

University of Iowa Guidelines for Responsible Use of Artificial Intelligence (AI) in Faculty Reviews

Purpose

To protect faculty research, creative work, and intellectual property, these guidelines establish parameters for the potential use of Artificial Intelligence (AI) tools in faculty reviews and evaluations. The goal is to ensure responsible, ethical, and secure integration of AI technologies while maintaining academic integrity and human oversight.

Scope of Use

Reviewers are responsible for the content of all faculty reviews. AI tools may be used to assist with brainstorming, summarization, organization, and revision of faculty reviews and evaluations. For example, AI might assist with finding themes and patterns across multiple works of scholarship or with converting a bulleted list of reviewer observations or thoughts into a summary text. However, comprehension, contextualization, evaluation, judgment, and final approval must remain the responsibility of faculty members.

Academic departments may also vote on the use of AI in faculty reviews and evaluation processes, based on the nature of research, scholarship, or creative work in their fields, among other factors.

Approved AI Tools

Faculty reviews and evaluations are considered restricted data by the [university's classification](#). To ensure data security and compliance with university policies, only AI tools with institutional safeguards appropriate for restricted data may be used for faculty reviews and evaluations. Approved tools are limited to:

- Microsoft Copilot – UI Enterprise License (integrated with Microsoft 365 and protected by university IT infrastructure)
- ChatGPT Edu – UI Enterprise License (accessed through University of Iowa's secure platforms).

Review and Updates

These guidelines will be reviewed annually by the Office of the Provost and Faculty Senate in collaboration with Information Technology Services.

Questions

Questions should be directed to faculty@uiowa.edu.