

HUSTON-TILLOTSON UNIVERSITY

AI Use Guidance for Faculty

A Companion to the HT Artificial Intelligence Policy

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How to Use This Document

This guide translates HT’s AI Policy into practical classroom and research decisions. It is designed to be updated regularly as tools and practices evolve. For the binding institutional requirements governing AI use at HT, refer to the HT Artificial Intelligence Policy. Questions? Contact the Office of the Provost and Vice President for Academic Affairs

1. Purpose and Scope

This guidance document provides faculty with practical tools, examples, and templates for implementing the HT AI Policy in their teaching, research, and professional work. It is organized to support decisions at the course, assignment, and discipline level.

2. Understanding AI Use Categories

HT categorizes AI use into three levels. Faculty determine which level applies to each course or assignment. The table below maps uses across categories.

Encouraged (disclose)	Permitted With Disclosure	Prohibited
Brainstorming & outlining	Drafting sections of papers or assignments	Submitting AI-generated work as your own without disclosure
Concept review & study aids	Coding assistance & debugging	Using AI during closed-book or restricted assessments
Spell and grammar check	Generating data visualizations	Fabricating data, citations, or empirical findings
Literature scanning (verify output)	Summarization & translation support	Sharing student records or sensitive data with public AI tools
Rubric & lesson plan drafts	Editing for style & clarity	Using AI to evaluate student work without human review

A few important clarifications:

- "Disclosure" in the Permitted column means students must complete the HT AI Disclosure Form (Appendix A) as part of their submission.
- Prohibited uses apply regardless of course policy. They are institutional, not instructor-level, prohibitions.
- Faculty may set stricter rules (e.g., prohibiting AI in a course where it is generally permitted). Faculty may not loosen prohibited uses.

3. Setting Your Course AI Policy

Every syllabus must include a clear AI use statement. The statement must specify: (1) which AI uses are permitted or prohibited in this course; (2) required disclosure practices; and (3) the consequence for violation. Use one of the three templates below, or adapt them to your course context.

Scenario	Suggested Syllabus Language
AI Prohibited	The use of artificial intelligence tools (including ChatGPT, Claude, Copilot, and similar) is not permitted in this course unless explicitly authorized in writing for a specific assignment. Work submitted must be your own original creation. Unauthorized AI use will be treated as academic dishonesty.
AI Permitted With Disclosure	Students may use AI tools to support their learning in this course (e.g., brainstorming, editing, coding assistance). Any AI use that contributes to submitted work must be disclosed using the HT AI Disclosure Form at the end of your assignment. Undisclosed AI use will be treated as academic dishonesty.
AI Encouraged / Required	This course incorporates AI tools as part of professional skill development. Students will use [specific tools] for [specific purposes]. All use must be documented using the HT AI Disclosure Form. You remain responsible for verifying accuracy and for the intellectual integrity of all submitted work.

Best Practice: Tie Policy to Learning Objectives

The strongest syllabus AI statements explain why the policy applies to this course. Example: "Because this course develops your ability to construct original arguments, AI-generated drafts are not permitted. You will be asked to explain your reasoning process in class." This reduces confusion and builds student trust.

4. Disclosure Requirements

HT uses three types of disclosure depending on context. The table below summarizes when and how each applies.

Context	What to Disclose	How / Where
Academic (assignments)	Tool name, version, type of use, what you verified or changed	Disclosure statement at end of assignment; use HT standard format (Appendix A)
Research (publications)	Tool(s) used in writing, data analysis, figure generation, or methodology; AI may not be listed as an author	Methods section and/or acknowledgments per journal/discipline standards (APA, ACS, etc.)
Administrative (staff/faculty operations)	Disclose to supervisor or unit lead if AI tools are used to produce consequential outputs (reports, evaluations, communications)	Verbal or written notice; note in document metadata where applicable

The standard HT AI Disclosure Form (Appendix A) should be used for academic submissions. Instructors may accept alternative formats if they capture the same information. The disclosure

form is not punitive — it is a professional practice that HT treats as equivalent to acknowledging research assistance or collaborative authorship.

Faculty Tip: Normalizing Disclosure

Consider framing disclosure as a professional norm from day one: "In this course, we treat AI tools the way scholars treat other sources — you use them transparently and take responsibility for the work." Students who learn to disclose accurately are better prepared for professional environments where AI transparency is increasingly required.

5. Approved AI Tools for University Data

The Office of Information Technology maintains a list of AI tools that have been reviewed for privacy, security, and data handling. Use of tools not on this list with university data is not permitted until reviewed by the Department of Information Technology.

** Data Restriction Reminder**

Public AI tools (ChatGPT, Claude.ai, Copilot, etc.) must never receive: FERPA-protected student records, Social Security numbers, financial data, health information, unpublished research data, personnel records, or any data subject to legal or contractual restriction. When in doubt, do not enter it. Contact IT for guidance on compliant workflows.

6. AI Use in Research and Scholarship

HT's AI Policy requires transparency, reproducibility, and human oversight in all phases of research. The following guidance translates those requirements for researchers at HT.

6.1 What You Must Do

- Verify all AI-generated analyses, citations, and factual claims against authoritative sources.
- Document the AI tools, algorithms, and parameters used in data processing or analysis in sufficient detail for another researcher to reproduce your workflow.
- Disclose AI use in manuscripts and presentations per journal and discipline standards. AI may not be listed as an author on any publication.
- Ensure IRB/ethics review protocols are satisfied when AI interacts with human subjects or personal data.
- Review your grant and contract terms before incorporating AI into research workflows — some sponsors prohibit AI use with research data or require specific security measures.

6.2 What Is Prohibited in Research

- Using AI to fabricate, alter, or selectively omit data
- Publishing findings that depend on undisclosed or non-reproducible AI processes
- Using proprietary AI tools in ways that violate license agreements or data governance policies
- Generating false citations or misrepresenting AI outputs as empirical findings

6.3 Citing AI in Scholarly Work

Citation standards for AI tools are still evolving. Use the format appropriate for your discipline:

- APA: Author, A. A. (Year). Title of work [Description]. Publisher. [URL] — treat the AI tool as a software tool or database.
- MLA: Italicize the tool name, include the version, platform, date, and URL in the Works Cited.
- Other disciplines: Follow journal or conference guidance; when none exists, disclose in the Methods section with sufficient detail for reproducibility.

Sponsored Research Note

If your grant or contract was awarded by NSF, NIH, DOE, EPA, or another federal sponsor, check your award terms. Federal AI use policies are evolving rapidly — some program officers have issued specific guidance. Contact the Office of Sponsored Programs with questions before incorporating AI into federally funded research workflows.

7. Designing Assessments in an AI-Enabled Environment

The most effective response to AI in education is intentional assignment design that makes AI-assisted shortcuts ineffective or irrelevant. Below are approaches organized by assessment type.

7.1 Assessment Approaches That Are AI-Resistant by Design

- In-class or timed writing with process reflection
- Oral examinations or defense of written work ("walk me through your argument")
- Process portfolios: require drafts, revision history, and written reflection
- Locally-situated analysis: require primary data, community context, or course-specific frameworks not in AI training data
- Iterative feedback loops: require revision in response to instructor comments
- Metacognitive components: "What was hardest about this? What changed between your first and final draft?"

7.2 When AI Use Is Part of the Assignment

If you permit or require AI, specify the task clearly:

- Which tool(s) are permitted
- What the AI may be used for (e.g., outlining, grammar check, not full drafting)
- What the student must produce independently
- How disclosure should be formatted
- How the student will demonstrate understanding of the final work

Faculty Tip: The Comprehension Test

A useful heuristic from the HT AI Policy: if a student cannot describe the steps, reasons, or choices that produced the work, AI has displaced learning. Faculty may require process evidence, oral explanation, or revision history when AI tools are used. This is the standard applied to any scholarly claim.

8. Equity and Accessibility Considerations

HT is committed to ensuring that AI policies do not create or deepen inequities among students. Faculty should consider the following when setting course AI policy.

- If an assignment requires or encourages a specific AI tool, ensure all enrolled students have equitable access to that tool before the assignment opens. Contact CAIT to confirm availability.
- AI tools can support students with disabilities through text-to-speech, writing assistance, or other accommodations without circumventing learning objectives. Consult with the Office of Disability Services when designing AI policies for courses that include accommodation plans.
- Avoid AI detection tools as primary enforcement mechanisms. Detection tools have high false-positive rates for non-native English speakers and students with certain writing styles. They disproportionately harm the students HT is most committed to supporting.
- If you are concerned that your AI policy is creating unequal outcomes, bring it to the Office of the Provost for consultation.

9. Frequently Asked Questions

Can I use AI to give feedback on student work?

Yes, with restrictions. You may use AI to generate draft feedback or identify patterns across submissions, provided: (1) you review and substantially revise all AI-generated feedback before delivery; (2) no student identifying information is entered into a non-compliant tool (check the Approved Tools list); and (3) final feedback represents your professional judgment.

What if a student submits AI-generated work without disclosure?

Treat it as an violation of the academic code of conduct. Enact the grade penalties you have previously established in your syllabus. Document the incident and follow the process outlined in the HT Student Handbook to report academic misconduct. Contact your Dean if you need support navigating the process.

Can I use AI to generate exam questions or rubrics?

Yes. AI-generated assessment materials are permitted with disclosure to your department Chair. You remain responsible for reviewing all content for accuracy, bias, and alignment with course objectives before use. AI-generated rubrics that are used in high-stakes grading decisions must be reviewed by you before application.

Do I need to disclose AI use in my own research to my department?

Disclosure to your department is not currently required for routine scholarly use. However, you must disclose in manuscripts and grant applications per the requirements in Section 6. If your use of AI raises IRB questions or involves sponsored research data, consult the Office of Sponsored Programs before proceeding.

What if a student has a disability accommodation that involves AI tools?

Disability accommodations take precedence over course-level AI restrictions. If a student's approved accommodation involves AI tools that your syllabus restricts, contact the Office of Accessibility Services to develop an appropriate alternative. Do not deny an approved accommodation based solely on course AI policy.

Who do I contact if I'm unsure?

For academic integrity questions: Office of the Provost

For tool approvals and IT compliance: Department of Information Technology

For research and grants: Office of Sponsored Programs

For course design and faculty development: CAIT

For policy interpretation: Office of the Provost

Appendix A: HT AI Disclosure Form

Complete this form and attach it to any assignment in which AI tools were used. Submission of this form is required for all work in the “Permitted With Disclosure” category. The disclosure form is not punitive; it is a condition of academic trust.

Course/Instructor	
Assignment	
Date submitted	
AI Tool(s) used (name + version)	
Type of assistance	e.g., drafting, editing, coding, summarization, translation, brainstorming
Extent of AI content in final submission	e.g., "Approximately 20% of the draft was AI-generated; I revised substantially."
Signature	

By submitting this form, I affirm that I have reviewed the AI-generated content included in this work, verified claims and citations using appropriate sources, and take responsibility for the accuracy and integrity of the final submission.

Appendix B: Faculty AI Readiness Checklist

Use at the start of each semester. Check off each item before your course opens.

Before the Semester

- ☐ My syllabus includes a clear AI use statement (prohibited, permitted, or encouraged).
- ☐ My AI use statement specifies which tools are permitted, what they may be used for, and what disclosure is required.
- ☐ I have confirmed that any required AI tools are accessible to all enrolled students.
- ☐ I have reviewed the HT Approved Tools list and confirmed my recommended tools are on it.
- ☐ Assignments that prohibit AI clearly explain why.
- ☐ Assignments that permit or encourage AI include disclosure instructions.
- ☐ My syllabus includes clearly specified penalties for violations.

During the Semester

- ☐ I have discussed the course AI policy with students, not just listed it in the syllabus.
- ☐ I am using assessment designs that require demonstration of understanding, not just output.
- ☐ If a concern about AI misuse arises, I have discussed it with the student and reviewed the Academic Code of Conduct
- ☐ I am keeping records of any AI-related academic integrity incidents per HT procedures.

End of Semester / Policy Update

- ☐ I have noted any AI policy adjustments I want to make based on this semester's experience.
- ☐ I have submitted feedback on tool performance or student access issues to CAIT.
- ☐ I will review the HT AI Use Guidance update before next semester for any changes.

Document Control

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This document is a companion to the HT Artificial Intelligence Policy and does not require a formal policy amendment to update.
