

**COMMUNITY RELATIONS**

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The Board of Visitors encourages the use of community resources and citizens to assist in furthering the educational programs of the college. One of the greatest resources available is often found in the citizens of our area communities who have special knowledge and particular talents to contribute to the learning experience.

The use of outside resources in the academic setting must be reviewed and approved by the Vice Chancellor for Academics

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**Policy History:**

March 1, 2021  
Was previously Policy 850 and last approved July 30, 2001

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## Request for Use of Outside Personnel/Resources in Academic Forum

Approval for use of outside personnel and/or resources in an instructional forum follows Policy 115 and must be requested in advance and approved by the Vice Chancellor for Academics. UA Cossatot encourages the use of community resources and citizens to assist in furthering the educational program of the College. It is the responsibility of the employee/instructor using outside personnel/resources to make sure any guest speaker knows their participation is voluntary and no payment for services will be given. The instructor must be present at all times.

Instructor \_\_\_\_\_ Class \_\_\_\_\_

Date, Time and Location Class Meets \_\_\_\_\_

Name of Guest Speaker/Resources to be used \_\_\_\_\_

Profession/Credentials \_\_\_\_\_

Topic of Presentation \_\_\_\_\_

Will secondary students be present?  YES  NO

Is background check required?  YES  NO

Reason \_\_\_\_\_

Signature of Instructor \_\_\_\_\_

Date

_____	APPROVED	_____	_____
Vice Chancellor for Academics	Yes	No	Date

*The instructor should keep the form on record for a minimum of five years.*

Procedure History: