To: All Teaching Faculty
From: Office of the Provost
Date: August 19, 2025
RE: AI-related Policies and Resources

Please be reminded of the following AI-related policies for your classes, as well as resources that are available to assist you in your work.

Syllabus Requirements
Two syllabus-related requirements were reviewed and approved by COE Senate during the 2024-2025 academic year and are effective this fall.

- Statement on Student AI Use – All instructors must include a statement in each of their course syllabi about student use of AI tools in that course. Instructors may (a) use one of the sample syllabus statements posted on the [Faculty Resource and Support Canvas site](); (b) use a syllabus statement that has been developed by their academic department or program; or (c) develop and use their own syllabus statement. All statements must specify the range of allowable use, provide a rationale for that range of use, and refer to the University's academic integrity policy.
- AI-Assisted Assignment Evaluation: If you are using an AI tool to assist in the evaluation of student work, you must provide a syllabus statement that tells students when the tool will be used and how the tool's feedback will be used in assessing their work. Use of such a tool must follow the policy outlined in the [COE Handbook]() (see "Grading" in Section 8 and Section 10).

Messiah-Specific AI Guide
A team of Messiah University educators has assembled a [website]() to assist you in various areas of AI use and instruction. This website ("libguide") includes information on the following topics:

- Learning about AI
- Teaching About and With AI
- Using AI Ethically and Effectively
- Christian Faith and AI
- Citing AI Usage
- Messiah University policies

If you have questions about the content of this website, please contact Janet Vogel, Director of Murray Library, at [jvogel@messiah.edu]().

Canvas AI Tools
Canvas has added two AI-powered tools to assist you. Because they are in Canvas's testing phase, they have not been enabled University-wide, but you can enable them in your Canvas courses if you wish:

- Smart Search, which is available to both instructors and students, allows users to search Canvas course content to locate information within a course (see [Smart Search FAQ]()).
- Discussion Summaries, which is available only to instructors, provides instructors with summaries of key points, questions, and ideas in a discussion thread (see [About Discussion Summaries]()).

If you have questions about these tools, including how to enable them in your Canvas courses, please contact Tech Support at [techsupport@messiah.edu]().

Finally, a team of Messiah educators has been working to coordinate teaching and learning efforts in the realm of AI. If there are issues that you'd like this AI Coordinating Group to address or explore, please contact David Weaver-Zercher, Assistant Provost, at dzercher@messiah.edu.