

UNIVERSITY OF ILLINOIS

THE GENERAL RULES CONCERNING UNIVERSITY ORGANIZATION AND PROCEDURE



AMENDED: JANUARY 19, 2017

University of Illinois
NONDISCRIMINATION STATEMENT

Policy Council/REVISED: May 31, 2005

The commitment of the University of Illinois to the most fundamental principles of academic freedom, equality of opportunity, and human dignity requires that decisions involving students and employees be based on merit and be free from invidious discrimination in all its forms.

The University of Illinois will not engage in discrimination or harassment against any person because of race, color, religion, sex, national origin, ancestry, age, marital status, disability, sexual orientation including gender identity, unfavorable discharge from the military or status as a protected veteran and will comply with all federal and state nondiscrimination, equal opportunity and affirmative action laws, orders and regulations. This nondiscrimination policy applies to admissions, employment, access to and treatment in University programs and activities.

University complaint and grievance procedures provide employees and students with the means for the resolution of complaints that allege a violation of this Statement. Members of the public should direct their inquiries or complaints to the appropriate equal opportunity office.

TABLE OF CONTENTS

ARTICLE I. UNIVERSITY ORGANIZATION.....	1
SECTION 1. THE UNIVERSITY AND THE CAMPUS.....	1
SECTION 2. FUNCTIONS OF THE UNIVERSITY ADMINISTRATION	1
ARTICLE II. BUSINESS ORGANIZATION AND POLICIES.....	4
SECTION 1. THE COMPTROLLER	4
SECTION 2. THE VICE PRESIDENT/CHIEF FINANCIAL OFFICER	4
SECTION 3. BUSINESS POLICIES AND PROCEDURES	4
SECTION 4. AWARD AND EXECUTION OF UNIVERSITY CONTRACTS	5
SECTION 5. DRAFTING AND APPROVAL OF UNIVERSITY CONTRACTS	7
SECTION 6. RESEARCH GIFTS, GRANTS, AND CONTRACTS	7
SECTION 7. OTHER GIFTS AND GRANTS, SCHOLARSHIPS AND ENDOWMENTS, NONMONETARY GIFTS	8
SECTION 8. TECHNICAL TESTS	10
SECTION 9. DELEGATION OF SIGNATURES	11
ARTICLE III. INTELLECTUAL PROPERTY	11
SECTION 1. OBJECTIVES.....	14
SECTION 2. DEFINITIONS	11
SECTION 3. APPLICATION	16
SECTION 4. COPYRIGHTS	13
SECTION 5. OTHER INTELLECTUAL PROPERTY	15
SECTION 6. TRADEMARKS.....	16
SECTION 7. INTELLECTUAL PROPERTY ADMINISTRATION	19
SECTION 8. PROCEEDS DISTRIBUTION	20
ARTICLE IV. EMPLOYMENT POLICIES.....	21
SECTION 1. TERMS OF EMPLOYMENT OF ACADEMIC AND ADMINISTRATIVE STAFF	25
SECTION 2. TERMS OF EMPLOYMENT OF CIVIL SERVICE EMPLOYEES	25
SECTION 3. WAGES OF STUDENT EMPLOYEES	25
SECTION 4. RETIREMENT, DEATH, SURVIVOR, DISABILITY, AND SICK LEAVE BENEFITS	25
SECTION 5. REGISTRATION OF STAFF MEMBERS IN UNIVERSITY CLASSES	29
SECTION 6. GRIEVANCE PROCEDURES FOR COMPLAINTS OF DISCRIMINATION	29
ARTICLE V. UNIVERSITY PROPERTY.....	30
SECTION 1. USE OF UNIVERSITY PREMISES AND FACILITIES	32
SECTION 2. CUSTODIANSHIP OF PROPERTY.....	30
SECTION 3. PRIVATE USE OF UNIVERSITY PROPERTY FORBIDDEN.....	31
SECTION 4. NAMING OF BUILDINGS, STREETS, AND DRIVES.....	31
ARTICLE VI. GENERAL PROVISIONS.....	32
SECTION 1. UNIVERSITY COUNCILS AND COMMITTEES.....	32
SECTION 2. ADMINISTRATIVE COMMITTEES	32
SECTION 3. ADVISORY COMMITTEES.....	33
SECTION 4. UNIVERSITY ARCHIVES.....	33
ARTICLE VII. AMENDMENTS	34

ARTICLE I. UNIVERSITY ORGANIZATION

SECTION 1. THE UNIVERSITY AND THE CAMPUS

The role of the University of Illinois in the state as a leader in public graduate and professional education rests upon its organic wholeness. It is not a loose federation of universities, nor is it a system of totally independent units. The mission to which the University is committed, and upon which its development thus far has been based, starts with an emphasis on the fundamental responsibility of the University as a whole. The specific contributions that each campus makes to the university's mission are diverse, since they reflect the needs and methodologies appropriate to different settings; but the campuses are alike in the broad nature of their public responsibilities, in their basic educational policies, and in their institutional quality; and they are integrated by a university-wide organization designed to maximize their educational effectiveness and the efficient use of their academic resources.

The campuses of the University of Illinois share common goals, even though each makes a highly differentiated contribution to the university's mission. The campuses are assisted and strengthened by intercampus cooperation and by university-wide services, while carrying out their academic functions with a high degree of delegated authority. The campuses are expected to achieve intercampus cooperation, to avoid unnecessary duplication, to develop missions responsible to their particular orientation and setting, and to build upon and to foster faculty and staff strengths and initiatives. The campuses are encouraged to operate at qualitatively equivalent levels, even though each of them provides different services for varied clientele.

SECTION 2. FUNCTIONS OF THE UNIVERSITY ADMINISTRATION

(a) The university administration has general responsibility for the entire operation of the University and has the following specific functions to be executed consonant with the policies and actions of the Board of Trustees:

- (1) The enunciation of the mission of the University of Illinois; the development of long-range, comprehensive plans for the attainment of that mission; and the development of a plan of evaluation on a regular basis of the success of the University in meeting that mission.
- (2) Seek to obtain the resources necessary to permit the support of plans and the development of facilities to meet the mission of the University.

- (3) Recommend the allocation of resources, as available, to the campuses and to other units of the University within the requirements and the priorities of the long-range, comprehensive plan for the attainment of the mission of the University.
- (4) The development of relationships both within Illinois and elsewhere to ensure that the University plays its appropriate role as a member of the larger educational community.
- (5) The coordination of the operation of the various components of the University to ensure that the University functions as an organic University rather than as an aggregation of unrelated campuses and capitalizes upon the advantages of its resources as a system.
- (6) The administration of university-wide education and support programs. Examples include the Institute of Government and Public Affairs and the University Press.
- (7) The management of tasks which should be accomplished at the university level either for efficiency or to ensure the consistency necessary to permit the University and the Board of Trustees to meet their responsibilities.
- (8) The development of public information programs to accomplish understanding of and support for the mission and activities of the University of Illinois.

(b) In addition to the president, the university officers are the vice presidents, including the vice president for academic affairs, the vice president/chief financial officer, the vice president for research, the vice president for health affairs, the chancellors/vice presidents, the university counsel, the secretary of the University, all of whom report directly to the president, and such additional administrative officers as shall be designated by the president after consultation with the University Senates Conference. Prior to recommending to the Board of Trustees the initial appointment of any university officer except for the president and the chancellors/vice presidents, the president shall seek the advice of the University Senates Conference. On the occasion of the reappointment of any university officer, the University Senates Conference may submit its advice if it so elects.

(c) Functioning under authority delegated by the president, the vice president for academic affairs is the senior academic officer of the University, serving as advisor to the president on matters of educational policy; academic programs, academic personnel actions, capital and operating budget developments including the establishment of criteria

for judgments as to priorities for resource allocation; and on such other matters as the president may designate. The vice president for academic affairs is responsible for the overall coordination of planning and budgeting at the University and also works closely with academic leaders on each campus and with other university officers to assist in the advancement of academic programs and to ensure overall coordination.

(d) Reporting directly to the president, the vice president for research is the senior officer of the University serving as an advisor to the president on matters of research, intellectual property, technology commercialization, and related economic development activities, and assumes other responsibilities and duties as delegated by the president. The vice president for research is responsible for facilitating and managing the University's research enterprise and its technology commercialization and related economic development initiatives including relevant offices, policies, and programs, and, in so doing, exercises direct line authority over the University's major offices and entities involved in research, technology commercialization, and related economic development. The vice president for research works closely with the president, chancellors/vice presidents, and vice chancellors for research to facilitate the University's research agenda and activities across all of its campuses and, under the direction of the president, communicates the University's research priorities to local, state, and federal authorities and agencies.

(e) The chancellor/vice president, under the direction of the president, is the chief executive officer for the campus. The chancellor/vice president has responsibilities and performs duties delegated by the president of the University. Among those responsibilities and duties are: participation in the university's overall planning, allocation, and evaluation operations; application of university-wide policies; review of academic programs and policies; student affairs; and safety of personnel and property.

(f) The vice president for health affairs, under the direction of the president, oversees the University's clinical care enterprise, including the faculty practice plans, Hospital, and clinical operations. The vice president for health affairs works closely with the president and chancellor/vice president of the Chicago campus to ensure the integration of the clinical care enterprise with the research and education missions of the health sciences colleges and schools and assumes other responsibilities and duties as delegated by the president.

(g) There may be additional administrative officers with University-wide responsibilities and duties as delegated by the president of the University. The president may make changes in titles and assignment of responsibilities of officers and may recommend to the Board of Trustees additional administrative positions as provided for in Article 1, Section 2 of the University Statutes.

ARTICLE II. BUSINESS ORGANIZATION AND POLICIES

SECTION 1. THE COMPTROLLER

As an officer of the Board of Trustees, and in accordance with the Bylaws of the board, the comptroller shall:

- (a) Approve for the board all expenditures for which a general or specific appropriation has been made by the board.
- (b) Assist the finance and audit committee of the board in matters pertaining to the handling of funds and investments.
- (c) Report to the board quarterly the financial condition and operation of the University and on other matters at times as the board may direct.
- (d) Sign contracts to which the University is a party unless otherwise ordered by the board in specific cases.
- (e) Perform such other functions as may be assigned by the Board of Trustees.

SECTION 2. THE VICE PRESIDENT/CHIEF FINANCIAL OFFICER

Functioning under authority delegated by the president, the vice president/chief financial officer shall: be the general business officer of the University and be responsible for the business and financial functions of the campuses of the University, including the business and finance components of all capital project development and implementation.

SECTION 3. BUSINESS POLICIES AND PROCEDURES

- (a) No financial obligation shall be entered into except on authority of the board and after a general or specific appropriation has been made by the board allocating funds therefore, as evidenced by its records, and after having been approved by the vice president/chief financial officer. All allocations of funds made by the Board of Trustees, including those made from funds appropriated to the University by the State of Illinois, shall expire at the end of the fiscal year, June 30, unless otherwise especially ordered.
- (b) For accounting purposes, the fiscal year of the University shall begin with the first day of July of each year and end on the thirtieth day of June next succeeding.

(c) No department or unit shall receive any monies directly unless authorized by the vice president/chief financial officer to do so. All monies shall be accounted for and paid over in such manner as the vice president/chief financial officer shall direct.

(d) The vice president/chief financial officer is authorized to establish and administer petty cash funds where necessary for the prompt and efficient handling of university business, provided that no single fund of more than \$1,000 may be established without specific action of the Board of Trustees. The board shall designate the banks in which petty cash funds in excess of \$1,000 may be deposited.

(e) The vice president/chief financial officer is permitted to act as treasurer of student and other organizations affiliated with the University, but in so doing shall not thereby create any liability on the part of the Board of Trustees of the University of Illinois. In all cases, the accounts of these organizations shall be kept separate from the university accounts, and the funds of such organizations shall be kept apart from university funds.

(f) All employees shall be bonded in adequate amount and form, to be determined by the board, the expense thereof to be paid by the University.

SECTION 4. AWARD AND EXECUTION OF UNIVERSITY CONTRACTS

(a) All contracts shall be awarded by the Board of Trustees in accordance with applicable state and federal law and University policies and rules. Contracts involving major changes in or deviations from University policies and rules shall be approved specifically by the Board of Trustees.

(b) All contracts, other than purchase orders, shall be executed at least in duplicate, and the original thereof shall be filed with the secretary of the Board of Trustees and remain in the custody of the secretary. A report shall periodically be made to the Board of Trustees by the comptroller of all contracts executed on behalf of the University, as the Board may require.

(c) Contracts relating to appointments to the staff may be executed by the secretary of the Board of Trustees. Agreements providing for the appointments of resident physicians and dentists may be executed by the chief of staff of the University of Illinois Hospital. Purchase orders issued pursuant to awards made by the Board of Trustees may be executed by the University official in charge of the purchasing activity as designated by the comptroller. Assurances and certifications related to research may be executed by the campus vice chancellor for research or, where there is no vice chancellor for research, the chancellor or their delegates. Unless otherwise ordered by the Board of Trustees in specific cases, other contracts to which the University is a party shall be executed by the comptroller of the University.

(d) The awarding of procurement contracts involving expenditures of University funds are governed by state procurement law.

(e) The Board of Trustees shall specifically authorize procurement contracts (excluding change orders) and leases involving payments by the University in one fiscal year in excess of such dollar amounts as the Board of Trustees may specify from time to time (“the Board limit”) unless in the president’s opinion necessity requires immediate action. The president, after consulting with each member of the executive committee of the Board who can reasonably be contacted, may approve emergency transactions in excess of the Board limit on behalf of the Board of Trustees and report the same promptly to the Board. If the amount of the emergency transaction exceeds such dollar amounts as the Board of Trustees may specify from time to time the president must consult with all Board members who can reasonably be contacted before approving the emergency action.

(f) The comptroller is authorized to approve on behalf of the Board of Trustees procurements, intergovernmental contracts, leases, and other contracts and contract change orders not expressly requiring prior specific Board authorization and shall report such approvals to the Board as the Board may direct. The requirement for specific Board approval above the Board limit does not apply to, or supersede previous actions of the Board authorizing, the execution of those types and classes of contracts that the Board of Trustees has authorized to be executed without its prior specific approval, such as farm leases; purchases of food products, grain, livestock, fertilizer, and natural gas; procurements of generic commodities on joint bids with other State institutions; group procurement contracts deemed to offer economic benefit to the University that comply with State law; purchases for resale to students and others; procurements of other commodities that the Board may exempt; contracts for cultural and entertainment presentations; subcontracts and subgrants for research, gifts or grants awarded by the Board; contracts involving University Press publications; and any other transactions that the Board may specify.

(g) The seal of the University shall be in the custody of the secretary of the Board of Trustees.

(h) The comptroller and secretary are authorized to delegate to responsible members of the staff of the University authority to sign contracts in the name of the comptroller and the secretary of the Board, as the case may require.

(i) All bids received for a specific item or project may be rejected, without referral to the Board of Trustees in accordance with state law.

SECTION 5. DRAFTING AND APPROVAL OF UNIVERSITY CONTRACTS

(a) Contracts shall be drafted in tentative form by the University administrator best acquainted with the subject matter and in whose department rests the responsibility for performance and shall be approved by the comptroller or his/her delegate unless otherwise provided by the *Statutes* of the University or by other action of the Board of Trustees.

(b) Contracts are subject to review and approval as to legal form and validity by the University counsel in accordance with University policies and rules. The policies and rules shall reflect best business practices and shall be subject to modification from time to time as warranted.

SECTION 6. RESEARCH GIFTS, GRANTS, AND CONTRACTS

(a) Sponsored Research Generally. Research conducted under the auspices of the University may be supported in whole or in part through funds provided by outside entities in the form of research gifts, research grants, or research contracts. Third-party offers to fund research activities by gift, grant of financial assistance, or contract must be reviewed and approved by the appropriate University administrative offices before formal acceptance by the University president (or his/her delegate) in the case of gifts, and by the University comptroller (or his/her delegate) in the case of grants and contracts. Faculty and staff may conduct preliminary negotiations with prospective research sponsors with the prior knowledge and approval of the department head or other appropriate administrative officer and the dean or director if required by college policy but have no authority to bind the University to a contract. Staff within the relevant University department will direct and conduct the sponsored research. The administrative coordination of research programs shall be under the Agricultural Experiment Station for units in the College of Agricultural, Consumer and Environmental Sciences and under the Office of Vice Chancellor for Research (OVCR) or the Chancellor's Office where there is no OVCR.

(b) Research Results. Contracts for research shall conform to the rules regarding intellectual property as specified in Article III. The sponsor may receive preferential consideration in the disposition of the invention or discovery as provided in Article III, Section 7(p). Unless otherwise permitted by the Board of Trustees, the University shall not permanently grant or convey to a sponsor the exclusive benefits of the results of any investigation or research. The University will retain original records of investigation and research and may furnish reports or copies of such records to the sponsor. The sponsor may not use any University trademark, service mark, trade name or other such property without the prior approval of the University president or his/her delegate.

(c) Policy Waivers. If the sponsor conditions its award of funding on the waiver of established University policies, such as reimbursement of indirect cost, rights of publications, or rights to intellectual property generated by the research, the University may accept such conditions if required by law or if a waiver is found to be clearly in the interests of the University and the public. Waivers related to intellectual property rights must be approved by the vice president for research. The determination of all other waivers must be made by either the vice chancellor for research (VCR) or the chancellor if no campus VCR exists, or his/her delegate.

(d) Research Funding Proposals. All sponsored research proposals must be prepared by the staff who will supervise the research and must contain at a minimum a scope of work and budget providing for all direct and indirect cost recovery in accordance with University policy. All research proposals must be reviewed, approved and executed by the appropriate University administrative staff and officials before formal submission as a University offer. Final approval of all proposals is the responsibility of the vice chancellor for research (VCR), or the chancellor where there is no campus VCR, or his/her delegate.

(e) Expenditure of Funds. The expenditure of funds received as indirect cost recovery as cost-of-education allowances, as general-support grants or as any other unrestricted gift or grant must be authorized by the Board of Trustees either as part of the University's annual budgets for operations or for capital improvements, or during the fiscal year as an addition to the annual budget for operations or for capital improvements.

SECTION 7. OTHER GIFTS AND GRANTS, SCHOLARSHIPS AND ENDOWMENTS, NONMONETARY GIFTS

(a) ***Gifts and Grants***. Gifts and grants for purposes other than research may be accepted from entities outside the University under conditions specified in this Section. Staff members may conduct preliminary negotiations with prospective donors or grantors with the prior knowledge and approval of the department head or other appropriate administrative officers, but are not authorized to bind the University to accept a gift or grant. Gifts are accepted by the president of the University who may delegate the acceptance authority to others.

(b) ***Scholarships and Fellowships***. Scholarships are gratuitous payments to students to provide financial assistance during the period of their training. Fellowships are awards involving cash stipends for graduate students. In certain exceptional cases, fellowships may be granted to postdoctoral scholars. Fellowships are intended to assist the recipient pursuing educational objectives; they are not awarded for carrying on specific research, and no services shall be required of a fellow by the University.

The president is authorized to accept funds for scholarships and fellowships. The president may delegate authority for accepting scholarships and fellowships to the chancellors/vice presidents or to the chancellors'/vice presidents' designees.

Funds for scholarships and fellowships shall not be accepted under terms which require prohibited discrimination.

When funds are received from a donor for fellowships or scholarships, neither the University nor the student recipients shall be obligated to the donor in any way except to comply with the terms of the gift and to ensure that established academic requirements are met. The recipient of a scholarship or fellowship shall be chosen by appropriate university units in accordance with established criteria based upon scholastic attainment and financial need unless the funds are accepted under other terms.

The vice president/chief financial officer may receive and disburse funds for a donor who wishes to designate the recipient of a grant for financial assistance. In such circumstances, the vice president acts only as the agent of the donor; the funds thus received are not university funds; and the funds thus administered, although perhaps designated as a scholarship or fellowship by the donor, have no official university status.

(c) ***Endowment Gifts.*** The conditions of the gift as stated by the donor ordinarily specify the use to which the principal and income shall be put although the determination may be left to the Board of Trustees. Gifts may be received and accepted with the condition that the principal sum thereof shall be either held intact as an endowment or expended upon authorization of the Board of Trustees. The University may temporarily transfer funds to an endowment status to be invested and only the income expended. Such funds are designated as "funds temporarily functioning as endowment" or as "quasi-endowment funds."

The terms of an offer of a gift to create an endowment shall be reviewed by the department concerned, the appropriate campus administrator, the university counsel, and the vice president/chief financial officer. The president may accept offers of endowment funds, reporting the gift when received to the Board of Trustees as the trustees may direct. The president may delegate authority to act on such offers to the chancellors/vice presidents. No endowment fund money may be accepted under terms which require prohibited discrimination.

(d) ***Nonmonetary Gifts.*** Every offer of a non-monetary gift shall be reported by the unit involved to the chancellor/vice president of the campus concerned who is authorized to accept the gift on behalf of the president and who shall report it to the president, who shall report it to the Board of Trustees as the trustees may direct.

No object of art shall be accepted until its artistic quality has been determined.

Loans of nonmonetary property are accepted subject to the condition that the University will take reasonable care of the property but will not be responsible for loss or damage thereto unless otherwise agreed to in writing and approved by the vice president/chief financial officer.

SECTION 8. TECHNICAL TESTS

(a) The University may undertake specified tests using unique or special university facilities on a contractual service basis for individuals, institutions, or commercial entities (applicants). In general, such tests are justified when the desired facilities do not exist elsewhere or are not readily accessible and when the work to be performed involves only established, preexisting methods of a primarily technical nature which can be specified in advance. A technical testing contract should not be used if the work entails original, creative research. The University will not perform testing for external parties if equivalent service is known to be available and feasibly obtainable from a commercial entity.

(b) The unit executive officer is responsible for determining the appropriateness of the work before the University accepts the contract. Such work will be arranged by the unit executive officer with the involved members of the staff in accordance with the nature of their employment as part of their service to the University unless such work is done at times when services are not required by the University. When necessary or desirable, special assistants may be employed to conduct a specified testing project. Subject to conflict of interest review and prior written approval of the unit executive officer and college dean, testing using university equipment and facilities may also be undertaken by individual members of the university faculty or academic professional employees on their own time and responsibility.

(c) A fee shall be assessed for each testing project sufficient to cover all direct and indirect costs of service rendered, including any and all facilities of the University used in carrying out the test and the technical support personnel necessary to operate it.

(d) Both the testing methods and the objectives toward which they will be applied shall be specified in writing as part of the agreement covering the testing work. The University makes no claim of ownership in observational data, measurements, or other results from such specified testing. In general, it is not anticipated that any new science or technology (and resulting intellectual property) would result from such specified testing. However, in special situations, such as when the proposed testing involves an applicant's proprietary technology or specimens or if a specific objective or application of interest to the applicant which is potentially patentable can be identified in advance, the University may agree not to seek a proprietary position in the applicant's intellectual property. Otherwise, inventions and discoveries (hereafter, "inventions") shall belong solely or jointly to the University and/or to the applicant in accordance with the U.S. laws of inventorship and Article III, Section 3. For any such invention in which the University

has an ownership interest, the University will grant the applicant a limited first option to negotiate a license to use the University invention on reasonable commercial terms.

(e) The name of the University of Illinois shall not be used in publicity concerning the tests or test results without its prior written permission.

(f) Technical testing agreements shall be approved and executed in accordance with Article II, Section 5, and the policies and procedures provided for each campus by the assistant vice presidents for business affairs.

SECTION 9. DELEGATION OF SIGNATURES

An administrative officer is authorized to delegate to another responsible staff member authority to sign official documents under conditions approved by the vice president/chief financial officer and comptroller. Such delegation does not relieve the administrative officer of responsibility for what is done there under.

ARTICLE III. INTELLECTUAL PROPERTY

SECTION 1. OBJECTIVES

Technical information, inventions, discoveries, copyrightable works and other creative works that have the potential to be brought into practical use may result from the activities of University employees in the course of their duties or through the use, by any person, of University resources such as facilities, equipment, or funds.

The first purpose of this intellectual property policy is to provide the necessary protections and incentives to encourage both the discovery and development of new knowledge, its transfer for the public benefit and its use for development of the economy; a second purpose is to enhance the generation of revenue for the University and to provide financial and reputational benefits for the creator(s); and a third purpose is to preserve the University's freedom to conduct research and to use the intellectual property created by that research or pursuant to an institutional initiative. The University is guided by the following general objectives:

- (i) To optimize the environment and incentives for research and for the creation of new knowledge at the University;
- (ii) To ensure that the educational mission of the University is not compromised;

- (iii) To bring technology into practical use for the public benefit as quickly and effectively as possible;
- (iv) To protect the interest of the people of Illinois through a reasonable consideration for the University's investment in its intellectual property.

SECTION 2. DEFINITIONS

(a) **Intellectual Property.** The term "intellectual property" is broadly defined to include inventions, discoveries, know-how, show-how, processes, unique materials, copyrightable works, original data and other creative or artistic works which have value. Intellectual property includes that which is protectable by statute or legislation, such as patents, registered or unregistered copyrights, registered or unregistered trademarks, service marks, trade secrets, mask works, and plant variety protection certificates. It also includes the physical embodiments of intellectual effort, for example, models, machines, devices, designs, apparatus, instrumentation, circuits, computer programs and visualizations, biological materials, chemicals, other compositions of matter, plants, and records of research and experimental results.

(b) **Traditional Academic Copyrightable Works.** "Traditional academic copyrightable works" are a subset of copyrightable works created independently and at the creator's initiative for academic purposes. Examples may include class notes, books, theses and dissertations, educational software (also known as courseware or lessonware) that the creators may design for courses they teach, articles, non-fiction, fiction, poems, musical works, dramatic works including any accompanying music, pantomimes and choreographic works, pictorial, graphic and sculptural works, or other works of artistic imagination that are not created as an institutional initiative (as specified in Section 4(a)(2) below).

(c) **Creator.** "Creator" refers to an individual or group of individuals who make, conceive, reduce to practice, author, or otherwise make a substantive intellectual contribution to the creation of intellectual property. "Creator" includes the definition of "inventor" used in U.S. patent law for patentable inventions and the definition of "author" used in the U.S. Copyright Act for copy written works of authorship.

(d) **University Resources Usually and Customarily Provided.** When determining ownership and license rights in copyrightable works, "University resources usually and customarily provided" includes office space, library facilities, ordinary access to computers and networks, or salary. In general, it does not include the use of students or employees as support staff to develop the work, or substantial use of specialized or unique facilities and equipment, or other special subventions provided by the University unless approved as an exception.

Exceptions are expected in units where the tradition is to provide subvention to some faculty in the form of graduate assistants to help prepare traditional academic copyrightable works. Exceptions are also expected in situations where creators use University-provided facilities and resources in the creation of works of artistic imagination, for example, use of studios, pottery wheels, or kilns for the creation of paintings, sculpture or ceramics; use of high end computer hardware and software in the creation of artistic graphical images; and so on. Other individual exceptions may be approved on a case-by-case basis [see section 7(k)].

SECTION 3. APPLICATION

This policy is considered a part of the conditions of employment for every employee of the University and a part of the conditions of enrollment and attendance at the University by students. It is also the policy of the University that individuals (including visitors) by participating in a sponsored research project and/or making significant use of University-administered resources thereby accept the principles of ownership of intellectual property as stated in this policy unless an exception is approved in writing by the University. All University creators of intellectual property shall execute appropriate assignment and/or other documents required to determine ownership and rights as specified in this policy.¹

This policy applies only to intellectual property disclosed after the effective date of the policy (September 3, 1998).

SECTION 4. COPYRIGHTS

(a) Ownership. Unless subject to any of the exceptions specified below or in Section 4(c), creators retain rights to traditional academic copyrightable works as defined in Section 2(b) above. (See, however, Sections 4(b)(2) below.)

¹The creator's obligation to assign rights to the University is subject to the provisions of the Illinois Employee Patent Act, which provides in part:

A provision in an employment agreement which provides that an employee shall assign or offer to assign any of the employee's rights in an invention to the employer does not apply to an invention for which no equipment, supplies, facilities, or trade secret information of the employer was used and which was developed entirely on the employee's own time unless (a) the invention relates (i) to the business of the employer, or (ii) to the employer's actual or demonstrably anticipated research or development, or (b) the invention results from any work performed by the employee for the employer. Any provision which purports to apply to such an invention is to that extent against the public policy of the state and is to that extent void and unenforceable. The employee shall bear the burden of proof in establishing that his invention qualifies under this subsection.

The University shall own copyrightable works as follows:

(1) Works created pursuant to the terms of a University agreement with a third party, or

(2) Works created as a specific requirement of employment or as an assigned University duty that may be specified, for example, in a written job description or an employment agreement. Such specification may define the full scope or content of the employee's University employment duties comprehensively or may be limited to terms applicable to a single copyrightable work.²

(3) Works specifically commissioned by the University. The term "commissioned work" refers to a copyrightable work prepared under an agreement between the University and the creator when (1) the creator is not a University employee, or (2) the creator is a University employee but the work to be performed falls outside the normal scope of the creator's University employment. Contracts covering commissioned works shall specify that the author convey by assignment, if necessary, such rights as are required by the University.

(4) Works that are also patentable. The University reserves the right to pursue multiple forms of legal protection concomitantly if available. Computer software, for example, can be protected by copyright, patent, trade secret and trademark.

(b) University Rights in Creator-Owned Works

(1) Traditional academic copyrightable works created using University resources usually and customarily provided are owned by the creators. Such works need not be licensed to the University.

(2) Traditional academic copyrightable works created with use of University resources over and above those usually and customarily provided shall be owned by the creators but licensed to the University. The minimum terms of such license shall grant the University the right to use the original work and to make and use derivative works in its internally administered programs of teaching, research, and public service on a perpetual, royalty-free, non-exclusive basis. The University may retain more than the minimum license rights when justified by the circumstances of development.

²Provisions (1) and (2) above define those works that fall within the scope of University employment as that term is used in the definition of "work made for hire" in the U.S. Copyright Statute (see Title 17, USC, Section 101).

(c) Student Works. Unless subject to the provisions of paragraph (a) or provided otherwise by written agreement, copyrightable works prepared by students as part of the requirements for a University degree program are deemed to be the property of the student but are subject to the following provisions:

(1) The original records (including software) of an investigation for a graduate thesis or dissertation are the property of the University but may be retained by the student at the discretion of the student's major department.

(2) The University shall have, as a condition of awarding the degree, the royalty-free right to retain, use and distribute a limited number of copies of the thesis, together with the right to require its publication for archival use.

(d) Copyright Registration and Notice. University-owned works shall be protected by copyright notice in the name of the Board of Trustees of the University of Illinois. Such copyright notice shall be composed and affixed in accordance with the United States Copyright Law. Registration of the copyright for University-owned works shall be in accordance with the operational guidelines and procedures established by the vice chancellor for research on each campus. The University may also decide to release a work to the public domain and if so, should so indicate.

(e) University Press Publications. The University Press shall be responsible for copyright registration of works owned by the University and published by the Press and for administering contracts with its authors. Such contracts shall define the rights and obligations of the author and the University and shall be processed as other University contracts.

(f) Compliance with the Copyright Act. University units that administer activities involving any usage regulated by the Copyright Act are responsible for knowing applicable regulations, monitoring their continuing evolution, and conducting their programs in full compliance with the applicable laws and regulations.

SECTION 5. OTHER INTELLECTUAL PROPERTY

Ownership. Except as otherwise specified in this Article or by the University in writing, intellectual property shall belong to the University if made: (1) by a University employee as a result of the employee's duties or (2) through the use by any person, including a University employee, of University resources such as facilities, equipment, funds, or funds under the control of or administered by the University. (See also Section 4(a)(4) above.)

SECTION 6. TRADEMARKS

Trademarks and service marks are distinctive words or graphic symbols identifying the source, product, producer, or distributor of goods or services. Registration of trademarks or service marks, at the state or federal level, shall be approved by the appropriate campus or University level officer. Proceeds received from commercialization of a registered or unregistered mark that is related to an intellectual property license for associated intellectual property will be shared with all creator(s) of the associated property as specified in Sections 8(b) and 8(c) below. For proceeds received from commercialization of a mark that is licensed independently and is not directly related to an intellectual property license, the share that would normally be distributed to the creator(s) will be assigned to the unit(s) from which the trademark or service mark originated. Except as provided herein or subject to prior written agreement between the creator(s) and the University, the University will not share the proceeds from commercialization of a mark with the individual(s) who created the mark.

SECTION 7. INTELLECTUAL PROPERTY ADMINISTRATION

(a) Disclosure. All intellectual property in which the University has an ownership interest under the provisions of this policy and that has the potential to be brought into practical use for public benefit or for which disclosure is required by law shall be reported promptly in writing by the creator(s) to the designated campus officer through the appropriate unit employee using the disclosure form provided by that unit. The disclosure shall consist of a full and complete description of the subject matter of the discovery or development and identify all persons participating therein. The creator(s) shall furnish such additional information and execute such documents from time to time as may be reasonably requested.

(b) Evaluation and Exploitation Decisions. After evaluation of the intellectual property and review of applicable contractual commitments, the University may develop the property through licensing, to an established business or a start-up company, may release it to the sponsor of the research under which it was made (if contractually obligated to do so), may release it to the creator(s) if permitted by law and current University policy, or may take such other actions considered to be in the public interest. Exploitation by the University may not involve statutory protection of the intellectual property rights, such as filing for patent protection, registering the copyright, or securing plant variety certification. All agreements regarding intellectual property must be executed by the vice president/chief financial officer and comptroller and attested to by the Secretary of the Board of Trustees or their designees.

(c) **Questions Related to University Ownership.** In the event there is a question as to whether the University has a valid ownership claim in intellectual property, such intellectual property should be disclosed in writing to the University by the creator(s) in accordance with Section 7(a). Such disclosure is without prejudice to the creator's ownership claim. The University will provide the creator with a written statement as to the University's ownership interest.

(d) **Informing Creators of Decisions.** The University will inform principal creators of its substantive decisions regarding protection, commercialization and/or disposition of intellectual property which they have disclosed. However, specific terms of agreements with external parties may be proprietary business information and subject to confidentiality restrictions.

(e) **University Abandons Intellectual Property.** Should the University decide to abandon development or protection of University-owned intellectual property, ownership may be assigned to the creator(s) as allowed by law and current University practice, subject to the rights of sponsors and to the retention of a license to practice for University purposes. The minimum terms of the license shall grant the University the right to use the intellectual property in its internally administered programs of teaching, research, and public service on a perpetual, royalty-free, non-exclusive basis. The University may retain more than the minimum license rights, and the assignment or license may be subject to additional terms and conditions, such as revenue sharing with the University or reimbursement of the costs of statutory protection, when justified by the circumstances of development.

(f) **Commercialization.** The University may, at its discretion and consistent with the public interest, license intellectual property on an exclusive or non-exclusive basis. The licensee must demonstrate technical and business capability to commercialize the intellectual property. The licensee may include clear performance milestones with a provision for recapture of intellectual property if milestones are not achieved. The licensee may be required to assume the cost of statutory protection of the intellectual property.

(g) **Conflict of Interest and Commitment.** Commercialization activities involving University employees will be subject to review of potential conflict of interest and commitment issues and approval of a conflict management plan in accordance with applicable University policy.

(h) **University's Acceptance of Independently Owned Intellectual Property.** The University may accept assignment of intellectual property from other parties provided that such action is determined to be consistent with the public interest. Intellectual property so accepted shall be administered in a manner consistent with the administration of other University-owned intellectual property.

(i) Consulting Agreements. University employees engaged in external consulting work or business are responsible for ensuring that agreements emanating from such work are not in conflict with University policy, with the University's contractual commitments or with University policies regarding University-owned intellectual property. Such employees should make their non-University obligations known to the appropriate campus officer and should provide other parties to such agreements with a statement of applicable University policies regarding ownership of intellectual property and related rights.

(j) Statement by Creators. The creators of University-owned intellectual property may be required to state that to the best of their knowledge the intellectual property does not infringe on any existing patent, copyright or other legal rights of third parties; that if the work is not the original expression or creation of the creators, the necessary permission for use has been obtained from the owner; and that the work contains no libelous material nor material that invades the privacy of others.

(k) Administrative Responsibility. The president has ultimate authority for the stewardship of intellectual property developed at the University. Pursuant to Article I, Section 2, Paragraph (d) the vice president for research has direct line authority for University offices and entities involved in technology commercialization and related economic development. With the advice of the chancellors/vice presidents, and in consultation with the vice president for academic affairs and the campus vice chancellors for research, the vice president for research shall establish operational guidelines and procedures for the administration of intellectual property, including but not limited to determination of ownership, assignment, protection, licensing, marketing, maintenance of records, oversight of revenue or equity collection and distribution, approval of individual exceptions, and resolution of disputes among creators and/or unit executive officers.

(l) Campus Responsibility. Each campus may establish an office which has responsibility for administering University policies regarding intellectual property as defined in this Article.

(m) Contractual Authority. Licenses, options for licenses and other agreements related to commercialization or exploitation of intellectual property shall be granted in the name of the Board of Trustees of the University of Illinois. All such contracts shall be executed in accordance with the policies described in this Article.

(n) Administrative Guidelines and Procedures. General guidelines and procedures for the administration of intellectual property shall be established by the president in consultation with the University Intellectual Property Committee (as specified in Section 7(o) below) and the campuses. Detailed operational guidelines and

procedures for the administration of campus-based responsibilities shall be established by the vice chancellor for research.

(o) University Intellectual Property Committee. The University Intellectual Property Committee shall be appointed annually by the president to make recommendations to the president regarding procedures, guidelines, and responsibilities for the administration and development of intellectual property and such other matters as the president shall determine.

(p) Appeals. After following the administrative guidelines and procedures established by each campus, the University creator or unit executive officer may appeal to the University Intellectual Property Committee to seek resolution of complaints or questions regarding the matters addressed in this Article.

(q) Preferential Treatment of Sponsors. Sponsored research agreements shall provide that all intellectual property developed as a result of the sponsored research project shall belong to the University unless otherwise specified in writing. The sponsor may receive an option to license the resulting intellectual property on terms to be negotiated, with the option to be exercised within a specified period following the disclosure of the intellectual property. When the nature of the proposed research allows identification of a specific area of intellectual property or application which is of interest to the sponsor, the University may accept research agreements with terms which entitle the sponsor to reasonable specific commercial rights within the defined field of interest. Otherwise, the specific terms of licenses and rights to commercial development shall be based on negotiation between the sponsor and the University at the time the option is executed by the sponsor and shall depend on the nature of the intellectual property and its application, the relative contributions of the University and the sponsor to the work, and the conditions deemed most likely to advance the commercial development and acceptance of the intellectual property. In all cases where exclusive licensing is appropriate, such license agreements shall be executed apart from the sponsored research agreement and shall require diligent commercial development of the intellectual property by the licensee. The University may also determine, on a case-by-case basis and only if allowed by law, that it is in the University's interest to assign ownership of resulting intellectual property to the sponsor as an exception to this policy when circumstances warrant such action, in accordance with guidelines established by the University Intellectual Property Committee.

(r) Exceptions to Policy. Recommendations for exceptions to the provisions of the policy in this Article shall be made by the University Intellectual Property Committee to the president for presentation to the Board of Trustees. [For individual exceptions, see Section 7(k).]

SECTION 8 *PROCEEDS DISTRIBUTION*³

(a) Proceeds. For purposes of this policy, “proceeds” shall refer to all revenue and/or equity, as defined below, received by the University from transfer, commercialization, or other exploitation of University-owned intellectual property.

(1) Revenue. “Revenue” shall mean cash from payments including, but not limited to, royalties, option fees, license fees, and/or fees from the sale of the University’s equity interest.

(2) Equity. “Equity” shall include, but not be limited to, stock, securities, stock options, warrants, buildings, real or personal property, or other non-cash consideration.

(b) Revenue Distribution. When revenue is received by the University, all out-of-pocket payments or obligations (and in some cases, a reasonable reserve for anticipated future expenses) attributable to protecting (including defense against infringement or enforcement actions), marketing, licensing or administering the property may be deducted from such income. The income remaining after such deductions is defined as net revenue. In the case of multiple intellectual properties licensed under a single licensing agreement, the University shall determine and designate the share of net income to be assigned to each intellectual property.

(1) Creator’s Share. The creator (or creator’s heirs, successors, and assigns) normally shall receive forty percent (40%) of net revenue. If there are joint creators, the net income shall be divided among them as they shall mutually agree. Should the creators fail to agree mutually on a decision, the University shall determine the division.

(2) Originating Unit’s Share. The originating unit normally shall receive twenty percent (20%) of net revenue. If a creator is affiliated with more than one originating unit or if there are joint creators from different units, the originating unit(s) share shall be divided among such units as agreed in writing by the responsible unit executive officers.

³These proceeds distribution provisions shall apply only to revenue and equity received from agreements for commercialization that are executed subsequent to the effective date of this policy (September 3, 1998). Unless otherwise agreed in writing between the University and the creator(s), distribution of income for commercialization prior to the effective date of this policy shall be in accordance with the policy in effect at the time the agreement was approved. Where no policy exists (e.g., for equity), this policy shall prevail.

(3) University's Share. The University normally shall receive forty percent (40%) of net revenue. Distribution of the University's share shall be allocated in support of its technology transfer activities and academic and research programs as determined by the vice chancellor for research.

(c) Equity Distribution. In any instance wherein the University executes an agreement with a corporation or other business entity for purposes of exploiting intellectual property owned by the University and the University receives or is entitled to receive equity, revenue from the equity shall be shared among the creator(s), the originating unit(s), and the University in the same proportions as revenue distributions (except as specified in Section 8(d) below).

(d) Exceptions When the Creator(s) Have No Entitlement. If the University accepts research support in the form of a sponsored research agreement or unrestricted grant as part of the consideration in an intellectual property license in lieu of an option fee, license fee or royalty, the creator(s) shall have no entitlement to receive a share as personal income. For the subset of equity that is buildings, real or personal property, or other non-cash consideration, the creator(s) shall have no entitlement to receive a share as personal income.

(e) Special Distributions. Special facts or circumstances may warrant a different distribution of proceeds than specified above and such distributions will be determined on a case-by-case basis under the authority of the vice chancellor for research.

(f) Revenue from Actions for Defense or Enforcement of Intellectual Property Rights. When the University receives revenue from third parties that results from successful actions for the purpose of defending or enforcing the University's rights in its intellectual property, such revenue may first be used to reimburse the University (or the sponsor or licensee, if appropriate) for expenses incurred in such actions. The creator(s) and their originating unit(s) shall be entitled to recovery of lost royalties from the remaining net revenue, in the same proportions as specified in Section 8(b) above. The remaining net revenue shall be allocated in support of the University's technology transfer activities and academic and research programs as determined by the vice chancellor for research.

ARTICLE IV. EMPLOYMENT POLICIES

SECTION 1. TERMS OF EMPLOYMENT OF ACADEMIC AND ADMINISTRATIVE STAFF

(a) The terms of employment of the academic and administrative staff, as defined in the University of Illinois *Statutes* shall be explicitly stated by the nominating officer, indicating that services are required for:

- (1) The academic year, which shall consist of two semesters.
- (2) Twelve months, including allowable vacation.
- (3) The summer session.
- (4) Other stated periods.

(b) The teaching staff shall be appointed with services required for either the academic year or for twelve months. Those who are appointed for the academic year shall be free for other employment, either in the University or elsewhere, during the summer months, except that they shall report for any departmental meetings before registration and render all services requested of them in connection with registration and the preparation of materials and reports for the academic year. No vacation benefits accrue on appointments with services required for the academic year.

(c) The administrative, research, and extension staffs generally shall be appointed with services required for twelve months, including allowable vacation. Allowable vacations for those appointed for twelve months shall consist of 24 working days per appointment year. Vacation shall be arranged to accommodate the convenience of the staff member and the requirements of the unit. Vacation may be accumulated up to a maximum of 48 working days. During a partial-year appointment, vacation shall be prorated. Vacations taken during the holiday recesses, other than the actual holidays recognized by the University, shall be considered a part of the annual vacation allowance of 24 days. Holidays recognized by the University shall be New Year's, Martin Luther King Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, Christmas, and such other days as may be determined by the president of the University.

(d) Procedures for the determination of compensation for services for periods less than the full academic year shall be approved by the appropriate chancellor/vice president and by the president.

(e) Members of the staff required to render services during the academic year may be employed in the summer session or to perform research or other services during a period not exceeding two months and receive for each month of such service additional compensation at the monthly rate of one-ninth of the full-time rate paid for services required during the preceding academic year. Such employment may be for longer periods during the summer only upon the advance approval of the chancellor/vice president. Staff members required to render services for twelve months, with allowable vacation, shall not receive additional compensation for services rendered during the

summer. For staff members rendering services partly on a twelve-month basis and partly on an academic-year basis, this regulation applies only to the twelve-month portion.

(f) Full-time employees shall not receive compensation for services in excess of a normal schedule within the University except for a reasonable amount of instruction in continuing education courses or grading of special examinations (outside regular course work), all to be done at a time that does not conflict with other university duties. Exceptions may be made to this rule only with advance approval of the chancellor/vice president. These exceptions should be held to a minimum.

(g) All staff members rendering services on a twelve-month basis with allowable vacation shall be compensated in twelve equal monthly installments.

(h) Staff members with the exception of assistants rendering services during the academic year shall be compensated in twelve monthly installments or on a pro rata basis for shorter periods. Assistants shall be compensated in monthly installments during the period over which services are rendered.

(i) In case of termination of service of members of the academic and administrative staff, the following rules shall govern the determination of salaries:

(1) Services required for twelve months, with allowable vacation:

- a) After the first month of service, a pro rata share of earned vacation shall be paid.
- b) A pro rata reduction in final salary payment shall be made for any vacation taken but not earned.

(2) Services required for the academic year: Total payments shall equal a percentage of the annual salary determined by the services rendered in relation to the academic year established for the campus.

(j) All employees of the University unless excepted by the president are required to present medical evidence of their capability to safely perform the duties necessarily associated with the position that is being sought. The form in which this evidence is to be presented will be prescribed by the director of the health service at each campus. Employees securing a rating of "unemployable" may not be employed except on approval of the president. As deemed necessary by the directors of the health services, new employees are required to be immunized against communicable diseases. Employees of the University whose duties require them to handle food products shall be subject to periodic medical examinations given under the supervision of the directors of the health services, and no individual shall be employed in duties of this nature who shows evidence of any communicable disease.

(k) Failure on the part of an employee to take any required physical examination after being notified to do so shall serve to make the university employment contract inoperative and salary payments shall cease.

(l) Upon request, an academic staff member shall be granted, without loss of salary, bereavement leave of up to three work days due to the death of a member of his or her immediate family or household, and one work day due to the death of a relative outside the immediate family. Leave beyond these amounts may be approved under special circumstances. However, such additional leave will normally be taken without pay or be charged to accrued vacation. Substantiation of the reason for bereavement leave may be required.

Under the Illinois Child Bereavement Leave Act, employees otherwise eligible for Family and Medical Leave are eligible for an additional seven (7) unpaid days to attend the funeral, or an alternative to a funeral; to make arrangements necessitated by the death of the child; or to grieve the death of the child. Employees may use accrued leave benefits to remain in pay status while taking leave under this Act. The Act does not create a right for an employee to take unpaid leave that exceeds the unpaid leave time available under FMLA; therefore, employees who have exhausted their 12-week FMLA entitlement may not take the additional seven days under this Act. Leave provided under this Act must be used within 60 days after the employee receives notice of the death of his/her child. If an employee suffers the death of more than one child in any 12-month period, the employee is entitled to take up to six weeks of unpaid bereavement leave in the 12-month period.

“Immediate family” shall be interpreted to be: father, mother, sister, brother, spouse, domestic partner, civil union partner, and child of the employee. If unborn child, gestational age must be 20 or more weeks. Also included as immediate family are mother-, father-, brother-, sister-, son-, and daughter-in-law, as well as grandchildren and/or grandparents (includes grandparents-in-law). Biological, adopted, foster, legal wards, step or *in loco parentis* relationships are considered as immediate family under this policy and for the definition of a child for purposes of the Child Bereavement Leave Act. “Relative outside the immediate family” shall be interpreted to be: aunt, uncle, niece, nephew, or cousin of the employee. Great aunt, great uncle, great niece, and great nephew are included in the definition of relative outside the immediate family. For purposes of application of the Bereavement Policy, relationships existing due to marriage will terminate upon the death or divorce of the relative through whom the marriage relationship exists. Current marital status will be defined in accordance with Illinois State law.

(m) Upon request, an eligible academic staff member shall be granted, without loss of salary, parental leave of up to two weeks immediately following the birth of a child, or upon either the initial placement or the legal adoption of a child under 18 years

of age. An employee must have completed six continuous months of employment in order to be eligible for parental leave, which is limited to one leave per academic appointment year. An employee who resigns employment before or at the expiration of the parental leave normally shall be required to reimburse the University for the cost of wages paid during the leave.

SECTION 2. TERMS OF EMPLOYMENT OF CIVIL SERVICE EMPLOYEES

All employment of civil service employees is controlled by the law and the rules governing the State Universities Civil Service System of Illinois. These include provisions for employment on merit through a system of examinations, the establishment of job classifications and the assignment to such classifications of all positions, and the establishment of appropriate salary rates or ranges for each classification. Detailed University rules and regulations for civil service staff members are promulgated and published in the *Policy and Rules*, as adopted and amended by the Board of Trustees.

SECTION 3. WAGES OF STUDENT EMPLOYEES

All student employees are to be paid on the basis of classification and scale of wages approved by the chancellor/vice president at each campus.

SECTION 4. RETIREMENT, DEATH, SURVIVOR, DISABILITY, AND SICK LEAVE BENEFITS

University policy provides for sick leave with the payment of salary in case of illness or other disability for specified periods as described below. In addition to the benefits provided by the University, a system of retirement, death, survivor, and disability benefits is established by the law creating the State Universities Retirement System of Illinois, a state agency separate and distinct from the University of Illinois.

(a) **Participation in State Universities Retirement System.** With certain exceptions, University employees are required to participate in the State Universities Retirement System.

(b) **Sick Leave Benefits.** The University of Illinois provides sick leave benefits as follows:

- (1) **Civil Service Employees.** Sick leave with full pay is granted in the amounts and in accordance with eligibility criteria set forth in the *Policy and Rules* for those employees subject to the act creating the State Universities Civil Service System.

- (2) ***Academic or Administrative Staff.*** Academic and administrative staff members (with the exception of medical residents and postdoctoral research associates) who are participants in the State Universities Retirement System or the Federal Retirement System, and who are appointed for at least 50 percent time to a position for which service is expected to be rendered for at least nine consecutive months, earn sick leave as provided in this subparagraph (2). Medical residents, postdoctoral research associates, SURS annuitants, and other academic and administrative staff members who are not participants in the State Universities or Federal Retirement Systems, and those who are appointed for less than 50 percent time and/or for less than nine consecutive months earn sick leave of 13 work days for each appointment year, no part of which will be cumulative, and the 13 days will be prorated for those on part-time appointments, or on appointments for less than a full appointment year.

Executive Order 13706 requires certain employers who contract with the federal government to provide their employees with up to fifty-six (56) hours (seven workdays) of paid sick leave annually, including for family care and absences resulting from domestic violence, sexual assault and stalking. Accordingly, employees performing work on or in connection with a federal contract that is covered by Executive Order 13706 and who are not otherwise eligible for sick leave benefits will be paid sick leave benefits in accordance with the terms of that Executive Order. The Department of Labor has noted that federal grants are excluded from the coverage of Executive Order 13706, as well as employees who perform work in connection with covered contracts for less than twenty percent (20%) of their hours worked in a particular workweek. The University may limit the amount of paid sick leave employees may accrue under Executive Order 13706 to 56 hours each year, but must permit those employees to carry over accrued, unused sick leave from one year to the next. The University also may limit the amount of paid sick leave employees have accrued to 56 hours at any point in time. Employees entitled to sick leave under Executive Order 13706 may use that leave for an absence resulting from (1) physical or mental illness, injury or medical condition of the employee, (2) obtaining diagnosis, care, or preventative care from a health care provider by the employee, (3) caring for the medical needs of any other individual related by blood or affinity whose close association with the staff member is the equivalent of a family relationship, or (4) domestic violence, sexual assault, or stalking, if the absence is for the purposes of medical care, to obtain additional counseling, seek relocation, seek assistance from a victim services organization, take legal action, or to assist the staff member's child, parent, spouse, domestic partner, or any other individual related by blood or affinity whose close association with the staff member is the equivalent of a family relationship in engaging in any of those activities.

Under the Public Act 90-65 and actions of the Board of Trustees, one-half of the number of days of unused sick leave earned and accumulated between January 1, 1984 and December 31, 1997, is eligible for payment upon an employee's death, retirement, resignation, or other termination of employment.

Academic or administrative staff members who, on December 31, 1983, had an unused balance of accumulated sick leave, retained the same to a maximum of 180 work days, which may be utilized either (1) for establishing service credit in the State Universities Retirement System; or (2) for sick leave before all sick leave earned and accumulated on or after January 1, 1998 is utilized by the staff member. Unused sick leave earned by an academic or administrative staff member between January 1, 1984 and December 31, 1997, may be accumulated up to a maximum of 240 work days, and upon termination of employment, a staff member may designate the portion of the accumulation (up to one-half) to be paid pursuant to Public Act 90-65, and the remainder thereof will be utilized for establishing service credit in the State Universities Retirement System. Pre-January 1, 1984 and post January 1, 1998, accumulations of sick leave are to be utilized in full prior to the utilization of January 1, 1984 through December 31, 1997 accumulations.

Effective January 1, 1998, academic and administrative staff members who are participants (except for medical residents, postdoctoral research associates, and annuitants in SURS or the Federal Retirement System) in the State Universities Retirement System or Federal Retirement System, and who are appointed for at least 50 percent time to a position for which service is expected to be rendered for at least nine consecutive months, will earn sick leave of 12 work days for each appointment year, the unused portion of which shall accumulate without maximum. If these 12 days are fully utilized in any appointment year, up to 13 additional workdays will be available for extended sick leave in that appointment year, no part of which 13 days shall be cumulative or eligible for payment. No additional sick leave is earned for a summer appointment. In the case of an appointment for less than a full appointment year, and in the case of a part-time appointment, the 12 days cumulative and the 13 days noncumulative leave shall be prorated.

In the event the 25 days of earned and extended sick leave described above, or any proration thereof, are exhausted in an appointment year, any balance of leave accumulated before January 1, 1984, will be available for use. After that amount is depleted, any balance of sick leave accumulated on or after January 1, 1998 will be used. After that amount is depleted any balance of sick leave accumulated between January 1, 1984, and December 31, 1997 will be used.

No deduction of time from sick leave is made at a time when a staff member is not expected to furnish regular service to the University. Sick leave may be used for illness of, injury to, or need to obtain medical or dental consultation for the staff member, the staff member's spouse, civil union partner, domestic partner, children, parents, siblings,

grandchildren, grandparents, or members of the household. “Children” include biological, adopted, foster, stepchildren, legal wards, or those children for which an employee is standing *in loco parentis*. “Parent” is defined as biological parent, stepparent, parent-in-law, or an individual who stood *in loco parentis* to the employee. A staff member may use sick leave for pregnancy. Following the adoption or birth of a child, sick leave may be used for a period of time, not to exceed twelve weeks, to care for that child.

After an academic or administrative staff member has exhausted the 12 days of cumulative earned sick leave, the 13 days of noncumulative extended sick leave in an appointment year, the unused sick leave accumulated before January 1, 1984, the unused sick leave accumulated after January 1, 1998, and the sick leave accumulated between January 1, 1984 and December 31, 1997, and subject to the approval of the president, or chancellor/vice president as appropriate, a staff member who has completed at least three full years of service may be granted noncumulative sick leave with full pay for a period (including the annual and extended leaves and accumulations described above) not to exceed one half of the staff member's appointment year. (In the case of staff members of university administration offices, the president will act.)

A staff member who within 120 days completes a direct transfer to the University of Illinois from another State agency or employer will receive a credit for the balance of unused and uncompensated sick leave accrued at the state agency or employer from which the employee is transferring. Such transferred sick leave credit will be treated in the same manner as sick leave accumulated by University of Illinois employees prior to January 1, 1984. The transferring staff member will accrue compensable sick leave at the beginning of employment with the University only until December 31, 1997, after which time all sick leave accrued will be noncompensable.

Academic or administrative staff members who return to University employment within two years of an earlier separation from university employment and who upon return are eligible for compensable accruable sick leave under this section shall have restored as sick leave accumulated prior to January 1, 1984, regardless of when it was earned, any sick leave which was not compensated to such individuals or used to establish service credit in the State Universities Retirement System at the time of the prior separation from university employment only until December 31, 1997, after which time all sick leave accrued will be noncompensable.

Reporting on use of sick leave will be made at the unit level and recorded centrally as required.

(c) ***Death, Disability, and Survivor Benefits.*** For employees of the University, other than students paid on an hourly basis and personnel whose principal employment is outside the University with at least six months' service who are not members of the State Universities Retirement System or any other publicly supported retirement system which

pays a death benefit, a death benefit of an amount set by an appropriate authority is payable by the University. For employees who are members of the State Universities Retirement System, death, disability, and survivor benefits are provided by that system.

SECTION 5. REGISTRATION OF STAFF MEMBERS IN UNIVERSITY CLASSES

With approval of the head of the employing unit, members of the academic, administrative, and civil service staffs of the University and of approved university-related agencies may register in university courses for which they are eligible for admission and in which space is available. Under certain conditions, such employees may be exempt from payment of one or more of the usual charges for tuition or fees.

Waiver of tuition and service fees is granted for all members of the academic and administrative staff, excluding graduate assistants, whose appointments are 25 percent or more of full-time service. Academic and administrative staff members who qualify for tuition waivers are exempt from the service fee. Under this practice, such staff members will not have access to the benefits provided by the fee unless they wish to pay for them as do other faculty and staff who wish to gain access to these services.

For graduate assistants, waiver of base-rate tuition, i.e., the in-State graduate (not professional) tuition rate, is granted for all university graduate assistants on appointment for at least 25 percent but not more than 67 percent of full-time service; a waiver of service fees is granted to those graduate assistants on appointment for at least 25 percent of full-time service.

The Board of Trustees has authorized the president of the University or his or her designee(s) to award a limited number of tuition and fee waivers for graduate students and report to the board on the number authorized, by campus, as part of the annual budget and tuition setting process.

Tuition and fee waivers are also extended to members of the civil service staff in accordance with the rules and policies set forth in the *Policy and Rules*.

SECTION 6. GRIEVANCE PROCEDURES FOR COMPLAINTS OF DISCRIMINATION

Procedures shall be developed for each campus and for university administration offices in accordance with guidelines approved by the Board of Trustees for the prompt, fair, and definitive resolution of grievances concerning alleged discrimination by the University on the basis of race, sex, national origin, religion, age, handicap, or status as disabled veteran or veteran of the Vietnam era.

ARTICLE V. UNIVERSITY PROPERTY

SECTION 1. USE OF UNIVERSITY PREMISES AND FACILITIES

(a) The use of University premises and facilities shall be subject to all applicable State and Federal laws and shall also be in accord with the actions of the Board of Trustees.

(b) The use of University premises and facilities by individuals other than in connection with University educational or research programs will be permitted only under regulations formulated and administered by the appropriate chancellor/vice president and approved by the president. A facilities use agreement, articulating the terms of use, should reflect the conditions deemed most likely to advance the development and acceptance of the intellectual property.

(c) The president is authorized to make such traffic and parking regulations and such changes therein as conditions may warrant and may delegate such authority to the chancellors/vice presidents.

SECTION 2. CUSTODIANSHIP OF PROPERTY

(a) Under the State Property Control Act, the president is accountable to state officials for the supervision, control, and inventory of all University property subject to that act. In discharging these and other responsibilities, the president is authorized to specify or to deputize the chancellors/vice presidents and other University officers to specify procedures and responsibilities for the supervision, control, and inventory of all University property.

(b) Unless otherwise specified, the supervision, control, and inventory of University personal property shall be the responsibility of the head of the unit to which the property is assigned. An inventory of all such property shall be maintained in a manner determined by the vice president and chief financial officer/comptroller and the vice president and chief financial officer/comptroller may require reports concerning the same. The individual responsible shall report to the comptroller all items of University personal property which are of no further use to the department, and the vice president and chief financial officer/comptroller may transfer the same to another unit or direct other disposition.

(c) Land which has been assigned by the Board of Trustees to a college or department for particular use or for a definite period may not be used for any other purpose or beyond the period designated without authorization by the Board of Trustees. The assignment of land, equipment, or any other property to a department or division does

not give the department a title to the same, but only the right to use as long as necessary for accomplishing the function of the department or division; and the use of land or equipment or other property shall not exclude its use, at the same time, for other purposes by other departments or divisions of the University on approval of the president provided that any such second use shall not interfere with the efficient utilization of said land, equipment, or other property for the purpose for which it was first assigned.

SECTION 3. PRIVATE USE OF UNIVERSITY PROPERTY

No one connected with the University in any capacity shall use for any personal purpose any University property of whatever description, and no one shall be permitted to remove from the buildings or grounds any property belonging to the University, even though it may seem to be of no value, unless it be temporarily removed pursuant to some well-established regulation, or with the approval of the appropriate chancellor/vice president or the vice president/chief financial officer in the instance of University-level property.

**SECTION 4. NAMING OF UNIVERSITY FACILITIES AND PROGRAMS;
COMMEMORATIVE PLAQUES AND TABLETS**

(a) University “Facilities” refers to any building, structure, street, drive, landscaped area, open space, physical improvement, or other property under the administrative control of the University. “Programs” refers to any academic or non-academic program, school, college, institute, center, etc., but does not include endowed faculty positions such as chairs or professorships.

(b) Insofar as consistent with State law, the naming of University Facilities and Programs lies within the authority of the Board of Trustees and shall require Board approval except as specifically described in paragraph (e) below.

(c) University Facilities and Programs may be named for the following:

(1) Donors who have made substantial contributions toward financing the construction, renovation or remodeling of a Facility or an addition thereto; or establishing, advancing or maintaining a Program;

(2) An honoree nominated by such a donor and approved by the Board of Trustees;

(3) Distinguished persons in the public life of the State of Illinois or the nation;

(4) Distinguished former members of the Board of Trustees; or

(5) Former members of the University, faculty, staff or administration.

In addition, the Board may approve the naming of a University Facility or Program in situations other than those described above when the Board, in its discretion, determines that the interests of the University are served in doing so.

(d) Buildings should be named in such a way as to denote their general use; such names may include a designation such as auditorium, gymnasium, hall, laboratory, or school.

(e) Notwithstanding the above provisions, commemorative plaques or tablets may be installed inside buildings near spaces such as rooms, lounges, laboratories, performance spaces and lecture halls in recognition of:

(1) Distinguished members of the University faculty, staff, or administration whose services were identified with the functions of said spaces; or

(2) Donors of funds (or an honoree designated by the donor) where the contribution was substantial in financing the renovation or remodeling of said spaces. Any such plaque or tablet must be approved by the appropriate chancellor/vice president but does not require Board approval.

(f) The chancellors/vice presidents may develop for their respective campuses procedures for internal review and approval prior to the submission of items to the Board for its consideration.

ARTICLE VI. GENERAL PROVISIONS

SECTION 1. UNIVERSITY COUNCILS AND COMMITTEES

The president is authorized to establish and to appoint the members of university councils and committees to serve as advisers on educational and other service programs affecting all campuses and to provide for intercampus relationships in such matters.

SECTION 2. ADMINISTRATIVE COMMITTEES

The president of the University is authorized to appoint such administrative and other committees or boards as are necessary for assistance in discharging the president's duties as the official advisor to and executive agent of the Board of Trustees.

SECTION 3. *ADVISORY COMMITTEES*

The president of the University may recommend to the Board of Trustees the appointment of consultative committees to advise the colleges and schools and other divisions of the University.

SECTION 4. *UNIVERSITY ARCHIVES*

(a) The University Archives, a division of the Library under the direction of an archivist on each campus, is the depository for records having research or historical value and includes records transferred to its custody. The University Archives also includes professional and personal manuscripts of members of the academic and administrative staffs and records of faculty and student organizations that may be given to the University for preservation and use.

(b) Records produced or received by any agency or employee of the University in the transaction of university business become university property. For the purposes of this paragraph, records shall be defined as including all documents, correspondence, accounts, files, manuscripts, publications, photographs, tapes, drawings, or other material bearing upon the activities and functions of the University or its officers and employees.

No university records shall be discarded or destroyed except upon the prior approval of the archivist pursuant to the finding and recommendation by the administrative unit involved that such records have no further administrative value. The archivist shall withhold the approval of any such action until satisfied that the records involved have no value for other administrative offices and that they need not be retained for legal reasons, as determined by appropriate officers. Where appropriate, the archivist may arrange for the transfer of records to the University Archives as an alternative to destruction.

(c) Pursuant to the State Records Act, Illinois Compiled Statutes, 5 ILCS 160/16, /17, and /18, January 3, 2003, the university archivist shall forward approved requests for permission to discard or destroy records to the president and to the State Records Commission for their approvals.

(d) The archives of the university-level administration shall be under the jurisdiction of the archivist at the Urbana-Champaign campus.

ARTICLE VII. AMENDMENTS

The General Rules Concerning University Organization and Procedure document supplements and is subordinate to the University of Illinois *Statutes*. In the event of conflict between the provision of *The General Rules* and the *Statutes*, the *Statutes* shall prevail.

The General Rules are adopted by the Board of Trustees acting on the advice of the president of the University. The board may make changes in *The General Rules* after consultation with the president of the University. Before providing such advice or consultation, the president shall consult with the University Senates Conference, which shall give due regard to the provisions of Article XII, Section 5 of the University of Illinois *Statutes*. However, consultation with the conference is not required when because of exceptional circumstances a proposed action of the Board of Trustees would authorize a deviation from *The General Rules* for a specific transaction.

Note:

The University of Illinois *Statutes* <http://www.bot.uillinois.edu/statutes> and *The General Rules Concerning University Organization and Procedure* <http://www.bot.uillinois.edu/general-rules> make reference to and/or are supplemented by a variety of internal policy documents as well as federal and state statutes and regulations. Policy documents internal to the University exist in various forms: some printed as pamphlets, e.g., *Policy on Patents and Copyrights* and *Policy and Procedures on Academic Integrity in Research and Publication*; some as extensive, comprehensive publications such as *Policy and Rules (Civil Service)*; some updated yearly, e.g., *Guidelines for Sabbatical Leaves of Absence*; some unique to each campus, e.g., *Campus Administrative Manual*. Internal policy documents may be identified by using the web site maintained by the Office of the Vice President for Academic Affairs which offers links to policy documents developed by various offices and officials within the University.