

Policy on Access to Learning Management System Data Upon Termination From UALR

This policy of eLearning works in conjunction with University of Arkansas System Policy 210.02 and University of Arkansas at Little Rock Policy 209.2, both dealing with distance learning intellectual property. Quoting UALR's 209.2: *"In brief, the Technology Enhanced Course Materials (TECM) policy assumes that the intellectual property rights for any TECM resides with the faculty member unless an agreement has been signed indicating otherwise."*

While employees develop material as part of their job function at UALR, they do maintain rights to their own intellectual property. For material developed in conjunction with university resources (e.g. instructional designers within the UALR Scholarly Technology and Resources unit) that the employee has been paid by UALR to develop, UALR hold joint rights to the material.

Employees leaving their employment at UALR are required to externally archive any materials they have rights to, prior to their departure from UALR. Therefore, access to the Learning Management System (LMS), or any other technology used by STaR to store developed materials, will not be accessible for any former employee. STaR's website has a link to a document produced by the company's LMS UALR uses titled *"BlackBoard: Exporting and Archiving Courses"* explains this process and can provide some technical assistance. UALR's Office of eLearning and STaR are not responsible for providing copies of material for employees leaving employment at UALR, nor will either office provide access to materials once an employee's departure is in effect.

If an employee is terminated, they are immediately denied access to their material, email, and all other UALR systems; therefore, an individual would not have a reasonable period of time to archive their material. The individual has thirty (30) days from the date of termination to make a written request to their former UALR supervisor asking for access. All requests will be reviewed with any units and systems connected with UALR in order to verify if the request can be granted. STaR and the UALR Office of Information Technology Services will work with the supervisor in order to provide any approved access.

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