



MEMORANDUM

To: Deans, VCAs, Associate Deans, Chairs, and Directors

From: William B. Davis, Vice Provost for Academic Engagement and Student Achievement

Subject: Provost's Office Expectations for AI Use in Different Settings at WSU

Date: November 4, 2024

Academic Expectations

WSU supports instructors in their choices regarding the most appropriate pedagogy for their discipline and specific course context. Therefore, it is the instructor's prerogative to allow or prohibit the use of any generative AI tool. This decision comes with the obligation to accurately and clearly communicate AI policies to students enrolled in WSU courses across all campuses. Further, since courses are embedded within curricula, it is critical that instructors work with the programs that offer degrees and certificates to develop AI expectations across sequences of courses or throughout a curriculum of study.

The Office of the Provost expects every instructor to set clear expectations and policies related to acceptable AI use in their course(s). Instructors must clearly indicate their course policy about AI use in every class syllabus, and potentially, for each and every assessment. An expectation for our students is that there is accurate and transparent attribution of AI use in their classroom assessments. As a reminder to our faculty and course instructors, you do not need to work in isolation on adapting your course(s) to the new AI landscape. The [WSU Writing Program](#) has guidance on writing with AI that is available here, the [Transformational Change Initiative](#) leads PIT Stops related to AI, and the [Global Innovations Group](#) also has trainings and workshops available. There are also general AI trainings available in [Percipio](#). The [Provost's AI Council](#) will continue to foster partnerships that allow additional opportunities for instructors and students to learn and engage with AI in the classroom.

Non-Academic Administrative Service and Work Processes

The Office of the Provost supports the use of generative AI into work processes that can help faculty and staff be more efficient and effective in administrative processes and communication. However, individuals must use generative AI responsibly with constant attention to the security of private and protected data. Responsible use includes making sure that AI users understand the applications and limitations of generative AI while also ensuring that any use of generative AI is done ethically and is consistent with university policies and regulations.

As a reminder, individual WSU employees and units are not authorized to enter into service agreements or otherwise use open-source AI technology for activities that use WSU non-public institutional data,

absent an [ITS Security Assessment](#) and prior written authorization from the [WSU System Privacy Officer](#).

All work should follow the tenet of emphasizing the necessity of “emphasizing humans-in-the-loop,” as defined by the [US Department of Education](#), where humans make critical decisions about how and when to use AI, and to take responsibility for the output of generative AI. Individuals wishing to learn more about AI can engage with general AI trainings in [Percipio](#). The [Provost's AI Council](#) will continue to foster partnerships that foster additional opportunities for individuals to learn and engage with AI in business operations.

Information Technology Services (ITS) is strongly considering a proposal to create an AI working group specifically to identify, evaluate, and promote AI tools for the improvement of business processes such as Microsoft's Copilot for M365. If you have interest in participating in this working group or suggestions please contact Sue Gilchrist at sue.gilchrist@wsu.edu

Use of AI in Research

We are currently working with the AI Council in the Office of Research about a statement about Generative AI in research. The work on this has just begun and formal statement will be forthcoming in the near future. In the meantime, there is a website available from the [WSU Office of Research](#) regarding the use of generative AI in research.