

## Required Instructor Disclosure

Instructors may not rely solely on Generative Artificial Intelligence (GenAI) tools for their teaching responsibilities, but they can explore how AI can support various teaching and learning processes. It is crucial that instructors remain accountable for all aspects of teaching and learning, ensuring privacy and maintaining high quality in their duties.

### Disclosure to Students

When incorporating AI into a class, instructors must inform students about how the technology is used by the instructor. This includes activities such as providing student feedback, managing emails, making posts, grading, and other teaching-related processes.

### Example Syllabus Statements

- “The instructor of this course uses Generative Artificial Intelligence in various aspects of instruction and learning, including student feedback, assessment, and course content.”
- “AI tools will be used to generate summaries of reading materials.”
- “Grading for assignments may be assisted by AI to ensure timely feedback.”
- “Discussion posts and forum moderation may involve AI to provide quick responses and maintain engagement.”

### Email Disclosure

For email generated with AI, it is good practice to include a disclosure statement in the signature.

### Example Email Signatures

- “Please note that this email was written with the assistance of AI technology.”
- “This response was created with AI assistance to ensure accuracy and efficiency.”
- “AI technology helped draft this email to provide you with timely information.”

### Other Considerations

- **Transparency:** Instructors should clearly inform students when AI-generated content or tools are used, ensuring full transparency in their teaching methods.
- **Bias and Accuracy:** Instructors must ensure AI-generated content is accurate and free from bias. Students should be encouraged to evaluate content and report any concerns.
- **Data Privacy:** Any data used by AI tools for personalized feedback or support must comply with university privacy policies, including FERPA and HIPAA regulations.

### Selected Resources

- [“Teaching in the AI Era.” \*Stanford Business Graduate School Teaching and Learning Hub.\*](#)
- [“Considerations for AI Tools in the Classroom.” \*Columbia Center for Teaching and Learning.\*](#)
- [“Generative AI & Your Teaching.” \*University of Pennsylvania Center for Excellence in Teaching, Learning, and Innovation.\*](#)