

GUEST LECTURER AGREEMENT AND INSTRUCTIONS/PERMISSION TO RECORD

SPEAKER

DATE

This form is to be completed by all guest lecturers to Air University Schools/organizations before their lecture.

SUBJECT

SCHOOL/ORGANIZATION

1. *The right of academic freedom (the privilege of debate with discretion on any subject related to our curriculum within the school forum) and the policy of nonattribution (treatment of statements made in the school forum as privileged information not to be attributed to a specific individual) are extended to all Air University guest speakers. To protect these privileges, tapes of guest lectures will not be routinely made since such a record may be releasable under the Freedom of Information Act (FOIA).*

2. *As a guest lecturer, I understand that:*

a. *Air University cannot assure nonattribution to any records made of my presentation. For this reason, recordings or copies of my presentation will be made only at my request or with my specific approval.*

b. *Recordings or copies retained by AU (with my approval) are subject to release if formally requested under the FOIA.*

c. *I understand that if I am an employee or officer of the government and I have the only recording of the lecture, it could still be releasable under FOIA.*

I do do not authorize Air University to record this presentation.

This tape may be used for Air University resident and / or nonresident faculty and students. I understand that AU cannot control the release of this material under the Freedom of Information Act.

PORTIONS OF PRESENTATION TO BE RECORD:
(Check as appropriate)

Lecture

Discussion Period

All or part of this tape may be used in the development of educational, non-commercial DoD products.

I understand that I must abide by Air University policy which precludes the use of offensive remarks and irresponsible statements. This includes comments disparaging any person's race, color, national origin, ethnic group, religion, or sex. It also includes vulgar language, stories, visual aids, or gestures.

COMMENTS

SIGNATURE OF GUEST LECTURER

DATE

Failure to comply with the above policies nullifies contractual arrangements with Air University.

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