

## Frequently Asked Questions: APS 1014

### What is the purpose of APS 1014?

APS 1014 provides the structure and implementation details for **Regent Policy 5.H**, which governs intellectual property (IP) that is educational material. The policy specifically focuses on the **administrative and instructional use** of these materials by the university.

### Who does this policy apply to?

The policy applies to **all university employees**, including faculty, staff, and student employees across all units, colleges, and institutes.

### Who owns educational materials created at the University of Colorado?

Per Regent Policy 5.H, **ownership is assigned to the author(s)** who created the work. Authors generally have broad rights to use their materials both within and outside the university, such as making them available as Open Educational Resources (OER).

### What is considered "Administrative Use"?

Administrative use refers to using educational materials outside of the classroom to support university requirements. This primarily includes:

- **Accreditation:** Storing course-related materials to meet the requirements of institutional or professional accreditors.
- **Educational Improvement:** Using materials for faculty evaluation, mentoring, curricular development, or as examples of best practices.

### Can the university use my materials for instruction?

Yes, under specific and limited conditions:

- **Shared Use:** Materials intended to be used across multiple courses (e.g., lab manuals, syllabi, learning objectives) may be used by the primary unit. **Authors cannot revoke the status of shared use materials** once granted.
- **Single Course Use:** By default, the primary unit may use materials from a single course for **one future instance** of that course within **one year** of the initial use.
- **Individual Agreements:** Any instructional use not covered by these defaults must be negotiated between the author and the head of the primary unit.

### What happens to my educational materials if I leave the university?

Materials created during your employment remain **subject to the requirements of APS 1014** after you leave, following the conditions specified in the policy and any primary unit rules.

### What is NOT included in the definition of "Educational Material"?

Under this policy, educational material does **not** include:

- Student identifiable information.
- Email, chat, or other messaging between faculty and students.
- Software (which is governed by APS 1013).
- The course taken as a whole, as student-faculty interactions cannot be replicated.

### **Are there any exceptions to author ownership?**

Yes. This policy does **not** apply to:

- **Works made for hire:** Tasks performed as part of administrative responsibilities (e.g., by a dean, chair, or staff member) are owned by the university.
- **Sponsored Programs:** Materials developed as part of a funded grant or contract are governed by the terms of that specific agreement.

### **What if I want to use materials I created at a different institution?**

If you use materials subject to license restrictions from another institution, you must **inform your primary unit** of these restrictions. However, if the materials are used for a CU course, they must still be available for the university's **administrative use**.

### **How are disputes or violations handled?**

Perceived violations regarding the use of materials may be **grieved according to campus policy**. Instances of false attribution or unauthorized use are treated as **plagiarism** and handled through existing university policies.

### **Where can I find more information or training?**

Reference to APS 1014 must be included in **employment agreements**, on **primary unit websites**, and as part of **faculty orientation programs**. Each chancellor also designates a **specific campus official** to administer the policy.

**Additional FAQs relevant to IP that is educational material may be added here in time. Please check back for updates.**

CU System Office of Academic Affairs

[academicaffairs@cu.edu](mailto:academicaffairs@cu.edu)

**FAQ updated 3/6/26**