

1 DECEMBER 2011



Personnel

**POLICIES ON PRESENTING AND
RECORDING AIR UNIVERSITY LECTURES**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available on the e-Publishing website at www.e-publishing.af.mil for downloading or ordering.

RELEASABILITY: There are no releasability restrictions on this publication.

OPR: HQ AU/CFA

Certified by: HQ AU/CF Dr. Bruce T.
Murphy

Supersedes: AUI 36-2305, 17 December
2008

Pages: 4

This instruction implements AFRPD 36-23, *Military Education*. It establishes Air University (AU) policies on presentation, recording, use, release, and archiving of recorded lectures. Refer recommended changes to this publication, through your chain of command, to the OPR using AF Form 847, *Recommendation for Change of Publication*. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afrims/afrims/afrims/rims.cfm>. This instruction applies to all AU schools and organizations, to include the Academy of Military Science Detachment 12 (AFRC); it does not apply to ANG units.

SUMMARY OF CHANGES

This revision extends the policy to cover recording of all lectures given to the student body rather than limiting it to guest lecturers. It also prohibits recording question and answer sessions and open discussion forums. AF Form 42 has been modified to apply to all speakers. Additionally, item 2d, 1-5 has been deleted as well as the option to have question and answer or discussion sessions recorded.

1. Policy on Recording Lecturers. As an institution of higher learning, Air University supports and encourages learning in an environment of responsible freedom for the exchange of ideas and experiences. Specific guidelines to protect free exchange and non-attribution are provided in AUI 36-2308, *Academic Freedom*. Permission to record selected sessions and lectures must be given explicitly by speakers and documented on AU Form 42, *Lecturer Agreement and*

Instructions/Permission to Record. Recordings or copies will only be retained if specific permission is granted by the presenter, and may be subject to release if formally requested under the Freedom of Information Act (FOIA).

1.1. Recorded Interviews. Lecturers who speak to the school's student body en masse should be provided the opportunity to have their remarks recorded during a structured interview or live with students. Interviews may also be conducted to gather information and opinions of lecturers on topics other than their prepared presentations. (See AU Form 42, *Lecturer Agreement and Instructions/Permission to Record.*) AU Form 42 and a copy of this instruction should be sent to the speaker prior to the event to ensure he or she understands AU policies on recording lectures. Panel discussions that take the form of a structured interview may be recorded. Question-and-answer or open discussion periods occurring in conjunction with lectures, presentations or interviews will not be recorded.

1.1.1. School personnel are responsible for making arrangements with AU/TV (or AFIT/SCL) to record the interview.

2. Policy, Use, and Release of Recordings.

2.1. Recordings of presentations retained by Air University are used primarily by faculty and students of the AU resident and distance learning programs. In some instances the recordings may be used by other Department of Defense organizations.

2.2. Prior to speaking, lecturers must be briefed by the schools on AU policies about academic freedom (AUI 36-2308) and recordings (AUI 36-2305). Lecturers must be informed that their recorded remarks may be subject to disclosure regardless of AU policies. Lecturers may decline/refuse taping of lectures. Faculty members may sign a letter authorizing all their lectures to be recorded for the academic year if they so choose. File the letter with the AU Form 42.

2.2.1. The AU Form 42 will be maintained by HQ AU/CF for the purposes of revision and publication. Signed forms will be maintained at the schools/centers where the lectures are delivered in accordance with their ERM filing plan.

2.3. Lecturers who do not agree to abide by the policy precluding the use of profanity and irresponsible statements are not allowed to lecture. **NOTE:** This in no way implies any intent to disallow either the presentation of divergent opinions or topics appropriate to a school's mission.

2.4. Before a contract for payment is signed and/or before recording the presentation of any faculty or non-paid guest lecturer, the schools will ensure speakers understand and complete AU Form 42.

3. Policy for Retention and Storage of Recordings. Recordings of lectures given at Air University schools are considered routine control records, reference AFI 33-322, *Air Force Records Management Program*. Upon completion of the recording, schools will transfer the original media to AU/TV (AFIT/SCL) for storage, but may maintain a copy for routine instructional use. AU/TV and AFIT/SCL, as appropriate, are ultimately responsible to store, track and retrieve these media. Lectures will not be destroyed by the schools prior to the archival process described above.

4. Official Complaints. The AU Form 42 serves to nullify contracts if the speaker fails to abide by the AU policies to which they have agreed. Failure to abide by policies may result in termination of payment for services rendered. Official complaints regarding offensive remarks or irresponsible statements may be made by any individual who attended a lecture. Complaints must be made to the commandant of the school where the lecture was given within 72 hours after the lecture. The commandant investigates the charges and, if justified, initiates a request for a termination of payment. Termination of payment should be initiated through the Commander, Contracting Squadron (42 CONS/CC), or AFIT/RPX as appropriate. Appeals to decisions rendered by the commandants must be made to the Air University Vice Commander (AU/CV) within 10 duty days after the decision is rendered and parties notified.

5. Responsibilities. Each AU school or organization ensures the policies enumerated in this instruction are carried out.

DAVID S. FADOK, Lieutenant General, USAF
Commander and President

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFPD 36-23, Military Education, 27 September 1993

AFI 33-322, Records Management Program, 7 October 2003

AUI 36-2308, Academic Freedom, 22 August 2008

Prescribed Forms

AU Form 42, *Lecturer Agreement and Instructions/Permission to Record*

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

AFIT—Air Force Institute of Technology

AU—Air University

AU/TV—Air University Television

Terms

AU/TV—Air University Television is the Air Force Southeast Regional Video Production Studio and HQ/AU's dedicated support facility for resident and non-resident schools.

Guest Lecturer—Speakers at AU schools who are not attached to, nor in the employ of, any Air University school, organization or office.

Media—Digital, analog or other files or physical matter used to store recorded information.

Recording—Any type of audio and/or video reproduction or recording of a live presentation.