

Artificial Intelligence Checklist for Faculty

For Internal Use Only

Purpose: To provide faculty with the tools to review assignments for suspected cases of Artificial Intelligence (AI) use *prior* to sending the information to the Academic Integrity team for an informal review and/or IROAD. This will help streamline the process in supporting our students.

Audience: Faculty

You have used an AI detection tool and detected an AI% score in the report, what does the score mean?

- Prior to beginning your investigation, review the following disclaimers regarding an AI% score:
 - ✗ An AI% score is a prediction of the text that may have been generated by artificial intelligence. This is not confirmation that the student has used AI to commit a violation of the academic integrity policy.
 - ✗ Avoid using GPTZero or other AI detection tool to “confirm” if AI was used in the assignment. The percentages vary depending on the tool used and are therefore unreliable as evidence of an academic integrity violation.
 - ✗ A score below 20% and/or a submission of less than 300 words has a higher incidence of being a false positive.
 - ✗ The software only reviews long-form prose in standard grammatical sentences. Any lists, bullet points, or non-grammatical sentences will not be accounted for in the algorithm used.

I understand what the AI% score means, how do I investigate?

- ☐ Review assignment to confirm content is accurate as ChatGPT does not have access to content that is not open source or information past October 2023 and may provide inaccurate information per its disclaimer:

ChatGPT can make mistakes. Consider checking important information.
- ☐ Review assignment to determine if the student made assertions without citing them with scholarly sources.
- ☐ If citations are present, confirm the references exist and match the sources in the reference listing. Generative AI often hallucinates/fabricates sources. ***If you need help tracking down a source, please email the UAGC Library for assistance at library@uagc.edu***
- ☐ Acknowledge the potential use of Grammarly (or other similar programs). This is a form of AI that we promote to students to help proofread/edit their assignments and improve their writing.
- ☐ Assess the areas we can prove and grade accordingly off the rubric: the information is accurate, scholarly sources were used, citations are present and match the reference listings.

I have thoroughly reviewed the assignment(s) for the areas outlined above but still feel this assignment was created by artificial intelligence. What would the next step be?

- ☐ Acknowledge that generative AI is nearly impossible to prove as it does not produce the exact same verbiage when the same questions are asked.
- ☐ Reach out to the student for a ‘seek to understand’ conversation to see what may have happened.
- ☐ I acknowledge that I have reviewed all items on this checklist prior to emailing the Academic Integrity team at AcademicIntegrity@uagc.edu for an informal review of a student’s work.
- ✗ DO NOT submit an IROAD solely for generative AI prior to an informal review as we do not want to put the student through the IROAD process unnecessarily.
- ☐ If you have general artificial intelligence or academic integrity questions, please consider joining our Academic Integrity Office Hours for faculty and staff **Mondays: 1:30 – 2 p.m. PT** | [Register here](#) and **Thursdays: 11 – 11:30 a.m. PT** | [Register here](#)