

Guidance for faculty regarding online course materials

Q: If I'm using Zoom to conduct course sessions, who owns the recordings of those lectures and course meetings?

A: Consistent with the Faculty Manual and the university's general approach to faculty scholarship, the university recognizes that faculty members retain intellectual property rights in the scholarly materials they produce to support online course sessions, such as outlines, notes, and PowerPoint slides (to the extent they do not contain materials copyrighted by a third party). Where a faculty member uses Zoom, Brightspace, or another software tool created or provided to faculty by the university to conduct course sessions that are within the scope of the faculty member's scope of employment, the university owns the any recordings that are created using those tools. The university will permit faculty members to use recordings that are created, for non-commercial purposes, so long as such recordings do not present concerns related to copyrighted materials and/or student privacy requirements (see following questions).

Q: Can I include copyrighted materials among the materials I present in a class held via Zoom or other electronic means?

A: Faculty should be cognizant of potential issues related to the use of copyrighted materials in Zoom-facilitated courses just as they would think about those issues for in-person courses. In general, the use of copyrighted materials in courses requires that the faculty member obtain permission from the copyright holder to use copyrighted materials, or else to qualify under the "fair use" exception in copyright.

Q: Can I use recordings of class sessions across sections, or in future terms? Can I share class recordings with the public or for other academic purposes?

A: It depends – recordings of your own lectures where no students are shown (e.g., to ask questions as a speaker, or in "gallery" view in Zoom) can be used across sections and could be repurposed in future terms. However, recordings of classes that include students are considered to be education records subject to federal student privacy law (FERA) and should not be shared with anyone beyond the instructor of record for the current class and section in which the student participates. (In other words, do not share a recording of the class with anyone who would not appropriately been present if the class had been held in person.) These recordings that include students should not be used in subsequent semesters or shared publicly. You should also take care not to include sensitive information in a meeting title/description or in any text field that may be stored by Zoom.