



# Practical AI for Faculty and Staff: Guidance for Productivity and Preserving Student Academic Integrity

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Monday, Feb. 23, 2026



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[bit.ly/4m9U0SV](https://bit.ly/4m9U0SV)*

**Log into  
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Google Gemini:  
[copilot.charlotte.edu](https://copilot.charlotte.edu)  
[gemini.google.com](https://gemini.google.com)  
Sign in using your  
NinerNet credentials!**

# Agenda

**1** AI Overview

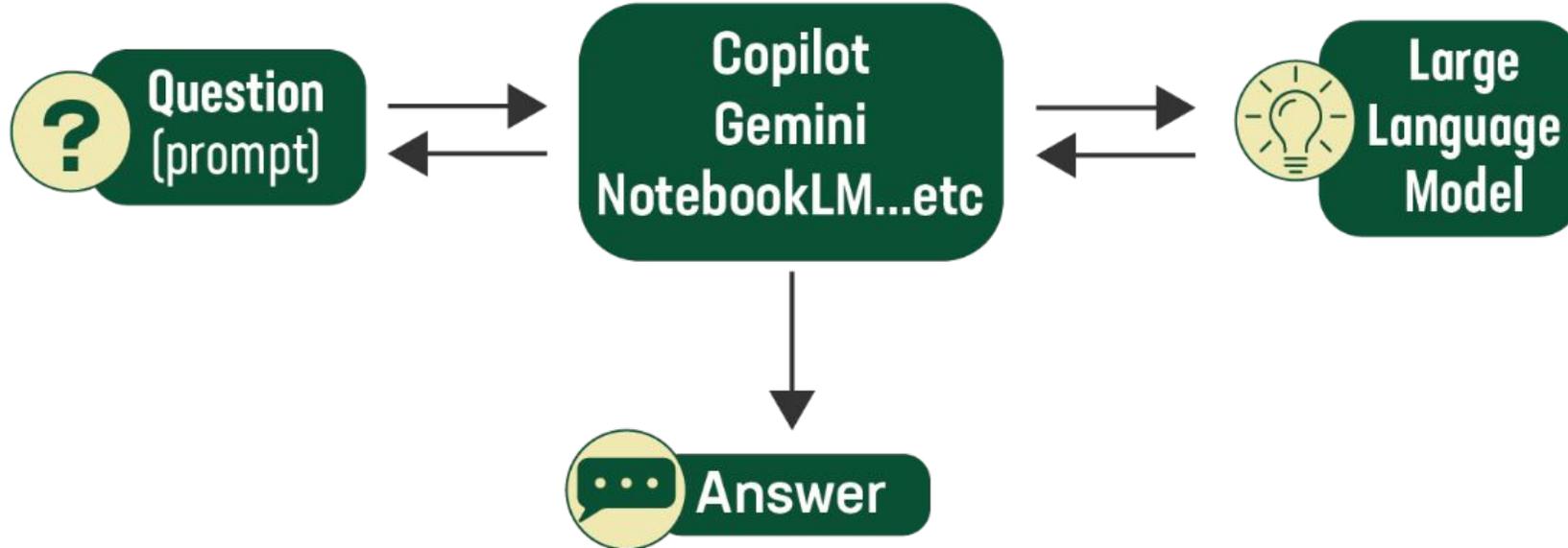
**2** Using AI Responsibly: Ethics, Privacy, & Policy

**3** AI and Academic Integrity & Everyday AI in the Workplace

**4** Practical Examples

# What is Generative AI?

Software that creates new content (text, images, code etc) based on instructions.



*This can be text, data, image, code, etc.*

# Using AI Responsibly

Review the following University policies, guidelines, and resources that will help you ensure you are using AI responsibly.

1

Use University-approved tools that provide data protections.

2

Follow University procurement guidelines including Software & IT-Related Requests process for AI software for individuals and departments.

3

Follow University data retention policies.



# Common Questions

- Can we upload transcript/student record info to AI?
- Is Zoom AI Companion FERPA-compliant?
- Can we use Zoom AI Companion when advising students?
- Can we ban student use of certain AI tools?
- Can we use AI plagiarism detection tools?
- What do we do when we suspect a student has used AI to complete an assignment or exam?



# AI Software Guidance



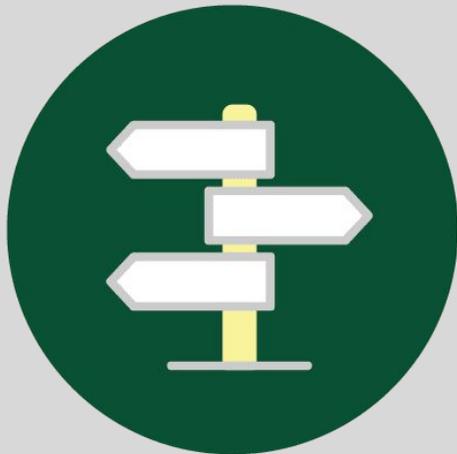
Provides guidance on using campus-wide, specialized, and popular AI software with university data

- **Green** indicates the software is approved for use; a campus agreement is in place with approved data security and privacy policies.
- **Yellow** indicates use with caution; a campus-wide agreement is NOT in place. Even if the software is on this list, new users must submit the [Software & IT-Related Request Form](#) through Purchasing.
- **Red** indicates do not use. No agreement is in place to protect university data.

Users of all non-campus-wide software, including free and research-related requests, must submit the [Software & IT-Related Request Form](#).

# Generative AI Tools at Charlotte

For a full list of supported tools, please review the OneIT [AI Software Guidance](#) page.



## Do not use unsupported tools

Free tools such as ChatGPT are not supported. The University does not have a campus-wide agreement in place. Follow the [Software & IT-Related Request process](#) to request software that is not on the approved list.

## Microsoft Copilot via @charlotte.edu

Text-based tool for generating content  
[Copilot FAQs](#)

## Google Gemini via @charlotte.edu

Text-based tool for generating content  
[Gemini FAQs](#)

## NotebookLM via @charlotte.edu

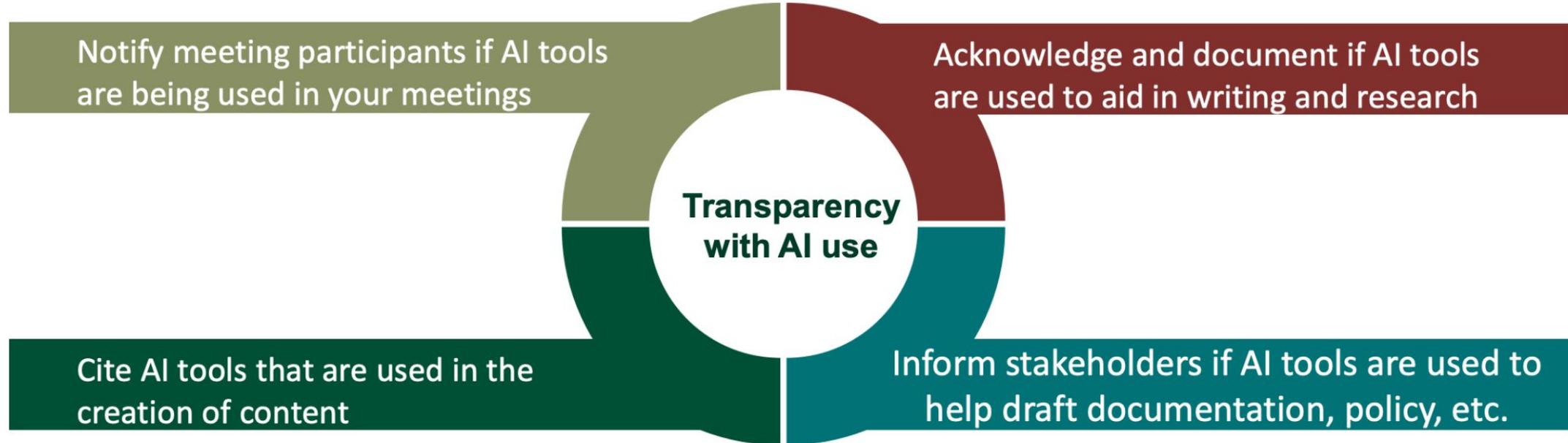
Used for research and document analysis  
[NotebookLM FAQs](#)

## Adobe Firefly via @charlotte.edu

Used to create images  
[Firefly FAQs](#)

# Be Transparent When Using AI

Be mindful when using AI that can impact decisions, have ethical or legal ramifications, or infringe on the privacy of others.



# Ethics & Privacy

- Use campus-wide (enterprise) tools, since they provide data protection
- You are responsible for content!
- **Don't use non-enterprise** tools with FERPA or HIPAA data (Level 2 data)
- **Don't use any** AI tools for highly restricted Level 3 data (Social Security Numbers, payment card numbers, medical records, restricted information protected by nondisclosure agreements, restricted research data)
- Be alert for bias and inaccuracies



## Data Classification

Level 0 = Public

Level 1 = Internal

Level 2 = Confidential/Sensitive

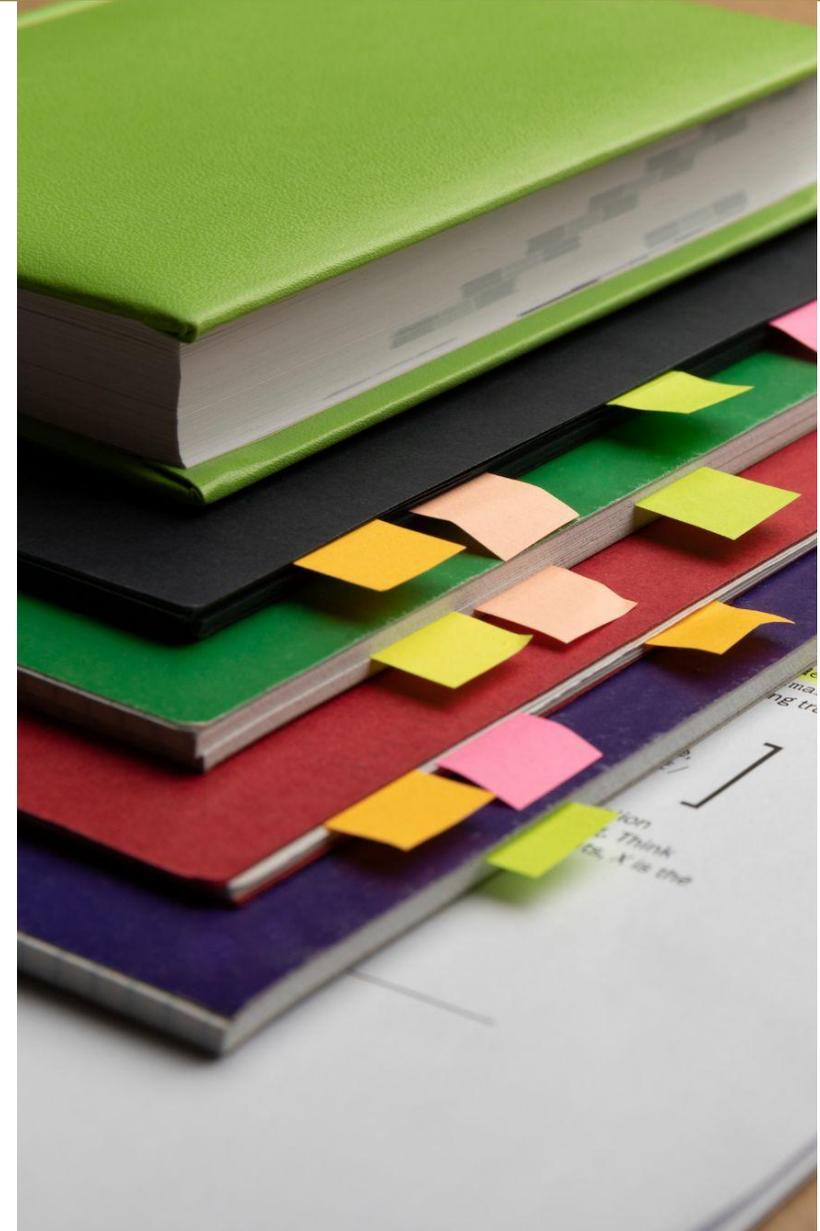
Level 3 = Highly Restricted

# AI Security Checklist

- ❑ **Protect UNC Charlotte's confidential information and your own.** Do not enter confidential or legally restricted data or any data that Charlotte's data classification policy identifies as level 3 into an AI tool.
- ❑ **If you don't use campus tools, assume all information shared will be made public.** Treat all information shared through an AI tool as though it will become public. Do not share information that is personal or sensitive, and be mindful that the information you input into an AI tool may be retained by the vendor.
- ❑ **Use enterprise campus-wide tools whenever possible.** Use solutions that have been reviewed and approved by the University whenever possible.
- ❑ **Follow all procurement guidelines when purchasing or using free tools.** All AI purchases, including enhancements to existing licenses, must follow UNC Charlotte's established purchasing procedures.
- ❑ **Be alert for bias and inaccuracy.** AI-generated responses can be biased, inaccurate, inappropriate, or may contain unauthorized copyrighted information. We are each responsible for the content of our work product. Continually review and verify outputs generated by AI tools to ensure accuracy.

# AI Policies and Guidelines

- No official University Policies around the use of AI
- AI addressed in some subject-specific standards, guidance, and policies (see [AI Resources](#))
- To use AI responsibly pay attention to:
  - [AI Guiding Principles \(The “Why”\)](#)
  - [Suggested Syllabus Policies & Notices: Policies Related to Academic Integrity](#) > *Policies on the use of generative artificial intelligence*
  - [Student Accountability & Conflict Resolution – AI Guidance: Related to setting expectations for and transparency in the use of AI](#)
  - [Standard for Zoom AI Companion](#)
  - [AI Security Checklist](#)
  - [Guideline for Data Handling \(Data classification levels\)](#)
  - [AI Software Guidance](#)
  - [Software & IT-Related Requests](#)
  - [University Data Retention Policies](#)



# Zoom AI Companion

Standard for Zoom AI Companion – Establishes requirements to protect individual and University information resources

- **Privacy & Security**

- Summaries/recordings are subject to public records requests and discovery during litigation
- Do not record meetings where any private or sensitive information (Level 2 or Level 3 data) is shared or discussed (Guideline for Data Handling)
- Recordings stored in cloud for 30 days; can download to your computer, **but:**
  - Do not save it to your computer if it inadvertently includes Level 2 or Level 3 data (Guideline for Data Handling)
  - Be mindful of records retention requirements

- **Best Practices & Awareness**

- **Consent:** Host should notify attendees at start; if there are objections, do not record
- **Power Dynamics:** e.g., department head recording meeting with employees
- Academic freedom
- Chilling speech



# AI and Academic Integrity

## Student Accountability & Conflict Resolution - AI Guidance

- **Setting expectations** for use of AI
  - Focus on the behaviors and practices that may be problematic for learning and academic integrity.
    - This approach helps students understand why certain uses are inappropriate and helps instructors remain adaptable as new technologies emerge.
  - Policies that focus on student responsibility for thinking and writing communicate expectations more clearly and hold up better over time than banning specific AI tools.
- **Encouraging transparency** in the use of AI (both students and faculty)
  - Includes sample disclosure language to account for how AI is used

# AI and Academic Integrity

Use of AI addressed in Code of Student Academic Integrity prohibited behaviors

- **Cheating:** *Use of Unauthorized Materials* – using materials or equipment in connection with an assignment, examination, or other academic exercise which **have not been authorized** by the faculty member, including but not limited to, notes, calculator, websites, Artificial Intelligence and/or other technology;
- **Plagiarism:** *Inadequate/Uncited Paraphrasing* – Failure to cite the rewording of another person’s original text, and/or presenting another person’s concepts or ideas as one’s own without proper attribution. This can include, but is not limited to, changing only a few words or altering the sentence structure from the original source and/or **using Artificial Intelligence without citation.**
- **Plagiarism:** *Failing to properly acknowledge a source* – Giving incorrect and/or not including information about a source in accordance with the citation style. This may include, but is not limited to, missing in-text citations, missing or omitted sources, and/or **using text generated by Artificial Intelligence without attribution.**

# Suggested Syllabus Policies

Suggested policies include guidance regarding AI use in teaching and learning, specifically related to academic integrity.

See:

[legal.charlotte.edu/legal-topics/classroom-policies-and-practices/suggested-syllabus-policies-notice/#academicintegrity](https://legal.charlotte.edu/legal-topics/classroom-policies-and-practices/suggested-syllabus-policies-notice/#academicintegrity)



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## ***Suggested Syllabus Policies & Notices***

### ***Policies Related to Academic Integrity***

- To address academic integrity violations, including plagiarism** 
- To distinguish violations of syllabus policies from academic integrity violations** 
- Policies on the use of generative artificial intelligence (AI)** 
- To prohibit the use of unauthorized materials (CourseHero, Chegg, etc.)** 
- To notify students about instructor use of plagiarism or AI detection tools** 

# Suggested Syllabus Policies

## Policies on student use of generative AI

- As a best practice, faculty members should notify students how and when generative AI tools (such as ChatGPT, Gemini, etc.) may be used in their assignments, exams, and other course work.
- Suggested syllabus policies may be used or adapted, depending on the level of generative AI use the faculty member wants to permit.

*Syllabus Policy Option 1: Permitting generative AI use in all assignments, with the requirement that students disclose any AI assistance.*

*Syllabus Policy Option 2: Permitting generative AI use in specific designated assignments, but not all. Students must disclose any AI assistance. Faculty members should specifically indicate on each assignment whether generative AI is permitted, and the way in which it may be used.*

See suggested syllabus language at:

[legal.charlotte.edu/legal-topics/classroom-policies-and-practices/suggested-syllabus-policies-notice/#academicintegrity](https://legal.charlotte.edu/legal-topics/classroom-policies-and-practices/suggested-syllabus-policies-notice/#academicintegrity)

# Suggested Syllabus Policies

## Using a plagiarism or AI detection tool in your class

- Generative AI detection tools (such as ZeroGPT, etc.) are designated as DO NOT USE by OneIT.
- If an instructor chooses to use a generative AI detection tool against University recommendations, it is important to obtain signed consent from each student.
- Both free and paid products available on the market are prone to error and do not meet reliability standards.
- AI detection tools do not sufficiently ensure the privacy of any data or content that is input into them.
- Such tools should not be relied on as presumptive of the use of generative AI in completing an assignment
- Consent form is necessary because both copyright rights and FERPA rights of students may be violated by disclosure and use of their works by submitting them to plagiarism detection services or AI detection tools.

See suggested syllabus language at:

[legal.charlotte.edu/legal-topics/classroom-policies-and-practices/suggested-syllabus-policies-notice/#academicintegrity](https://legal.charlotte.edu/legal-topics/classroom-policies-and-practices/suggested-syllabus-policies-notice/#academicintegrity)

# Using AI in the Workplace



# AI as an Assistant

- Drafting email
- Note taking
- Creating reports
- Onboarding new students
- Editing and proofreading
- Peer review
- Generating content for newsletters
- Data cleanup
- Trend analysis



# Writing Effective Prompts

## GOAL

What do you want from Copilot?

*"I want a list of 3-5 bullet points to prepare me..."*

## CONTEXT

Why do you need it and who is involved?

*"...for an upcoming meeting with [client], focusing on their current state and what they're looking to achieve."*

## EXPECTATIONS

How should Copilot respond to best fulfill your request?

*"Respond with a tone that is friendly but authoritative..."*

## SOURCE

What information or samples do you want Copilot to use?

*"...and focus on email with [people] over the last two weeks"*

# Recommendation Letter

To the Admissions Committee,

I am pleased to recommend **[Student Name]**, an undergraduate senior graduating with a BS in Artificial Intelligence, for admission to your MS in Artificial Intelligence program. I taught **[Student Name]** in my Artificial Intelligence and Ethics course, where they performed at an exceptional level.

**[Student Name]** demonstrated a strong command of core AI concepts while also engaging thoughtfully with the ethical and societal implications of intelligent systems. Their work consistently reflected clear reasoning, intellectual curiosity, and an ability to connect technical ideas with real-world responsibility. In class discussions and written assignments, they stood out for their insight, clarity, and depth of analysis.

**[Student Name]** is a highly motivated and capable student who responds well to feedback and maintains high standards for their work. I am confident they are well prepared for the rigor of graduate study and will be a valuable contributor to your program. I recommend **[Student Name]** without reservation. Please feel free to contact me if additional information is needed.

Sincerely,

[Your Name]

[Title / Department / University]

**prompt:** *I am a faculty member and have been asked to write a letter of recommendation for grad school for my student who is getting a BS in artificial intelligence*



**Pro Tip:** You can create a [Google Gem](#) or Copilot Agent with [these instructions](#) to help you do this.

# Summarizing Info

**prompt:** *I work as an admin in higher education. Everyone is saying I should learn about genai. Why? How can it/you help me?*

Summaries can be useful, but always verify/proofread!  
(note the mistakes)

**GenAI for Higher Ed Administration**  
Your AI Partner in Efficiency & Student Success

**WHY THE PUSH?**

- Icon: People
- Icon: Bar chart with magnifying glass
- Data-Driven Decisions: Spot Trends, Inform Strategy
- Icon: Open book
- Accessibility: Simplify Simplify Policies, Aid Students

**HOW IT HELPS: ADMIN TASKS**

**Communication & Drafting**

- Polished Emails
- Policy Summaries
- Newsletter Content

**Data & Organization**

- Meeting Transcripts: Action Items
- Spreadsheet Magic: Formulas & Trends

**Student Support**

- FAQ Automation
- Event Planning
- Project Timelines

**PEER-TO-PEER REALITY CHECK**

**Lora AI Yorac**  
254-117-420-2025

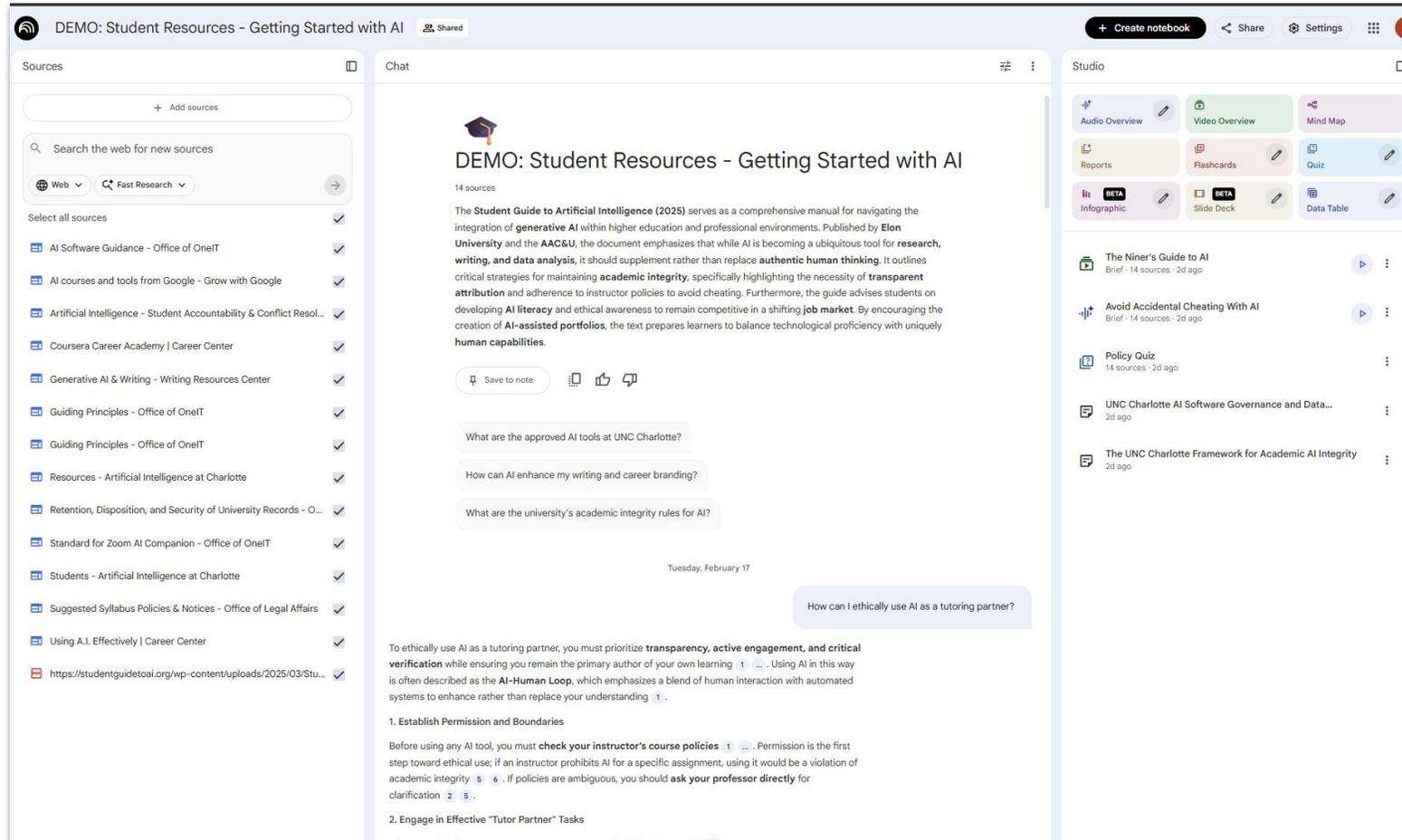
FERPA/Privacy: No Sensitive Data in Public Tools

The "Hallucination": No Sensitive Factor: Always Verify Output

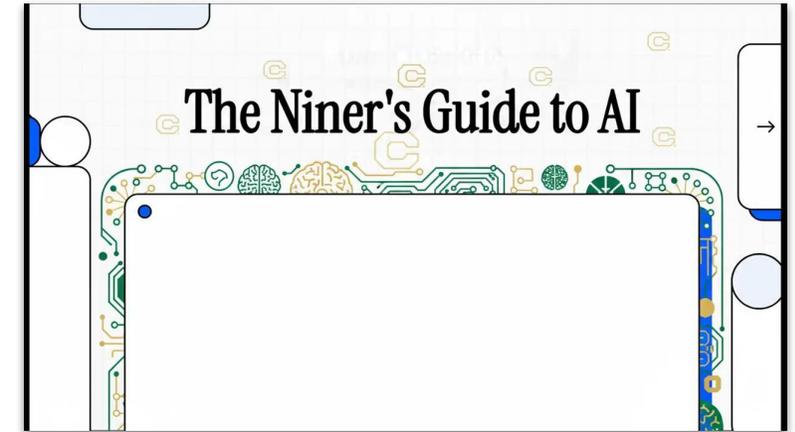
Ready to get started? Lets tackle a task!

**Need:** Help new students get started using AI at UNC Charlotte. Note: The Notebook is populated with resources from this presentation and ai.charlotte.edu.

# NotebookLM



The screenshot displays the NotebookLM interface. On the left, a 'Sources' panel lists various AI-related resources, including 'AI Software Guidance - Office of OneIT', 'AI courses and tools from Google - Grow with Google', and 'Artificial Intelligence - Student Accountability & Conflict Resol...'. The main content area shows a notebook titled 'DEMO: Student Resources - Getting Started with AI' with 14 sources. The text discusses the 'Student Guide to Artificial Intelligence (2025)' and its role in navigating the integration of generative AI. A chat interface on the right allows users to ask questions, such as 'What are the approved AI tools at UNC Charlotte?' and 'How can I ethically use AI as a tutoring partner?'. The interface also includes a 'Studio' panel with various AI tools like 'Audio Overview', 'Video Overview', 'Mind Map', 'Reports', 'Flashcards', 'Quiz', 'Infographic', 'Slide Deck', and 'Data Table'.



# Closing Thoughts



# KEY TAKEAWAYS

- Not one AI policy but helpful guidance
- You are responsible for deciding if/when to use AI
- Use campus tools for data protection
- Start small
- Always verify for accuracy

Use AI as a copilot *not* autopilot.



# Thank you!



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# Resources



# Resources

- [UNC Charlotte AI web page](#)
- [OneIT AI web page](#)
- [AI Software Guidance](#)
- [AI Security Checklist](#)
- [Suggested Syllabus Policies](#) *(related to the use of generative AI)*
- [Code of Student Academic Integrity](#) *(related to cheating and plagiarism with AI)*
- [Guideline for Data Handling](#) (Data classification levels)
- [OneIT Workshops](#)
- [CTL workshops](#)
- [Generative AI Usage Guidelines at UNC Charlotte](#) *(online course)*
- [Getting Started with Prompts for Generative AI at UNC Charlotte](#) *(online course)*
- [Training Resources](#) FAQ
- [IT Software & related request process](#)
- [Higher Ed Prompt Examples](#) *(generated by Copilot)*

# Accessing Some Popular AI Tools on Campus

## Adobe Firefly

Go to:  
[firefly.adobe.com](https://firefly.adobe.com)  
or via Adobe  
Creative Cloud

Sign in using your  
[ninernet@charlotte.edu](mailto:ninernet@charlotte.edu)  
email.

Or, within Adobe Creative  
Cloud, look for **Firefly** and  
**Generative AI**.

## Copilot and Gemini

Copilot:  
[copilot.charlotte.edu](https://copilot.charlotte.edu)  
Gemini:  
[gemini.google.com](https://gemini.google.com)

Sign in using your  
[ninernet@charlotte.edu](mailto:ninernet@charlotte.edu)  
account to access Copilot  
with Data Protection

## NotebookLM

Go to:  
[https://notebooklm.  
google.com/](https://notebooklm.google.com/)

Sign in using your  
[ninernet@charlotte.edu](mailto:ninernet@charlotte.edu)  
account to access

## Zoom AI Companion

Access via:  
Zoom Meeting

Meeting hosts can turn on  
Zoom AI Companion using  
the **AI Companion** button  
in the meeting toolbar.

Review the [Standard for  
Zoom AI Companion](#)