

## Russell E. Ward

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**From:** Caroliniana Padgett  
**Sent:** Wednesday, August 16, 2017 9:32 PM  
**To:** Jerry Clapper  
**Cc:** Russell E. Ward  
**Subject:** RE: Staff Handbook?  
**Attachments:** Intellectual Property Policy.docx

Jerry-

Per our conversation below in April, I wanted to forward you the copy of the University's Intellectual Property Policy to give to newly hired staff. I included it in a Word document if you want to change the formatting. Please let me know if you have any questions.

Thanks,  
Caroline Padgett

Caroline S. Padgett, Ph.D.  
Assistant Professor of Economics  
Francis Marion University  
P.O. Box 100547  
Florence, SC 29502  
[cpadgett@fmarion.edu](mailto:cpadgett@fmarion.edu)  
(+1) 843.661.1442

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From: Jerry Clapper  
Sent: Thursday, April 27, 2017 9:26 AM  
To: Caroliniana Padgett  
Subject: RE: Staff Handbook?

I appreciate that. Let me know if I can be of any assistance.

-----Original Message-----

From: Caroliniana Padgett  
Sent: Thursday, April 27, 2017 9:23 AM  
To: Jerry Clapper  
Subject: RE: Staff Handbook?

Thanks Jerry. The one particular policy I'm responsible for looking into is the Intellectual Property Policy. It is supposed to be distributed to faculty, staff and students per the SACS report. Thus far, I've only had luck finding it in the Faculty Handbook. After looking through HR policies and the student handbook it doesn't seem to be anywhere else (although we seem to have copyright policies of others covered). We will need to add an additional policy form for you to include in your materials for new employees (and probably on the website as well). I'll work on writing it for you.

Thanks for your help!  
Caroline

Caroline S. Padgett, Ph.D.