

Policy Title: Faculty Artificial Intelligence Usage Policy
Policy Number: ACA.200.26
Policy Owner: Provost and Vice President of Academic Affairs
Responsible Office: Provost and Vice President of Academic Affairs
Creation Date: 08/12/2025



1. Purpose and Scope

The purpose of this Faculty Artificial Intelligence Usage Policy is to establish guidelines and expectations for faculty at North American University regarding the responsible, ethical, and compliant use of Artificial Intelligence (AI) resources, specifically AI text generation tools such as ChatGPT.

This policy ensures academic integrity, protects student privacy in accordance with the Family Educational Rights and Privacy Act (FERPA), and aligns with recognized industry standards for AI usage in higher education. It applies to all faculty members, including adjunct and visiting faculty, in their instructional, grading, research, and administrative roles.

The policy references the ACA.200.25 Student Artificial Intelligence Usage Policy to ensure consistent standards for AI use across the University community.

2. Policy

At North American University, faculty are encouraged to use AI tools to enhance teaching, improve course materials, support research, and streamline grading processes, provided such use is transparent, ethical, and compliant with University policies and applicable laws.

AI may be used to:

- Develop instructional materials.
- Facilitate grading and feedback processes.
- Assist with academic research and course preparation.
- Support communication and administrative functions.

Faculty must not use AI to misrepresent academic work, bypass professional judgment, or disclose personally identifiable student information without consent.

3. Procedure

A. Instructional and Research Use

- AI tools may be used to generate or refine instructional content, provided that the faculty member reviews, edits, and assumes responsibility for all materials before sharing them with students.
- Any AI-assisted research output must follow applicable citation and attribution standards, treating AI-generated content as an external source.

- Faculty should be aware of potential AI biases or inaccuracies and verify all AI-generated information before use.

B. Grading and Student Data Privacy

- Faculty may use AI tools to assist in grading, feedback generation, or grade calculations.
- Prohibited: Uploading or sharing student names, NAU email addresses, Social Security Numbers, or NAU Student IDs with any AI platform.
- Permitted Alternative: Faculty may create or assign randomized IDs for students when using AI, ensuring anonymity and FERPA compliance.
- Faculty must maintain secure storage of any mapping between randomized IDs and actual student identities.

FERPA-Compliant Randomized ID Procedure:

1. *Create Unique IDs* – Assign each student a unique alphanumeric code (e.g., “ENG1311-F25-001”). Avoid using any part of the student’s name or actual ID number.
2. *Maintain a Secure Key* – Store the mapping between randomized IDs and student names in a secure, password-protected file or encrypted database.
3. *Use Only Randomized IDs in AI* – When entering grading data or receiving AI-generated feedback, use only the randomized ID, associated scores, and assignment descriptors (no personal identifiers).
4. *Restrict Access* – Only the faculty member (and approved teaching assistants, if applicable) should have access to the mapping file.
5. *Delete External Copies* – Ensure that no AI platform retains identifiable student information by avoiding uploads of original rosters and by deleting any temporary working files containing personal identifiers.

C. General Guidelines

- Avoid inappropriate, offensive, or discriminatory prompts when interacting with AI.
- Never rely solely on AI for instructional or evaluative decisions—human oversight is required.
- Regularly review emerging industry best practices and University updates on AI use.

D. Violations

- Misuse of AI, especially breaches of student data privacy or academic integrity, may result in disciplinary action as outlined in the Faculty Handbook and University policy.

4. Who Should Read This Policy

- Full-Time Faculty
- Adjunct Faculty
- Department Chairs
- Provost and VP for Academic Affairs

5. Related Documents and References

- ACA.200.25 Student Artificial Intelligence Usage Policy
- [Family Educational Rights and Privacy Act \(FERPA\)](#)
- [EDUCAUSE “Artificial Intelligence in Higher Education” Guidelines](#)
- [Faculty Handbook](#)

6. History

- Creation date: 08/12/2025

7. Policy Approval

<hr/>	08/12/2025
Policy Writer	Date
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Assoc. Dean for Institutional Effectiveness & Planning	Date
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Vice President for Academic Affairs, Provost	Date