

# Contracts and Intellectual Property

**Before teaching a course** or developing content for a course, the University requires you to be hired as an employee or, if you meet the requirements, to enter into an independent contractor agreement with the University. Extension's Human Resources Department takes care of the hiring process and the planning units take care of the agreements (Even if you're hired as an employee, you will still need to sign an agreement specifically for the work that you will be doing.) Your program planner will discuss the hiring process with you.

**Note:** If you wish to be paid as an independent contractor, your program planner will need to complete an Independent Contractor Pre-Hire Worksheet to determine your eligibility. You must meet all the criteria specified in this sheet in order to be paid as an independent contractor. Otherwise, you will be hired as a University employee. You can view the Pre-Hire Worksheet at the following URL: <http://apps.adcom.uci.edu/expresso/econtent/Content.do?resource=2514>.

For both employees and independent contractors we have two kinds of agreements an **instructor agreement** and a **development agreement**.

## **Instructor (Teaching) Agreement**

When Extension hires you to teach a course, your agreement is specifically for teaching and not for course development. Of course, you will need to develop content and Extension will perform some quality assurance on that content, but **you will own the intellectual property rights on that content**. Remember, when you sign a teaching agreement your final deliverable is the teaching of the course - not the actual content of the course. The University will possess your content only in the sense that we make it available to students over our course management system to support your teaching.

## **Development Agreement**

In some rare cases, Extension may wish to own the contents of a course and may hire you to develop the course in a work-for-hire arrangement. **The University would then own the intellectual property rights of the materials you create**. Most likely, we would also want to hire you to teach the course and would compensate you separately on a teaching contract.