



Faculty and Instructional Staff Use of Artificial Intelligence Policy ACA 11.0 Office of Academic Affairs

Policy Type: Administrative

Applies to: Full-time Faculty, Course Instructors/Supervisors, Academic Leadership

POLICY DATES:

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Purpose

This policy outlines appropriate use of Artificial Intelligence for faculty and course instructors.

Definitions

Term	Definition
Artificial Intelligence	A field of computer science which studies data structures and algorithms to perform tasks traditionally held to require intelligence to accomplish.
Generative Artificial Intelligence	Technologies which are trained on human generated or human collected input which are designed to reproduce human-like output given instruction. These include, but are not limited to, large language models (LLMs) and diffusion models.
Artificial Intelligence Tools	Specific implementations of software that employs AI methods which includes a wide range of software including, but not limited to, spelling, grammar, and tone checking programs, programs that interpret natural language and execute tasks, and programs which produce text, images, or audio, based on a prompt.
Intellectual Property	This includes any innovation, invention (whether patentable or not), discovery, research, improvements, modifications, copyrights, trademarks, know how, trade secrets, and proprietary information.

Policy Details

Instructional Use of Artificial Intelligence

Instructors are responsible for all instructional decisions, course materials, and evaluation of student work in their courses. Artificial Intelligence (AI) tools may support, but cannot replace, faculty and course instructors in carrying out these responsibilities when used appropriately and in alignment with institutional policies. The following policy applies to all instructional uses of AI.

Protection of Student Data and Intellectual Property

AI systems that are not institutionally approved may not be used when interacting with information that includes:

- Student records protected under the Family Educational Rights and Privacy Act (FERPA)
- Student submitted coursework, projects, or other intellectual property
- Student academic performance data, feedback, or evaluation information
- Any data that could reasonably identify an individual student

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Faculty and instructional staff must not enter student information or student work into public or unapproved AI systems that are not licensed or approved by the University.

The University maintains a list of approved technology platforms and services that meet institutional data security and privacy requirements such as Microsoft Copilot. The list can be found in Raider Experience under the “University Approved Software” card. Faculty and course instructors are responsible for ensuring that any AI tool used with student data is included in the list of approved tools prior to use. If you are not sure, you may reach out to the Office of Digital Learning: umudigitallearning@mountunion.edu.

In general, faculty and course instructors should assume student work and academic records constitute protected data and must be handled within institutional systems.

Human Oversight Requirement

Faculty must maintain an active role in grading and feedback processes when using AI tools. This includes providing instructor-authored feedback that reflects the student’s work in relation to course objectives and supports student development. AI tools may assist in identifying patterns or generating feedback suggestions; however, all feedback must be reviewed, supplemented as needed, and approved by the instructor. The instructor remains the primary evaluative voice in all assessment activities.

When AI tools are used to support teaching and instructional responsibilities, faculty and instructional staff must maintain a human-in-the-loop review process. This requires that they:

- Review and verify any AI-generated instructional materials before they are provided to students. Exceptions exist for generative AI tools such as chatbots built into third-party ebook platforms, as their output cannot be reviewed.
- Review AI-generated feedback or analysis before it is shared with students.
- Ensure that AI tools are not making final academic decisions without human oversight.
- Maintain responsibility for the accuracy, appropriateness, and fairness of instructional materials.
- Clearly label any AI-generated content, including, but not limited to, lecture notes and evaluations of student feedback.

AI tools may assist in identifying patterns, generating suggestions, or drafting materials, but the instructor remains the final authority on what is presented to students.

Grading and Evaluation

AI tools may be used to assist with grading workflows, such as generating feedback suggestions, summarizing patterns in student responses, or helping analyze rubric alignment. However:

- Course instructors must personally review all AI-assisted grading outputs and the full submitted student work before any feedback is provided (i.e. not only monitoring the AI-feedback only).
- The instructor is the individual responsible for assigning the final grade.
- AI systems must not independently determine final grades without human confirmation.

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- The use of AI in grading should be understood as decision support, not automated evaluation. AI-generated and AI-edited feedback must be clearly labeled as such and should never constitute the entirety of feedback provided to students on their work.

Transparency and AI Disclosure

Course instructors who use AI tools to support course development, instructional activities, or evaluation processes must provide a clear disclosure to students explaining how AI is used in the course.

This disclosure promotes transparency and helps students understand how AI contributes to course design and feedback processes.

Disclosures should describe:

- Whether AI was used to help create assignments, course materials, or activities
- Whether AI assisted with grading or feedback processes
- The role of instructor oversight in reviewing AI outputs
- The fact that the instructor remains responsible for final academic decisions

Course instructors must place this disclosure in the syllabus. Course instructors should cite AI usage in any other circumstance where AI is used.

Example of AI Disclosure Statement for Syllabus

Course instructors may adapt the following language for use in course syllabi or LMS sites:

Artificial Intelligence Use in This Course

Artificial intelligence (AI) tools may be used by the instructor to assist in developing course materials such as assignments, learning activities, discussion prompts, or instructional resources. AI tools may also assist the instructor in generating draft feedback or identifying patterns in student work.

All AI-assisted materials, prepared by the instructor, are reviewed and approved by beforementioned instructor prior to being shared with students. Some systems, such as digital textbooks, may have built-in AI tools that work independently of the instructor, and thus may provide output which cannot be reviewed by the instructor.

AI tools may also be used to support grading workflows by suggesting feedback or highlighting rubric alignment. However, the instructor personally reviews all feedback and is solely responsible for determining and assigning final grades. AI systems do not independently assign grades.

Student records, grades, and protected educational information are only processed within university-approved AI systems that meet institutional privacy and security requirements.

If you have questions about how AI is used in this course, please contact the instructor.

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Responsibilities

Position or Office	Responsibilities
Academic Affairs	Policy Updates

Resources

Please be aware and adhere to the following policies:

- Technology Resource Acceptable Use Policy - [POLICY](#)
- Information Security Policy - [POLICY](#)

Contacts

Subject	Office	Telephone	E-mail/URL
Policy Guidelines	Academic Affairs	330-823-4895	craigst@mountunion.edu & cunionwe@mountunion.edu
Approved Tools	Information Technology	330-823-2844	stuchetm@mountunion.edu