

AI Guidelines for Faculty

Created by the UIW AI Faculty Fellows and AI Partners

Do's

1. **Do use the UIW-provided LLM to ensure privacy and protection of university data**
 - CoPilot is the provided LLM at UIW.
2. **Include AI Guidance Policy in Course Documentation:**
 - Draft your own course policy reflecting your comfort level with AI.
 - Be explicit and detailed in outlining what is allowed and prohibited.
 - Share your reasoning behind the policy.
 - Tailor AI usage rules per assignment or activity as needed.
3. **Acknowledge AI is Everywhere:**
 - Assume students are using AI.
 - Design assignments and assessments that AI cannot easily complete if you wish to limit its use.
 - When AI is permitted and/or encouraged, faculty could incorporate assessment of prompts and how AI was used.
4. **Use AI as a Brainstorming Tool:**
 - Leverage AI to generate creative examples, applications, or stories.
5. **Encourage Responsible Use:**
 - Support experimentation and exploration of AI within ethical boundaries as determined in the Acceptable Use and Academic Integrity policies.
 - And be mindful of the Mission of the University.
6. **Disclose AI Use:**
 - Consider informing students and collaborators when AI tools are used when disseminating information, instructional planning, research, or administrative work.

Don'ts

1. **Don't Assume Students Understand AI's Limits:**
 - Address potential biases of AI.
 - Provide Information regarding potential hallucinations.
2. **Don't Enter Confidential Information:**
 - Never input sensitive or personal data into AI tools.
 - Review [UIW's Acceptable Use Policy](#) regarding the use of data.
3. **Don't Assume Copyright Protection:**
 - AI-generated content may infringe on existing copyright.
 - AI may misattribute or fail to accurately attribute sources of information
4. **Don't Use AI Detection Software:**
 - These tools are unreliable and may introduce bias or false positive.

These guidelines were developed by the UIW AI Fellowship and AI Partners. The following resources were consulted and referenced in the development of these guidelines:

- University of Louisiana Monroe. Generative AI in the Classroom. Retrieved from <https://ulm.libguides.com/c.php?g=1409300&p=10435405>
- University of North Carolina at Chapel Hill. AI Guidance for Faculty. Retrieved from <https://ai.unc.edu/ai-guidance-for-faculty>
- Duke Learning Innovation. Artificial Intelligence Policies in Syllabi: Guidelines and Considerations. Retrieved from <https://lile.duke.edu/ai-and-teaching-at-duke-2/artificial-intelligence-policies-in-syllabi-guidelines-andconsiderations/>
- Texas State University. AI Resources for Faculty. Retrieved from <https://www.facdv.txst.edu/teaching-learning/ai-resources-faculty.html>
- St. John's University. Artificial Intelligence (AI) Policies, Guidelines & Resources. Retrieved from <https://www.stjohns.edu/who-we-are/leadership-and-administration/administrative-offices/office-senior-vice-president-and-chief-operating-officer/human-resources/policies-guidelines/artificial-intelligence-ai-policies-guidelines-resources>