Faculty guidelines for responsible use of generative AI in teaching

Explain acceptable use in your course context

Syllabus statement on use of AI

Bylaws 54 and 55 require syllabi to have a clear statement that explains what you consider acceptable use of AI tools in the course (see sample statements for ideas). This can range from not allowed at all, to fully permitted, and should ideally be considered at an activity/assessment level. Note: If no statement is provided, students are allowed to use AI tools, as for other technologies. You should also have a conversation with students in class about AI uses in the course.

Identifying misuse of AI

It is almost impossible to prove use of AI

Research shows that both technological solutions and human abilities are unreliable in detecting AI generated content, so while you may suspect AI use, it is hard to prove. If you have clearly explained the boundaries and suspect misuse of AI in student work submitted for assessment, follow the procedure for addressing student misconduct in Bylaw 31.

Transparency of use

Be transparent with students about how you use AI in your course

It is important to be transparent and acknowledge if, when and how you use AI tools in teaching, including generating content used in courses. Rewriting or altering AI generated drafts of text or other media requires proper acknowledgment and encourages students to do the same. Using AI to generate feedback on student work or to respond to student queries is not recommended at this point because it involves student information and IP being shared with third parties.

Protect personal and private information

Don't include your own or others' personal or private information in prompts

Including information such as addresses, emails, phone numbers, UWinIDs, health information, date of birth, or any other sensitive information in prompts generally allows the company to use that information as part of its training data. This creates a risk of identity theft and inappropriate use of the data.

Protect copyright and intellectual property

Don't upload copyrighted material or intellectual property of others to generative AI tools

Don't share any intellectual property (IP), including copyrighted material such as books, journal articles, student assignments, theses, art works, music etc. with generative AI tools without the explicit consent of the copyright owner. You should also be cautious about sharing your own IP with these tools as it will become part of the training dataset for the AI model and may be used to generate outputs.

Verify accuracy of AI outputs

Verify and critique all AI generated material

Generative AI tools can produce biased, inaccurate, unreliable, or invalid outputs, sometimes called 'hallucinations.' It is your responsibility to always verify the accuracy of the output of any AI tools you use by checking against reliable and credible sources. Modelling that process for students can help them learn scholarly approaches to the use of AI and information literacy skills.

How would AI answer your questions?

Check how AI would respond to assessment tasks

If you are comfortable doing so, check how common AI tools would respond to your assessment tasks, e.g. essay questions, reflection prompts, exam questions, etc. Because models differ and because they generate new responses each time they are prompted, AI tools will rarely give similar answers, but can give you an idea of the type of responses you might expect from these systems.