



Vantage College is a highly collaborative context. Those who teach in the Vantage One programs do so with a clear understanding that their courses are not stand-alone entities, but part of a coherent program. There are multiple forms of collaboration, including among program-disciplinary colleagues, between program-disciplinary and Academic English colleagues, and among Academic English colleagues across programs. Because of this context, and because Vantage includes colleagues from many different units, it is important that we make efforts to avoid misunderstandings in sharing and using shared teaching materials.

UBC has a general policy on the “Use of Teaching Materials in UBC Credit Courses.” You can find this Policy (# 81) at <https://universitycounsel.ubc.ca/files/2015/04/policy81.pdf> The most important parts of this policy to remember are:

- 1) If you create teaching materials, you own the intellectual property in these materials.
- 2) If you have received special compensation for creating teaching materials, for instance because you were paid a separate honorarium or you received a course release for this work, UBC has the right to use, revise, and share those materials.
- 3) If you have uploaded teaching materials to a “Departmental Resource,” meaning a repository of teaching materials maintained by Vantage College or your home unit, UBC also has the right to use, revise, and share those materials.

Because the language of the policy leaves some room for interpretation, Vantage recommends the following practices for sharing and using shared teaching materials.

For those who coordinate programs or courses with multiple sections

- If you create a repository of teaching materials (e.g., in WorkSpace or on Canvas), ensure that all who can upload materials to this repository or make use of materials in the repository have a clear understanding (*before* they are asked to upload materials) of whether this repository serves as a “Departmental Resource” as described in Policy 81.
- If you would like to encourage colleagues to share materials for information purposes only, create a repository that is clearly marked as such, so that people can upload without concern. For example: “Syllabi for Information Only.”
- Encourage colleagues to adopt the practices below.

For those sharing teaching materials

- Upload only those materials to a “Departmental Resource” of which you are comfortable they may be used and/or revised by others.
- If you share materials in another way, for example by uploading them to a repository that does not serve as a Departmental Resource, or via email, please include information about how you would or would not like the materials to be used. You can include this information in the materials themselves (e.g., cover page, title slide, header, footer) or in the email.

- Examples include:
 - “Permission to use with attribution.”
 - “Draft only – please do not use or distribute without author’s permission.”
 - “For information only – please don’t use without checking with me first.”
 - “You are welcome to use the structure and core themes of this course but please do not use the examples and exercises without checking with me first.”
- Visit Creative Commons <https://creativecommons.org/share-your-work/licensing-types-examples/licensing-examples/> for various types of Creative Commons licenses you may want to use for your work.
- Consider different approaches to sharing your materials and pedagogy depending on need and context. Visit <https://open.ubc.ca/> for information and examples on Open Educational Resources, Open Pedagogy, and Open Access to help you decide when you do and don’t want to take an open approach to your intellectual property. (This applies to both your teaching materials and your research or SoTL work.)
- Do not share materials that include work for which you do not own the copyright, such as images you have found online (without a Creative Commons license). For more information, see <https://copyright.ubc.ca/guidelines-and-resources/copyright-guidelines/>

For those using shared teaching materials

- Use only those materials that were made available via a Departmental Resource or that were sent to you directly by the author, with permission to use them.
- If you are uncertain about whether you can use and/or revise materials, please contact the author (if known to you) or the coordinator of the program or multi-section course for permission. Check how best to attribute materials before using.
- Make appropriate attributions whenever possible. This also models good citation practices to students by acknowledging you are using or building on other people’s work. Examples include:
 - “Original materials created by Dr. Example. Used with permission.”
 - “Assignment and rubric developed by Dr. Example.”