Policy for Faculty Use of Artificial Intelligence for Course Design and Teaching

Introduction
The use of Artificial Intelligence (AI) in educational settings offers valuable opportunities to enhance teaching and learning experiences. It also presents a number of potential problems. This policy aims to provide guidelines for faculty members to responsibly incorporate AI as a tool, ensuring accuracy, integrity, and ethical use in course development and instruction.

As defined by Cornell University, "Generative artificial intelligence (AI), offered through tools such as ChatGPT, Claude, Bard, Copilot, and DALL-E, is a subset of AI that uses machine learning models to create new, original content, such as images, text, code, or music, based on patterns and structures learned from existing data." (IT at Cornell University, n.d.)

Guiding Principles
1. Responsibility and Accountability:
Faculty work: Faculty members are responsible for the ethical use of AI tools in their courses. They must ensure that AI is employed as an aid to support teaching, and not as a replacement for their intellectual and academic contributions.

The following can be used as resources for how to responsibly use AI in academic work:
https://research-and-innovation.cornell.edu/generative-ai-in-academic-research/
https://teaching.cornell.edu/sites/default/files/2024-01/Cornell-GenerativeAIForEducation-Report_2.pdf

Student work: Faculty have the discretion to define for students how, if and when to use generative AI tools in class activities or assignments. Faculty are encouraged to include a statement in their syllabus or Blackboard that clearly articulates how students may or may not use AI in course work. The CUC Honor Code was updated to include "unauthorized use" of AI bots as a form of cheating.

The following can be used as resources on the use of AI in classes:
https://libguides.cuchicago.edu/faculty_instruction_resources/AI/ChatGPT
https://resources.depaul.edu/teaching-commons/teaching-guides/technology/artificial-intelligence/Pages/assignments-activities.aspx

2. Verification and Fact-Checking:
Faculty must ensure the quality of the information in their work, regardless of the tools used to produce it. When using content generated by AI tools, faculty should always verify the information. Generative AI uses predictions and patterns to create new content, but since it cannot understand what it produces, the results can be misleading, outdated, or false. AI outputs should be critically evaluated and validated against sources deemed appropriate by academic standards.

3. Transparency in AI Use:
When AI tools are used to help create classroom materials, faculty members should transparently communicate this information to students through appropriate citation. Just as information from sources like research journals, websites, and online articles, needs to be cited, information from AI

sources should also be properly cited. Proper attribution of information from all sources, including AI, is important to maintain transparency and foster trust.

The following can be used as resources for how to cite AI sources:
https://libguides.brown.edu/c.php?g=1338928&p=9868287
https://www.researchprospect.com/how-to-cite-chatgpt-format-examples/

4. Confidentiality and Privacy:
If a faculty member decides to use generative AI tools, please do not enter any CUC information, or another person's information, that is FERPA protected, confidential, proprietary, subject to federal or state regulations, or otherwise considered sensitive or restricted. Any information provided to generative AI tools can become public and may be stored and used by others.

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