

Resource Guide

Disclosing the Use of Generative AI: A Guide for Faculty

For faculty who have decided to use generative AI in their work — whether for published research, data analysis, or classroom materials — disclosure is an essential part of a responsible and transparent process. Disclosure allows faculty to model for students not only the appropriate use of generative AI, but also the professional practice of acknowledging that use to others.

To be as transparent as possible, avoid simply stating that AI was used in some general capacity. Instead, include specific details that distinguish where your own thinking and judgment shaped the work from where you employed AI assistance.

In the remainder of this guide, each disclosure category is followed by example statements you may adapt. It is possible that not every statement here will meet all your needs, or that the order will apply to your use or context. These statements are intended to be suggestions for a reliable way to communicate your generative AI use — focus on what is applicable to your specific use of generative AI.

- **Specify the generative AI model used** (commercial, freely available, or locally hosted).
 - *The author(s) used [ChatGPT (GPT-4o) / Microsoft Copilot / Claude 3.5 Sonnet (Anthropic)] for the purposes described below.*
 - *The author(s) used a custom large language model (LLM) developed by XYZ University.*
- **Specify the tasks delegated to the generative AI.**
 - *...to summarize relevant literature in preparation for writing this manuscript.*
 - *...to analyze the following data sets.*
 - *...to review the manuscript for clarity.*
 - *...to review the manuscript for grammatical errors.*
 - *...to generate counterarguments that informed the discussion section.*
- **Reference the applicable generative AI policy.**
 - *...in accordance with the generative AI policy of XYZ University, available at [www...](#)*
 - *...in accordance with the generative AI policy of the Journal of XYZ, available at [www...](#)*

- **Include a statement of ownership.**
 - *The author(s) accept(s) full responsibility for the accuracy and integrity of this work in its entirety, including any portions that involved generative AI assistance.*

In addition, consider maintaining a detailed record of your process. Save all draft materials, AI-generated dialogue, and both used and unused chat results related to the manuscript, along with any other resources relevant to the creation of the work. This documentation can serve as evidence of policy compliance if the work is ever called into question or as a model for your students.

If you would like to discuss how, when, and why to disclose generative AI use in your work, please contact the Reinert Center to [request a private consultation](#).

Resources

Acquaviva, K. (2024). A transparency statement. University of Virginia Teaching Hub. <https://app.cte.virginia.edu/files/view/624>

Cleland, J., Driessen, E., Masters, K., Lingard, L., & Maggio, L. A. (2026). When and how to disclose AI use in academic publishing: AMEE Guide No. 192. *Medical Teacher*, 48(4), 542–553. <https://doi.org/10.1080/0142159X.2025.260751>

Weaver, K. D. (2024). The Artificial Intelligence Disclosure (AID) Framework. *College & Research Libraries News*. <https://crln.acrl.org/index.php/crlnews/article/view/26548/34482>