

MEMORANDUM

TO: Personnel Specialists

FROM: Jane D. Rowlett  
Director of Academic Services

RE: Intellectual Property Agreement (IPA) Form-Distribution and Retention

DATE: May 29, 2002

The Intellectual Property Policy, which was recently approved, requires all employees (full and part-time, unclassified, classified, and student employees) to complete an Intellectual Property Agreement form. The form can be accessed at <http://www.ksu.edu/hr/forms/>. The policy also requires that all new employees complete the IPA form.

To implement this policy requirement the following guidelines are provided:

1. Faculty and unclassified professionals who receive employment contracts should have the IPA form attached to their contracts for their signature. Their IPA forms, along with their contracts, should be forwarded to the Office of Academic Services.
2. Faculty, unclassified professionals, and graduate and hourly student employees who do not receive contracts are also required to complete the IPA form. Their forms should be retained in the department and/or college personnel files.
3. All classified employees are required to complete the IPA form. Their forms should be retained in the department and/or college personnel files.
4. All new employees (full and part-time, unclassified, classified, and student employees) must complete this form. Their signed IPA form must be submitted to Human Resources along with other forms necessary to initiate a new appointment. The IPA forms for all new employees will be retained by Human Resources.

Unlike the Conflict of Interest and Conflict of Time reporting requirements, employees only complete the IPA form once.

Please contact me if you have any questions or if I can be of assistance in this process. Thanks for your help in implementing this policy.

Cc: Provost  
Deans  
Faculty Senate President

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