the College's ability to assure success by keeping our curricula on the cutting edge. CCS staff and faculty work closely with industry partners to develop innovative and forward thinking sponsored research projects each year that occur in CCS studio courses.

Through a sponsored research project, students will have the opportunity to:

- Develop research based assignments within real-world parameters
- Present to and receive feedback from industry contacts during reviews, informal work sessions and critiques that occur four or more times during the semester
- Be mentored by a company's design and technical staff
- Develop relationships that may lead to internship or employment opportunities
- Bolster their portfolio with well-developed projects
- Fulfill departmental course requirements

Educational Goals

Sponsored research projects serve the students' educational goals best when:

1. The student's interests are put first (intellectual property, portfolio, etc.). CCS IA Staff works closely with industry partners to ensure that student's interests are served first and foremost.
2. The project aligns with the Department's mission, learning goals and objectives.
3. The goals of the project align with a series of learning outcomes for a particular course or a special project course.
4. The sponsorship commitment is sufficient to meet the goals of the project.
5. The brief is developed with sufficient input from the participating department faculty and Chair.
6. The goals of the sponsored project align with IA's mission statement for the sponsored project program.

Intellectual Property Rights

The purpose of sponsored research project is to provide an educational experience for CCS students. Ownership of IP Rights in Sponsored Works is determined by a written agreement between the College and the Sponsor. Sponsored Projects are accepted in CCS classes only when they provide educational value and are approved by the course instructor and department chair. In cases where the College agrees to transfer to or share with a Sponsor the ownership of the IP Rights in a Sponsored Work or Works produced by students, the College will inform students of this agreement prior to the commencement of the Sponsored Project and will obtain their informed consent to the terms of the agreement. If a student is unwilling to relinquish his/her IP Rights, the College will find an equivalent class in which the student can enroll. Students should never be coerced into taking a class with a Sponsored Project or relinquishing their IP Rights. Regardless of who owns the IP Rights in Sponsored Works, students must be permitted to include the Work products in their portfolios for purposes of self-promotion, subject to certain limitations in Sponsorship agreements, such as removing company logos.

Financial Incentives

Students often receive financial support for their involvement in sponsored research projects. This typically includes funds to support services provided by CCS such as printing, modeling and other expenses related to producing deliverables for the class and industry partner.

At the onset of each project, participating students will receive an informational packet that outlines the funding available for the project they are participating in. The amounts are determined by the participating department chair and/or faculty, IA staff and the industry partner and are dependent on the number of students in the class and the amount provided by the industry partner. Students will be required to follow reimbursement guidelines when applicable.

Every sponsor commitment is different, so funds will vary from project to project. A portion of all sponsored research project budgets is used to support the general operating of the College.

In some projects, funding is also provided for student scholarships. There are two types of project scholarships: Completion Awards that are provided to all enrolled students who complete all requirements of the class; and Competitive Scholarships, that are awarded to the top students as determined by a panel of jurors, according to agreed-upon criteria. Students who are awarded a scholarship from a sponsored research project will not get a check handed over to them. It is CCS policy that the awarded money be transferred from the project account into their student account to help pay their unpaid fees/tuition. If the student has no outstanding balance, only then will a check be made out to the student and will be mailed to their home address.

For more information, please contact Shannon McPartlon, Senior Director of Corporate & Foundation Partnerships at 313-664-7460 or smcpartlon@collegeforcreativestudies.edu.

*Appendix C – Sponsored Project Student
Overview and Agreement Package*

CCS Sponsored Research Project

Student Information Packet

CCS Sponsored Research Project Overview:

CCS recognizes the importance of providing students with real-world experiences and enhanced training to prepare them to become industry leaders. This is the goal of sponsored research projects, which enables students to learn how to collaborate and create design solutions in a learning environment that mirrors the contemporary work environment. Regular communication and collaboration with industry enhances the College's ability to ensure success by keeping curricula on the cutting edge. CCS staff and faculty work closely with industry partners to develop innovative and forward thinking sponsored research projects each year that occur in CCS studio courses.

CCS is fully committed to providing sponsored research projects as an integrated part of the curriculum.

Sponsor: Click or tap here to enter text.

CCS Faculty Instructor: Click or tap here to enter text.

Semester and Year: Fall 2018

Student Acknowledgement: I have been provided a copy of the Student Information Packet. I am responsible for reviewing the materials and meeting the requirements within it. I have reviewed the terms and have signed any necessary additional agreements as indicated on page 5 of this document.

Signature: _____

Date: _____

Printed Name: _____

Student ID Number: _____

Participation in this sponsored project is optional. If you do not agree to the terms, you do have the option to work with CCS faculty to create an independent study project in its place.

Schedule and Attendance:

To ensure a successful project outcome, the College encourages studio visits from the sponsoring partner. CCS encourages interaction between sponsors and students and welcomes partners to the campus for the project brief, studio visits, and presentations. Studio visits, production tours, and off-site research are all important components that contribute to the success of sponsored projects. **It is critical that all students attend all scheduled sponsor interaction points and participate fully in each review.** A full schedule including presentation dates included in your syllabus, and is subject to change. All changes will be communicated by the faculty instructor to the students via Blackboard.

Field Trips:

If any field trips or off-site reviews are required as part of this project, please see your Faculty Instructor to complete necessary paperwork.

Student Work and Deliverables:

At the end of the Project, participating students will present to sponsor an electronic submission of their work. Title to the presented work will pass to sponsor upon receipt. However, title to the intellectual property rights in the work product as defined in this agreement remains the property of the students, subject to sponsor's rights as described in this document.

Students are responsible for uploading their work to the designated Blackboard folder.

All final work must be submitted by 11:59 pm on the date of the final presentation. The following files are necessary for submission:

- Final 2-D PDF
- Three Selected Key Images, Sketches, Renderings in high resolution JPG format
- Complete Digital Model
- Animation
- Up to 3 Photographs of Finished Physical Model or Final Work, in high resolution JPG format
- Full Slide Presentation
- Virtual Reality File
- Other _____

Project Budget and Expenses

Cost varies depending on project brief, deliverables and department(s). Expenses typically include, but are not limited to: classroom materials, 2D art work and prints, physical or digital models, and support.

Student Expenses

In some projects, funding is provided on a per student basis to support necessary print, modeling, and other expenses, as approved by the Faculty Instructor. *Details about any internal accounts or reimbursement funds will be communicated to you by your Faculty Instructor by the end of week three.*

A checklist follows to indicate if any such funds were provided for this project:

Internal CCS Accounts Set Up for Student Use

- CCS Imaging Center Account, See attached guidelines
- CCS Papercut Account
- CCS Model Shop

Reimbursement Funds, See Notes Below

- ✓ Students are responsible for completing the Reimbursement Request Form and submitting it to the Department Administrator with Instructor signature.
- ✓ Reimbursement Requests will not be processed until semester ends. All properly submitted Reimbursement Requests will be processed within 30 days.
- ✓ Students are responsible for tracking their expenses, keeping detailed receipts, and making notes to justify each expense. Students should submit: Original Receipts, a plain paper copy of all receipts, and the explanatory notes along with the Reimbursement Request Form.
- ✓ Approved expenses typically include necessary materials and supplies, transportation and parking fees to attend required project events, and other expenses determined by the Faculty Instructor to be critical to the completion of the project.
- ✓ Students are responsible for getting the Faculty Instructor to sign the typed note that explains each expense, and submitting that along with the signed Reimbursement Request Form.
- ✓ Students must include their permanent mailing address and student ID number on the Reimbursement Request Form.

Scholarships (some projects)

In some projects, funding is provided for student scholarships. There are two types of project scholarships: Completion Awards that are provided to all enrolled students who complete all requirements of the class; and Competitive Scholarships, that are awarded to the top students as determined by a panel of jurors, according to agreed-upon criteria.

If either category is marked below, details will be provided to you by your Faculty Instructor by the end of week three.

- Completion Award
- Competitive Award

Terms of the Sponsored Project Agreement

Standard Agreement – Ownership and Use of Work Product

All materials created, developed, or reduced to practice by students in connection with this Project, including designs, prototypes, and other results and proceeds, and any related methods and ideas (“Work Products”) remain the property of the students. However, any Work Products that students choose to disclose to Sponsor will be under no restriction of use. Sponsor will be free to use or to modify such Work Products without further payment or consideration to CCS or to the students. The purpose of granting these rights to Sponsor is to prevent any misunderstandings so that Sponsor can develop its own designs and technologies without risk of a claim that the Products reflecting Sponsor innovations are based on another person’s ideas or copyrighted materials. Further, to the extent that CCS has any right, title or interest in materials developed in connection with this Project, CCS hereby transfers such rights to Sponsor. However, CCS does not claim any rights to Work Products developed by its students. Participating students shall retain the right to include samples of these Work Products in their personal portfolios for the purpose of self-promotion.

Modified Agreement – Ownership and Use of Work Product

Use of Marks and Publicity

Standard Agreement:

Sponsor may publish or exhibit the Work Products in any media, for marketing and publicity purposes.

Sponsor hereby agrees that CCS and the students may use the Sponsor marks for the following purposes without further consent:

- a) Students may include the Sponsor marks as part of the Work Product provided; however, if Sponsor marks appear on any Work Products, then the students will be advised not to assign, sell, license, or otherwise distribute such Work Products to any third parties;
- b) The Work Products containing the Sponsor marks may be displayed by the students and CCS as part of the sponsored project, on CCS’s website, in brochures and other publications describing CCS course materials or projects;
- c) As part of a listing of companies that have sponsored projects and competitions at CCS.

Modified Agreement: Use of Marks and Publicity

- Confidentiality or Non-disclosure agreement (NDA) Not Required
- Confidentiality or Non-disclosure agreement (NDA) is Required, and is included as an attachment.

- A separate Student Agreement is Not Required.
- A separate Student Agreement IS Required, and is included as an attachment.

If you have any questions or concerns, please contact the following for assistance:

Faculty Instructor

Department Administrator

Department Chair

CCS Corporate Relations Team

CCS Corporate Relations Team:

Shannon McPartlon, Senior Director of Corporate & Foundation Partnerships, and Matt Chung, Corporate & Foundation Relations Manager. Shannon can be reached at smcpartlon@collegeforcreativestudies.edu or extension 7460. Matt can be reached at mchung@collegeforcreativestudies.edu or Extension 7917. Their offices are located in the Institutional Advancement Office in the Fritz Building on the Ford Campus.

Appendix D – *College for Creative Studies*
Intellectual Property Rights Policy



Intellectual Property Rights

Policy Goals

The *College for Creative Studies* ("the *College* " or " *CCS* ") is committed to nurturing students' creative and intellectual abilities. This is best done in an environment that encourages exploration and experimentation and in which artistic and academic freedom are respected and protected. As artists, designers, writers, and scholars, the College's faculty and students continually produce creative works in the course of their academic activities. These works constitute Intellectual Property ("IP"). It is important that the rights to ownership and use of this Intellectual Property are understood by all members of the CCS community and by those members of the public who support their work. This policy explains those rights. It proceeds from the basic principles that the College's primary responsibility is the education of its students and not the commercialization of their work, and that creators should in general retain intellectual property rights in their works subject to reasonable use rights held by various members of the CCS community. The policy is intended to promote innovation and excellence in educational and artistic pursuits, to encourage the best educational experiences for students, to allow faculty and students to reap the benefits of their own creativity, and to enable the College to celebrate the work of its faculty and students in order to promote the College to its varied constituencies.

Policy Overview

This policy covers work created at or in connection with CCS and sets forth the intellectual property rights of faculty, students, staff, and CCS in that work. It describes the categories of works subject to the policy and specifies the ownership and usage rights for each of those categories. This policy also describes when and how the ownership and usage rights applying to a particular work may be changed, typically by mutual agreement of the relevant parties.

Categories Of Works

Several categories of Works that may be subject to Intellectual Property Rights are covered by this policy. "Works" refers to all designs, works of authorship, works of art, literary works, writings, student theses, inventions, software,

discoveries, and other work products that may be subject to Intellectual Property Rights. The categories include the following:

“Scholarly and Artistic Works”–Works created by faculty or students in the scope of their respective employment or student status at the College, including instructional materials produced by faculty for use in the course of classroom and studio activities, Works of art or scholarship produced by faculty or students in the course of classroom and studio activities, and other Works created using more than a minimal amount of CCS facilities or equipment.

“Sponsored Works”–Works created by faculty or students with the sponsorship or special support of a Sponsor pursuant to a written sponsorship agreement.

“Commissioned Works”–Works created by faculty or students at the specific request of CCS and not in the course of their individual scholarly, academic, and artistic pursuits, including materials created for use in or as CCS publications and promotional materials, logos, graphic or other designs, commemorative items, and the like.

“Administrative Works”–Works created by faculty in the course and scope of their employment other than Scholarly and Artistic Works, Sponsored Works, and Commissioned Works, including evaluations of student work, correspondence and memos, materials prepared in connection with work on CCS committees, materials created for use in CCS bulletins, brochures, and catalogs, and the like; and Works created by staff (including student employees) in the course and scope of their employment.

“Non-Covered Works”–Works created by faculty, staff, or students outside the scope of their employment or student status at the College using minimal or no CCS facilities or equipment, without the sponsorship or support of a Sponsor, and not created at the request of CCS.

General Rules On Intellectual Property Ownership And Usage

The following explains who owns the intellectual property rights in the Works described above:

Faculty own the IP Rights in their own Scholarly and Artistic Works.

Students own the IP Rights in their own Scholarly and Artistic Works. However, in a case where the College provides resources in the development of a Work that go beyond what the College typically provides to students in their daily academic activities, the College may share in the ownership of the IP Rights in that Work.

Ownership of IP Rights in Sponsored Works is determined by a written agreement between the College and the Sponsor. Sponsored Projects are accepted in CCS classes only when they provide educational value and are approved by the course instructor and department chair. In cases where the College agrees to transfer to or share with a Sponsor the ownership of the IP Rights in a Sponsored Work or Works produced by students, the College will inform students of this agreement prior to the commencement of the Sponsored Project and will obtain their informed consent to the terms of the agreement. If a student is unwilling to relinquish his/her IP Rights, the College will find an

equivalent class in which the student can enroll. Students should never be coerced into taking a class with a Sponsored Project or relinquishing their IP Rights. Regardless of who owns the IP Rights in Sponsored Works, students must be permitted to include the Work products in their portfolios for purposes of self-promotion, subject to certain limitations in Sponsorship agreements, such as removing company logos.

CCS owns all Intellectual Property Rights in all Commissioned Works and all Administrative Works.

CCS does not claim any ownership or use rights in Non-Covered Works.

Use Rights

Although the IP Rights in a Work may be owned by an individual, a Sponsor, or the College under this policy, others may have the right to make use of that Work or the IP rights to it. These rights are called “Use Rights” and are as follows:

Faculty and Students have the right to make, distribute, display, perform, and otherwise use reproductions of, and make derivative works based on, their own Works for noncommercial educational and scholarly purposes, as examples of their own work, and for purposes of exhibition.

Faculty also have the right to make photographic or similar representational reproductions of their students’ Works; and to distribute, display, perform, and otherwise use those reproductions for noncommercial educational and scholarly purposes and as examples of their students’ work.

CCS has the right to make, distribute, display, perform, and otherwise use photographic or similar representational reproductions of faculty and student Works for noncommercial purposes of education, scholarship, exhibition, accreditation, development, alumni relations, promotion, and the like; as examples of faculty and student work; and for inclusion in CCS’s permanent collection and archives.

A Sponsor has the right to make, distribute, display, perform, and otherwise use reproductions of, and make derivative works based on, Works for commercial and non-commercial purposes pursuant to the terms of a written sponsorship agreement.

Modification of the General Rules With Respect to Particular Works

It is anticipated that members of the CCS community may on occasion wish to modify the General Rules of this Policy with respect to specific Works, particularly in cases involving Sponsored Works. Such modification is allowed if all of the parties having an ownership interest in the Work under the applicable General Rules agree in writing to the desired modification. The burden of seeking and obtaining such written agreement is on the party seeking the modification. If all of the parties having rights in the Work under the applicable General Rules are unable to reach a written agreement, then the allocation of ownership and usage rights in the Work provided by the relevant General Rule will remain in effect.

Patent Policy

In a case where the College shares in the ownership of the IP Rights in a student's Work, the College may, from time to time, at its own initiative or upon request, elect to pursue the registration of a patent on the Work in one or more jurisdictions, and shall do so entirely at CCS's cost; no creators of a Work shall be charged or assessed any fees or cost in connection with that registration. In furtherance of this policy, the creator(s) of the Work may be required to execute formal paperwork relating to the registration process, and CCS shall be responsible for the costs associated with execution. CCS will share with the creator(s) of the Work any monetary proceeds that are derived from the patented Work, according to an agreement that the College will reach with the creators, prior to filing the patent application. Any third parties interested in licensing a Work for commercialization should consult the Senior Director for Corporate Relations in the Office of Institutional Advancement.

Procedures

This policy will be administered by the Office of the Provost. The Provost will establish procedures to be adopted by CCS to ensure compliance with this policy, including a procedure for considering in a timely manner any questions, objections, complaints, or other challenges arising from or relating to this policy. We welcome any questions or concerns that you may have concerning this policy or its application.

This policy is complete and effective as of the date set out above, and may be amended from time to time by the Provost in consultation with the faculty and with the approval of the President and Board of Trustees. This policy and all amendments thereto will be published on and made available through the CCS Blackboard website. Amendments will be effective as of their date of publication.

Policy Contact

ACADEMIC AFFAIRS

Academic Affairs Office

School

9th floor of the Taubman Center.

Work Phone: 313.664.1484

Work Fax: 313.664.1490

Website: [Academic Affairs](#)

Categories: Academic Affairs, Academic Affairs Office

EFFECTIVE DATE

October 18, 2016

LAST UPDATED DATE

February 14, 2018

APPROVING OFFICE

Academic Affairs

Policies / ©2019 College for Creative Studies

Appendix E – *Academic Facilities Policy
Document*

Academic Facilities

Nikki Barbour, Director of Academic Facilities Metalshop & Foundry Manager	313. 664. 7485 nbarbour@collegeforcreativestudies.edu
TBD, Metalshop Technician	313. 664. 7693
John Rizzo, Wood shop Manager	313. 664. 7682 jrizzo@collegecreativestudies.edu
William Tyrrell, Metal & Wood shop Technician	313. 664. 7687 wtyrrell@collegeforcreativestudies.edu
Alyssa Bogdan, Wood shop Technician	313. 664.7682 abogdan@collegeforcreativestudies.edu
Neal Sackey, Model shop & Digital Fabrication Lab Manager	313. 664. 1607 nsackey@collegeforcreativestudies.edu
Steve Guerra, Model shop & Digital Fabrication Lab Technician	313. 664. 1608 sguerra@collegeforcreativestudies.edu
Todd Morrison, Model shop Technician	tmorrison@collegeforcreativestudies.edu

Academic Facilities currently includes the Metalshop & Foundry, Model shop & Digital Fabrication Lab (CNC / rapid prototyping, laser cutting) and Wood shop. These are a group of individually budgeted & managed shops that operate under the academic facilities umbrella and the Director reports to the Provost of the College.

Academic facilities maintain consistent open shop hours to facilitate the needs of the students, faculty & staff. These hours are posted at the beginning of each semester and are aligned with the building hours posted by Campus Safety.

Currently the educational structure for students to be able to work in the shops is to take Foundations course 3D Design Techniques DFN116. If students pass with a C/2.0 or better they are allowed access to the shops during their tenure at the college. This is entry-level access and does not mean students can use every tool in the shop. Department specific courses are offered that build on these basic skills.

The digital fabrication lab, foundry, metalshop, model shop, and wood shop are not instructional facilities. All faculty are responsible for teaching their students the tools and techniques they expect their students to use in the construction of finished projects.

- Faculty must notify the shop managers if they wish to instruct their classes in the shop at the beginning of the semester. **An Academic Project form is required with a copy of the syllabus, a complete timeline and support materials.** These forms are necessary for any class project that needs to utilize the shop and will help

us to schedule and communicate more effectively. These documents need to be turned in to the Department Chair and the appropriate Academic Facility Manager at the same time syllabi are due. The reasons for this are:

1. Overall student experience, safety, and health precautions.
 2. Time lines & scheduled appointments to let the shop be better prepared for your class and identify potential overload. There are on average 20+ classes that are scheduled in the shops and shop classrooms that have priority for work space and equipment.
 3. Identify potential training, supplies, equipment, staff & budget needs.
 4. Faculty Training. A Faculty members personal understanding of how to use the shop equipment does not mean they are teaching consistent and proper safety techniques to students or know the limitations and requirements of the individual facilities.
 5. Open shop time is required for students who have the course work in the shop for their curricular requirements. This open work time is at a premium with the current number of scheduled courses in the Ford Campus Academic Facilities.
- Classes that wish to be held in the classroom within the foundry, metalshop model shop, or wood shop for the entire semester need to be scheduled appropriately through Colleague.
 - If faculty are not capable to teach the techniques needed to complete an assigned project the project should be modified to accommodate the skills of the instructor, or the instructor should give themselves ample time to learn the skills they wish to pass on to the student.
 - Shop technicians and work-study are not necessarily qualified to teach faculty and students how to use equipment. Nor are they allowed to complete work for students or faculty during working hours.
 - **Mandatory Safety Orientation for each individual shop area is required for all faculty and staff of the college that would like to use the shops in their course curriculum or would like to utilize the shops in any capacity. There is at least one orientation session at the beginning of each semester. Contact the appropriate shop manager for scheduling.**
 - **Forms are required for: Academic projects, Individual projects, & Independent student projects. Hold Harmless Waivers are required for any visiting artist and any one that is going to be in the shop in any capacity that is not enrolled or currently employed by the college; as they are not covered by any liability insurance.**

Thank you in advance for your cooperation and we look forward to working with you!

Appendix F – *Technology Purchases - What You
Need to Know Document*

Academic Technology Purchases through Sponsored Project Funds:
What you need to know

To purchase technology with Sponsored Project funds, a full proposal needs to be provided to IA for approval. Your proposal should include information detailing how the technology is necessary to the project and how students will be using the technology. In addition, the proposal should include the full specifications for the technology that you are requesting, along with a preliminary price quote.

The appropriate Dean and IA will review your request, and if recommended, it will be forwarded to Academic Technologies for input regarding any potential concerns such as space, power, or network incompatibility. Once this is completed, AT will obtain a final price quote and place the order. Equipment will be delivered to Academic Technologies where a CCS inventory tag is affixed to the device and any set up will be completed before being delivered to the department.

Once tagged, the device is considered a part of the department's permanent inventory however, it will not become part of any regular rotation or replacement process. This means that when/if equipment becomes outdated or out of warranty or if it reaches the end of its lifespan, it will not automatically be considered for replacement. If the Department wants the equipment replaced, it will need to go through the regular budget request process to have it considered for purchase.

User Agreement for Sponsor Provided Software

As a current College for Creative Studies (CCS) student, you are being provided with one copy of a software application from your sponsored project course at CCS to be installed on your personal computer. Your use of this software is subject to the following conditions as outlined below.

By signing this agreement, you indicate that you fully understand these conditions, that you are accepting full legal and financial responsibility for the proper use of this software, and that the College for Creative Studies is released from all responsibility for your use.

1. This software is to be used in full accordance with its license agreement. A copy of this agreement will be provided to you. Please read this carefully to be sure that you understand the uses that you are allowed to make of this software.
2. This software is intended to be used for the specific project for which it was provided.
3. This software is not to be shared with anyone or copied.
4. College for Creative Studies cannot install or support this software on your personal computer. Please be sure that your computer meets the specifications for the software before you attempt to install or to run it.

Print Name: _____

Signature: _____

Date: _____

Appendix G – Academic Facilities Academic Project form

Department: _____

Faculty : _____

Contact Information: _____

Course # and Name: _____

Course Location: _____

(Full Semester Course must be scheduled in a particular shop through Colleague)

Semester: _____

Academic Facility: **Metalshop Model shop Wood shop Digital Fabrication Lab**

Project Description: (orthographic drawings will be required in the shop)

Projected Outcome:

Timeline to include specific dates and times necessary in the shop:

Faculty Training Needs:

(Must already have MSO)

Additional Assistance Needed (other than **YOU** the Faculty Member):

Material Requirements that need to be ordered: (if you do have material needs 1 month lead time is necessary at minimum)

Needs:

Estimates:

Approved Budget # _____ **& cost center** _____

No Personal Projects.

Please expand form as necessary.

Please note Academic Facilities Staff and Technicians are not responsible for teaching your students the necessary skills to complete their project. You are expected to be onsite during all scheduled class time.

Approval Signatures

Faculty

Date

Department Chair

Date

Institutional Advancement

Date

Model Shop

Date

Appendix H – *Academic Facilities Materials
Request form*

Appendix I – *Sponsored Project
Purchasing Request*

Corporate Sponsored Research Project Application Form for Project Purchases

Procedure: 50 percent of sponsored project budgets are used to support project related expenses including scholarships. 50 percent of the revenue from the budgets is allocated to operating support (ex.: salaries, facilities, raises, etc.).

Any department that is under budget for project related expenses will have the opportunity to designate 10 percent of the excess project revenue into a discretionary fund for the department with approval from appropriate Dean, following the normal approval process.

Example: Under budget by \$10,000, department will receive \$1,000.

Department Chairs can use those funds for expenditures that support the advancement of their department as per approval by the appropriate dean. The VP of Administration and Finance will approve the discretionary fund expenditures after the close of each fiscal year. All expenditure requests should be approved by the appropriate Dean after the funds are provided.

Date: Click or tap here to enter text. _____

Department Name: Click or tap here to enter text. _____

Semester: Click or tap here to enter text. _____

Project: Click or tap here to enter text. _____

Instructor: Click or tap here to enter text. _____

Supplies or Services Requested:

Quantity	Item	Cost	Total	Included in Original Budget?
				<input type="checkbox"/>
				<input type="checkbox"/>

*Attach additional information to form if needed that includes a written description of the requests including how it will benefit the education experiences of the students and the sponsored research project.

Department Chair Approval _____

Provost Office Approval _____

Institutional Advancement Approval _____

VP for Administration & Finance (if applicable) _____

Examples of Supplies or Services that need to be approved:

- Hardware Requests including computers, iPads, iPod Touches, video game systems, projectors, printers, monitors, (and related materials to support the above hardware)
- Software Requests needs to be approved. **Please also see new Technology Policy for more information
- Furniture Requests including file cabinets, rolling Gladiator cabinets, tables, chairs, paint, cook shelves, rolling boards
(*These requests will also need to be approved by the Director of Facilities)
- Books and Subscriptions
- Travel request for student trips including conference, project related events, field trips
- Technical support, clay modelers, painters, contract fabrication, Alias modelers, etc.

Requests that will be denied:

- TA support/Work Study
- Administrative Support – (goods/services not directly related to the project)
- Requests that should be included in capital budget request for the fiscal year
- Items that are not directly related to the sponsored research project

Purchase Requests for Sponsored Research Projects – Signature and Approval Policy

Procedure: 50 percent of sponsored project budgets are used to support project related expenses including scholarships. 50 percent of the revenue from the budgets is allocated to operating support (ex.: salaries, facilities, raises, etc.). Any department that is under budget for project related expenses will have the opportunity to designate 10 percent of the excess project revenue into a discretionary fund for the department with approval from appropriate Dean following normal approval process.

Example: Under budget by \$10,000, department will receive \$1,000.

Department Chairs can use those funds for expenditures that support the advancement of their department as per approval by the appropriate dean. The VP of Administration and Finance will approve the discretionary fund expenditures after the close of each fiscal year. All expenditure requests should be approved by the appropriate Dean after the funds are provided.

Procedure for Approvals:

- Department and IA develop project budget
- Budget and Agreement signed by both CCS and Sponsor
- As needed requests will go to appropriate Directors for approval (i.e. Academic Technology, Academic Facilities, Facilities, Library)
- Department Administrator completes Application Form for Purchases for project related purchases (not included or specified on original approved budget)
- Department Administrator gets signature from Chair of the Department
- Department Administrator sends signed form (and additional written description if needed) to Senior Director of Corporate and Foundation Partnerships
- Within 2 weeks, Senior Director of Corporate and Foundation Partnerships gets approval from BFA or MFA Dean (if applicable)
- Within 2 weeks, Senior Director of Corporate and Foundation Partnerships gets approval from VP for Institutional Advancement (if applicable)
- Once the form is approved by the Provost and Institutional Advancement, Department Administrator creates Payment Req. for signature by Vice President of Institutional Advancement or Provost (if needed)
- Senior Director of Corporate and Foundation Partnerships gets signature for Payment Req. from Vice President of Institutional Advancement (within the same two weeks)
- Within same two weeks, signature of CFO (if needed)
- Final signed payment req. is submitted to BO for processing by Senior Director of Corporate and Foundation Partnerships.

Appendix J – Project Change Authorization form

COLLEGE *for* Creative STUDIES

Project Change Authorization

Company	
Company Representative(s)	
Representative Contact	
Semester	
Class Number and Name	
Class Schedule	
Instructor	
Instructor Contact Information	

Project Name

Summary of Proposed Changes

Revised Deliverables (if applicable)

Estimated Schedule Changes

[Date(s)] Week 8

[Date(s)] Week 9

[Date(s)]

Appendix K – Field Trip Permission form

College *for* Creative Studies
<CHOOSE DEPARTMENT> **Department**
Field Trip Description



Student Name: _____

Name of Class: _____ Instructor: _____

Field Trip Destination: _____

On Date: _____ Time: _____ Time To: _____

Method of Transportation: _____

In accordance with the College *for* Creative Studies Policy, appropriate safety precautions have been explained to the participants and will be adhered to while on this field trip.

Field trips sponsored by the College for Creative Studies are for currently enrolled CCS students only.

Emergency Contact

Name: _____ Relationship: _____

Phone #: _____

In consideration of my enrollment as a student in a class involving a field or study trip as specified below; as a condition of being allowed to participate in said field trip or study trip and for other valuable considerations, receipt of which is hereby acknowledged, I do hereby for myself and my dependents, my heirs, my executors, administrators, agents and assigns, agree to waive, hold harmless, indemnify convenient not to sue, release and forever discharge the College for Creative Studies and its Board of Trustees and officers, employees, member, agents, successors, and assigns the College for Creative Studies (hereafter referred to as "Releasees"), for and from any and all responsibility, liability, and causes of action suits, damages, demands, and claims, whatsoever which I or those claiming under may have, suffer, or incur now or in the future resulting from or arising out of participation in said field trip and any direct or indirect event and occurrences in connection therewith occurring before, during and/or after said trip, including, but not limited to claims for death, personal injury, property damage, or loss whether arising out of alleged strict liability, negligence of Releasees otherwise.

I further agree to indemnify and hold harmless said Releasees of and from all liabilities described above, arising out of or connected with participation in said field trip(s), including any claims of third persons relating to the matters, whether by subrogation or otherwise.

Signature _____ Date _____

(Student)

Any CCS student under the age of 18 years participating in a field trip must have a parent or guardians signature.

Signature _____ Date _____

(Parent or Guardian)

Appendix L – Business Office forms

College for Creative Studies
Payment Requisition

Requested by _____
Department _____

Date _____

<p>Type of Payment</p> <p> <input type="checkbox"/> Advance <input type="checkbox"/> Goods & Services <input type="checkbox"/> Reimbursement <input type="checkbox"/> Refund </p>	<p>Special Instructions</p> <p><i>If a copy of the invoice or remittance needs to be sent with the check, please provide a copy and attach to this form.</i></p> <p> <input type="checkbox"/> Direct Deposit (Available for Vendors) <input type="checkbox"/> Please Mail <input type="checkbox"/> Urgent Due Date _____ <input type="checkbox"/> Leave at Cashier's Window for Pick-Up <input type="checkbox"/> Other _____ </p>
<p>Vendor/Payee (Please attach invoice)</p> <p>Name _____</p> <p>Address _____</p> <p>City State Zip _____</p> <p>Phone _____</p> <p>Vendor Email _____</p> <p>SSN or EIN _____</p>	
<p><i>NOTE: You must provide the SSN or EIN for payments to individuals for services rendered. You must attach a completed W-9 to any payment request for a new Vendor.</i></p>	

Invoice Date	Invoice #	Description	Quantity	Price	Total	Dept. #	Acct. #	Comments
Total from other page(s):					\$0.00			
Grand Total:					\$0.00			

Department Chair/Authorized Signer
President/Vice-President **(if over \$1000.00)**
Vice President of Finance and Administration
(Signature required if item is a capital expenditure or if budget center is overbudget)

<i>Business Office Use Only</i>	
Voucher/JE Number	_____
Date	_____
Processed by	_____

Appendix M – Reimbursement form for Students

Project Expenses and Reimbursement Policy
for Students enrolled in Sponsored Projects

Each student will receive a designated budget to cover expenses that are directly associated with the sponsored project. The allowable items and final per-student funding amount will be determined following the end of the Drop/Add Registration period, and will be communicated to students by their instructor.

Type of Funding: () Printing Only () Prototype Materials () Other: _____
Funding amount reserved per student: \$ _____ Unspent funds will be the property of CCS

In order to be eligible to receive reimbursements, students must follow the process laid out below.

- 1) Students need to get approval for all purchases from instructor.
- 2) Students should keep their receipt(s) for all sponsored project –related expenses throughout the semester.

*No personal expenses will be approved for sponsored projects. Keep project related expenses on separate receipts. Receipts containing personal expenses will not be accepted.

- 3) At the end of the semester, the students should fill out a Travel and Expense (T & E) form. This can be obtained from the Department Administrator.
- 4) The students should list the receipts in chronological order on the T & E form.
- 5) The T & E form will need to be printed on yellow paper and signed by the instructor for confirmation (Department DA can supply yellow paper if needed).
- 6) Once the T & E form is signed by instructor, students should submit the form to the Department DA no later than May 6, 2019.
- 7) The Senior Director of Corporate and Foundation Partnerships will collect all completed forms and will review for accuracy, sign the document, and submit to the Business Office.
- 8) The Business Office will issue the approved payment to the student. Payments may be issued via direct deposit, mailed to the student’s home, or picked up by the student in the Business Office (please note preference on T & E form.) It is strongly recommended that students sign up for direct deposit. Students who are employed by CCS will receive their payment via their regularly scheduled Direct Deposit. Please allow for up to 30 days for final reimbursement.

Appendix N – Additional Personnel Support Request Information and form

Policy for Compensation of Employees Supported by Sponsored Research Projects

(updated March 2019)

Purpose

This policy establishes general provisions to cover the circumstances and limitations under which extra compensation may be appropriate for employees who are supported in any way by sponsored research funds and/or grant funds. These guidelines must be followed whether extra compensation is paid from College sources or from non-federally or federally sponsored projects, to ensure compliance with state and federal regulations.

Scope

This policy applies to full-time exempt faculty and staff, hourly staff, adjunct faculty, and students engaged in work for sponsored research projects or other special projects.

General guidelines

Beginning in 2014, large employers must track each employee's monthly status as full-time (defined under the ACA as an average of 30 **hours** per week, or at least 130 **hours** in a month) or part-time, report each employee's full-time status to the IRS, and keep as part of their tax records the status of each employee.

The College must be able to prove that each position was paid at least minimum wage. All non-exempt employees must be paid overtime when needed. Part-time employee hours will need to be monitored closely for compliance with the ACA, in order to remain under the annual limit that required the College to include benefits. For instance, Adjunct Faculty must work not more than 1,000 hours per year.

The Position Request Form should be submitted to Human Resources two weeks before start date.

All required Employee Hiring Papers must be completed and submitted before the start date.

Full-time exempt faculty and staff:

1. The unit VP will determine what qualifies as Additional Work. Additional compensation must be approved by the unit VP. Stay ahead of the decision to determine "above and beyond."
2. Full-time exempt faculty can be paid via stipend using the Blue Payment Requisition in a single lump sum or several payments over the course of the project. The payment schedule must be agreed upon by the Employee and the Director with budget oversight for the project. The employee should be mindful of tax and W2/Year End implications.

Adjunct Faculty:

1. Adjunct Faculty will be hired by the Academic Department that is hosting the course, following the normal process for Adjunct engagement as outlined in hiring policy in Academic Affairs.
2. An Adjunct position includes prep time. A studio course is assumed to be 13.5 hours per week.

3. A regular studio course is counted as 13.5 hours. If an adjunct faculty will be averaging over 13.5 hours spent on their class due to involvement in a sponsored project, they should be compensated for that additional time. Any additional time should be logged, approved, and paid according to the Biweekly Payroll Schedule using TimeClock Plus.
4. To recognize Additional Work in regard to a Project, the Department will work with Institutional Advancement to determine the number of hours of Additional Work required, and to recommend an hourly wage for the Assignment.
5. Institutional Advancement will complete a Position Request Form and submit to Human Resources. The HR office will evaluate all Position Request forms against any and all of the the employees' known work commitments at the College. All position requests must be approved by HR in order to proceed with the hiring process. It is critically important that hours are kept accurately and up to date in order to ensure compliance. The Payroll office will monitor hours worked in Timeclock Plus to ensure ACA and FLSA compliance.
6. Adjunct Faculty will officially report to the Academic Department Administrator for Time Clock entry. The DA should meet with the Adjunct Faculty member to explain Time Clock entry, monitor for correct and timely entry, and shall be responsible for the approval of Additional Project Hours for Adjunct Faculty in accordance with the policy and timeline set by Payroll.

CCS Students:

Students will always be employees. Work study students are already employees. Students are never eligible for stipends or alternate payments.

Institutional Advancement will complete a Position Request Form and submit to Human Resources. The Human Resource Office will coordinate and ensure completion of all necessary employment paperwork, including W4 tax forms, I-9, and direct deposit. HR notifies the Academic Department, IA, and the Payroll Office when the student is ready to work. No student may work before completing the employment paperwork.

The position name should be: "Sponsor Name" Assistant

Human Resources and the Business Office suggest an hourly minimum wage with the balance of the budgeted amount payable as a bonus at the end of the project. Bonuses are allowable on a limited basis. The minimum wage increases to \$9.40 on March 31, 2019.

MFA and International Students require an additional letter for employment. Graduate Studies Coordinator has this template on file. International students may need to apply for a SSN if they don't already have one. This process can take several weeks. Students may not work until the SSN is obtained and all relevant employment paperwork is completed.

Hourly Non-exempt Administrative Staff: (Project Work is intended to be part of regularly scheduled Work. To be considered on a case by case basis.)

CCS Alumni:

1. CCS Alumni do not retain CCS Student status.
2. Academic Department communicates to Institutional Advancement the need for the Additional Work.
3. Academic Department and IA determine the number of hours of anticipated Work and determine an Hourly Rate of pay.
4. Institutional Advancement submits Position Request Form to the Human Resources office. All position requests must be approved by HR in order to proceed with the hiring process. The position will report to the Academic Department Administrator.
5. Academic Department connects IA to CCS Alumnus.
6. IA emails New Employee Hiring Forms package to Alumnus, with the Human Resources office copied. The email should instruct Alumnus to visit the HR office within one week to complete paperwork and requirements.
7. HR will notify Academic Department, IA, and Payroll when the Alumni is ready to work. No employee should work before completing all employment paperwork.
8. It is critically important that hours are kept accurately and up to date in order to ensure compliance. The Payroll office will monitor hours worked in Timeclock Plus to ensure ACA and FLSA compliance.
9. The employee will officially report to the Academic Department Administrator for Time Clock entry. The DA should meet with the new employee to explain Time Clock entry, monitor for correct and timely entry, and shall be responsible for the approval of Additional Project Hours for Adjunct Faculty in accordance with the policy and timeline set by Payroll.

Outside Project Participants:

All paid project participants must submit a W-9. One-off payments can be issued and paid through Accounts Payable. This includes research participant stipends, honorariums or contracted services, and visiting artist fees.

Any potential use of gift cards must be approved in advance by the Business Office.

Position Request Form

*for positions already approved through budget process or otherwise budgeted
*please complete the form in it's entirety & attach job description

Requested By: _____
Position Title: _____
Department: _____
Budget Center: _____
Reports to: _____
Employee Name (if known) _____

New Position
Existing Position
Special Assignment

Full Time Exempt
Full Time Non Exempt
Part Time (less than 28 hours / week)
Temporary (less than 28 hours / week & less than 6 months)
Number of Positions _____
Teaching Assistant Semester _____

Intended Start Date: _____
Intended End Date: _____
Intended Hours per week: _____
Intended Hourly Rate: _____
-or-
*Intended Salary: _____
*Regular FT position only

Schedule:
6 month or less
9 month
10 month
10 month FT 2 month halftime
12 month

Comments:

Department Director / Chair _____
Division VP* _____
Human Resources: _____
Business Services: _____
VP of Admin & Finance*: _____

*not applicable if temporary

approved copies to: Department / VP / Business Services / HR