AI Usage Checklist for Faculty & Staff

This checklist is intended to help faculty/staff use various AI tools in a responsible way. Consider your answers. If you answer "no" to any question, you should rethink how you are using the AI tool, content or materials before proceeding.

Please consider the following questions:		
1. Are you able to explain the thought process and all related resources in your final work?	Yes ☐	No ☐

2. Are you using AI for at least one of the following reasons (but not limited to the following examples)?
     i. to be more efficient
     ii. to enhance the quality of your work
     iii. to get more data on certain topics
	Yes ☐	No ☐

3. Have you checked the AI policy or guidelines of the event, institute or occasion?	Yes ☐	No ☐
4. Have you **cited** AI sources properly according to your area/ institute/ organization's guidelines or policies?	Yes ☐	No ☐
5. Have you given acknowledgement of your AI usage (i.e., in your syllabi, presentation, talk, OER development)?	Yes ☐	No ☐
6. Are your personal style and voice reflected in the AI-generated work?	Yes ☐	No ☐
7. Have you read through and understood everything being written by the AI and are you prepared to answer related questions?	Yes ☐	No ☐
8. Have you made an effort to improve the AI generated content?	Yes ☐	No ☐
9. Have you considered all other AI tools and determined that the one that you chose is the most suitable for your field or needs?	Yes ☐	No ☐
10. Does your AI generated content promote DEIB?	Yes ☐	No ☐
11. Have you checked for biases?	Yes ☐	No ☐
12. Have you fact-checked the AI-generated content?	Yes ☐	No ☐
13. Have you considered Universal Design principles?	Yes ☐	No ☐