



<b>UT Health Science Center: AA119-H Recording of Faculty Lectures</b>	
<b>Version 1</b>	<b>Publication Date: 05/26/2022</b>

<b>No./Title:</b> AA119 – RECORDING OF FACULTY LECTURES <sup>1</sup>	<b>Resp. Office:</b> ACADEMIC AFFAIRS <b>Approval Body:</b> CASA	<b>Effective Date:</b> 01/14/2016
<b>Category:</b> Academic Affairs	<b>Last Review:</b> 03/17/2020	<b>Next Review:</b> 03/17/2023
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<b>Related Information:</b>	<a href="#">UT System Statement of Policy on Patents, Copyrights, and Other Intellectual Property</a>	

## POLICY STATEMENT

The University of Tennessee Health Science Center (UTHSC) recognizes that recordings of faculty<sup>2</sup> lectures can serve as valuable tools for student learning. Such recordings allow students to ‘make up’ sessions missed due to illness/personal emergency and provide a ‘backup’ when technical difficulties disrupt the streaming of a lecture to a distance location. Such recordings also enable students to repeatedly review lecture topics that are particularly complex and challenging. Thus, UTHSC supports recordings of faculty lectures, initiated by colleges or students, that are in accordance with this policy and its procedures.

This policy sets general guidelines, however individual colleges may alter these guidelines to fit with their respective situations. In all cases, this policy as well as any developed by individual colleges must comply with the *Statement of Policy on Patents, Copyrights, and Other Intellectual Property* (adopted by the University of Tennessee Board of Trustees October 19, 1984 and amended June 19, 2003), specifically noting Section II (University Rights in Inventions and Creations), Item F (Copyrightable Materials – Mediated Course Materials) [[BT0024 - Statement of Policy on Patents, Copyrights, and Other Intellectual Property](#)].

## PROCEDURE

### Definitions

*College recordings:* audio and/or video (A/V) recordings of faculty lectures that colleges arrange and are, typically, done within a classroom setting.

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<sup>1</sup> *The current policy is the consolidation of two policies: Student Recording of Lectures (approved by the Faculty Affairs Work Group – August 2015) and the Student Recording of Lectures (Approved by the Faculty Affairs Work Group – August 13, 2015 and by the Committee on Academic and Student Affairs – September 2015).*

<sup>2</sup> *“Faculty” and “Lecturer” refer to all persons who lecture in courses, including regular, part-time, or volunteer faculty, as well as individuals who lecture upon invitation but who may have no faculty appointment.*

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*Student-initiated recordings:* A/V recordings of faculty lectures that students take themselves, are downloaded or captured from a secure website to a personal recording device, or are viewed via streaming.

### **College-level Recordings Recommendations and Guidelines**

1. UTHSC recommends that colleges record faculty lectures whenever feasible, with the understanding that such recordings are the intellectual property of the faculty member and that the use of such recordings should be strictly limited to students currently enrolled in the course or program who are provided access for a finite period of time, under specified conditions.
2. Faculty whose lectures are being recorded should receive prior notification when a class will be recorded by a college or program.
3. Faculty should be provided access to their recordings if desired.
4. Access to or use of recordings by other individuals (e.g., tutors, teaching assistants) during the original course requires approval of the Instructor of Record.
5. Re-use of recordings beyond the original course requires approval of the faculty who was recorded.
6. Colleges are expected to develop procedures for recording faculty lectures and making them available. Such procedures should be developed with faculty input.

### **Student-initiated Recordings Guidelines**

1. Students who are currently in the course have permission to make recordings unless otherwise directed by the lecturer or instructor of record and with the understanding that such recordings are the intellectual property of the faculty member.
2. Recorded lectures are exclusively for personal learning purposes.
3. Lecturers may deny permission to record their lectures. It is the responsibility of lecturers or instructors of record to inform students in the syllabus or other course documentation when permission to record lectures is restricted beyond these guidelines.
4. The student note-taking service may be used as a venue for recording and posting of faculty lectures by conventional recording devices unless permission is denied by the lecturer or instructor of record.
5. If lecture recordings are stored for students in the course to download or view, then all such recordings will be hosted on a UTHSC secure server and accessed via an official UTHSC web site. Access to such materials will require an official login using NetID and password. Lecture recordings will be removed from the UTHSC server within one month after the end of the course. Students who have created or downloaded personal copies of lecture recordings are required to destroy these copies after the course has concluded.

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6. Recordings of lectures may not be disseminated to other individuals outside of those in the course. Improper usage and distribution of recordings of faculty lectures by students are considered violations of the Honor Code.

### **APPROVAL HISTORY**

Effective: January 14, 2016, Faculty Affairs Work Group (FAWG)

Reviewed/Revised: March 17, 2020, Committee on Academic and Student Affairs (CASA)

Approved: March 31, 2020, Chancellor