

**UNIVERSITY OF HOUSTON SYSTEM  
ADMINISTRATIVE MEMORANDUM**

**SECTION: General Administration**

**NUMBER: 01.E.01**

**AREA: Intellectual Property Management**

**SUBJECT: Office of Intellectual Property Management**

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**1. PURPOSE**

Board policy 21.08.3 provides that the Board owns all Intellectual Property Rights for technology that is conceived or reduced to practice by any person engaged in System research. The Chancellor has been delegated the responsibility to take whatever steps are reasonable and necessary to enforce this policy pursuant Board policy 21.08.

This document promotes and protects the System and its component universities through implementation of a management system which establishes the means of consistent, favorable and professional use of the Intellectual Property Rights; to fulfill the legal obligations of the Intellectual Property Rights; to provide fair and equitable treatment of all licenses and to realize and distribute earned income royalties and other revenues for the benefit of the component university.

**2. GENERAL PROVISIONS**

**2.1. Delegation to the Chancellor**

The Board delegates the legal protection, management, and enforcement of the rights in the Intellectual Property Rights of the Board, the System and the component universities to the Chancellor. This policy acts as the basis of the Chancellor's management of the System's Intellectual Property Rights.

**2.2. Delegation by the Chancellor**

The Chancellor has delegated the authority granted by section 21.08 to the Vice Chancellor for Research and Intellectual Property Management. The Chancellor may approve the further delegation of such authority as is appropriate.

**3. DEFINITIONS**

**3.1. Component Universities -** A university that has been identified by Board policy 01.02 as a university.

- 3.2. Intellectual Property Rights - Those rights of ownership recognized by law in technology, copyrighted material, and computer software and firmware (all as defined in this policy). Intellectual Property Rights include, but are not limited to, patents, copyrights, and rights to trade secrets and know-how.
  - 3.3. System - The University of Houston System, its Board and its component universities. The term also includes affiliated organizations and organizations formally registered with the university.
4. OFFICE OF INTELLECTUAL PROPERTY MANAGEMENT (OIPM)
- 4.1. The System's OIPM reports to the Vice Chancellor for Research and Intellectual Property Management and is responsible for the custody, management and licensing of intellectual property assets created within the System. These assets include patents, copyrights, trademarks and tangible research property. OIPM is also responsible for promulgating guidelines to help ensure compliance with and enforcement of Board policy 21.08.3. Component universities are required to comply with the guidelines set forth in Board Policy 21.08.3.
  - 4.2. The primary goal of the OIPM is to integrate research activity to yield useful outcomes; outcomes that would have value for commercialization and encourage private industry to invest in the component university's research activity. Furthermore, the program seeks to enhance the System's efforts in forming an effective partnership involving academia, government and industry.
  - 4.3. The OIPM provides the mechanism which integrates research, invention disclosures, patent and copyright protection, technology evaluation, marketing, and licensing to facilitate the commercialization of promising early stage technology in accordance with the Board Policy 21.08 which governs these activities.
5. CONTACT

If an administrative unit has questions about how to interpret these guidelines, they should contact the System Office of the General Counsel for legal questions or OIPM for information on royalty, licensing, and agreements.

6. REVIEW AND RESPONSIBILITIES

Responsible parties: Associate Vice Chancellor for Intellectual Property Management

Review: Every two years, on or before January 31.

7. APPROVAL

Approved: Arthur Vailas  
Vice Chancellor for Research and Intellectual Property Management

Arthur K. Smith  
Chancellor

Date: December 10, 2002

8. INDEXING TERMS

Intellectual Property