



## AI Use Policy for Faculty

### 1. Mission and Purpose

This policy establishes standards for the ethical, transparent, and secure use of artificial intelligence (AI) by faculty in teaching, research, and administrative contexts. The policy aims to equip faculty to flourish and lead in the integration of faith and technology. It ensures faculty use of AI is guided by our mission to glorify God and prepare students for lives of leadership.

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### 2. Scope

The policy applies to all faculty members (including full-time, part-time, and adjunct instructors). All faculty are expected to serve as faithful stewards who model the ethical use of technology.

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### 3. Acceptable Use of AI

Faculty may use AI for tasks including:

- **Research and Development:** Drafting SLOs, brainstorming classroom activities, generating presentation images, creating charts and handouts, generating rubrics.
- **Review and Refinement:** Creating different versions of exam questions, critiquing assignments and exam questions, recommending analogies and case studies, editing recommendation letters and peer reviews.
- **Administrative Efficiency:** Scheduling, proofreading, creating marketing materials, outlining grant proposals, drafting reports, and assisting committee work.

These tasks are defined by a *refinement* approach to employing AI, where the original content is *written* or *designed* with instructor expertise. AI is best used for polishing ideas and resources.

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### 4. Prohibitions

- AI may not be used for legally sensitive and subjective tasks like hiring, processing applications, assessing student work, or evaluating faculty (unless specific legal guidelines, special training, and secure systems are provided by the Provost's Office).

- Faculty may not use AI in ways that violate college cybersecurity, FERPA, ADA, IRB standards, or other federal and state laws.<sup>1</sup>

This means that faculty may not share protected university, personal, or student data with external AI systems (i.e., systems except Copilot).

- Faculty must not over-rely on AI, as over-reliance undermines intellectual rigor, accuracy, and trust.
- Faculty may not use AI as a replacement for instructor discernment and scholarship in tasks such as writing exams, creating lectures, or assessing student work.
- Faculty should not rely on AI in ways that erode critical thinking, independent scholarly contribution, or human dignity and connection.
- Faculty must not use AI to misrepresent their academic work, research findings, or professional credentials.

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## 5. Duties

- **Duty to Critique.** Faculty must critique AI-generated content for accuracy, content, structure, and bias. Any AI-assisted communication intended for distribution (e.g., announcements, policy updates, marketing campaigns) must be reviewed and verified by the faculty member before release.
- **Duty to Disclose and Document.** To maintain transparency and trust with students and colleagues, faculty are expected to disclose when and how AI tools have contributed to their work.

Sample disclosure 1: *"This chart/presentation was generated with the help of GPT-5 and reviewed by a human."*

Sample disclosure 2: *"This policy was drafted with AI assistance and reviewed by a human."*

If AI is used to assist sensitive tasks such as writing exams, it must be used merely as a refinement aid, and the instructor must keep their conversation with the AI (or a preliminary and final draft of the AI-assisted content) on file for administrative records in case of student challenge.

When using AI for research, faculty must disclose the role of AI tools in data collection, analysis, or content generation. AI use must be properly cited and adhere to the professional standards of the discipline.

- **Duty of Ethical Use.** The use of artificial intelligence should always be guided by ethical considerations about the general impact of technology use. Faculty should model ethical AI use by:

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<sup>1</sup> For more information on FERPA, see <https://studentprivacy.ed.gov/ferpa>.  
For more information on ADA, see <https://www.ada.gov/>.

- 1) Including in their syllabus a clear AI policy for students;
- 2) Transparently citing AI use in their work;
- 3) Communicating with students (in class and in the syllabus) how the instructor uses AI;
- 4) Encouraging ethical and critical engagement with AI tools; and
- 5) Demonstrating active co-creation as opposed to passive outsourcing of intellectual effort.

For research assisted by AI tools, faculty must follow applicable copyright, intellectual property, and licensing guidelines. Faculty further have a duty to comply with IRB standards when using AI to process or review human data.

- **Duty of Data Protection.** AI use must not disclose personal or confidential information. Faculty must always comply with data protection laws. Student data (e.g., grades, names, personal records) must never be uploaded into external AI systems without written consent.
- **Duty of Human-Centered Use.** Faculty technology use should center students, faculty, and staff and seek to ensure their success. Therefore, AI use should support rather than replace human creativity and discernment. Technology should not be used as a proxy for faculty interactions with students, staff, or other faculty: AI should augment communication rather than bypass human connection.

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## 6. Accountability and Responsibility

- Faculty are fully responsible for their judgments and work, including work assisted or produced by AI.
- Faculty are responsible for ensuring their technology use aligns with this policy and broader institutional norms regarding academic integrity, Christian ethics, and data protection as found in the Faculty Handbook.
- Suspected violations will be addressed by the dean of the school and/or escalated to the Provost's Office; faculty found not in compliance with this policy may receive disciplinary action.
- This policy will be updated periodically in accordance with changing technology.

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## 7. Summary

At Erskine College, we seek to glorify God by modeling the integration of faith and technology and equipping students to become ethical leaders in a world of AI tools. Faculty technology use will reflect this calling by upholding integrity, fostering academic excellence, guiding human growth and character formation, strengthening community, and stewarding resources responsibly.