

# How Faculty and Staff are Using AI Tools

## Writing and Editing

- Professional Writing: Refine position descriptions (e.g., increase responsibilities for a role to support compensation adjustments).
- Develop strategic planning documents and white papers (e.g., on post-grad student outcomes).
- Email Communication: Edit emails for tone, clarity, and professionalism (e.g., removing “bad vibes” or making messages concise).
- Craft compelling Save the Date messages for events like career fairs.
- Proofreading and Rewriting: Edit for brevity, impact, or formality (e.g., 'make this under 200 words').
- Proofread PowerPoint presentations and adapt text from other uploaded formats.
- Creative Writing: Brainstorm ideas for program or initiative names.
- Generate letters of recommendation and annual review letters
- Generate tailored resumes or mock interview questions.

## Research and Analysis

- General Research: Investigate institutional best practices (e.g., comparing annual marketing reports from peer institutions).
- Research disparities in healthcare and other personal interests.
- Data and Content Analysis: Analyze survey feedback (e.g., identify themes from admitted student questionnaires).
- Perform qualitative analysis of focus group notes or participant responses.
- Compare overlapping data points across multiple Excel files.
- Sentiment and Trend Reporting: Summarize online sentiment post-election (e.g., analyzing YikYak or social media chatter).
- Analyze student outreach gaps based on survey themes.
- Language-Specific Research: Develop Spanish placement tests based on ACTFL 'Can-Do' statements.

## Pedagogical Support

- Course Design: Review syllabi for alignment with best practices.
- Generate lesson plans using diverse pedagogies and theories.
- Create assignments and rubrics tailored to course learning objectives.
- Provide feedback on assignments curated to mimic style grading/feedback
- Curriculum Development: Design ethics-focused modules for AI use in teaching.
- Assist in creating adaptive language placement tests.
- Student Support: Frame academic support services using culturally relevant language.
- Suggest engaging activities for programs like International Student Orientation.

## Administrative Efficiency

- Meeting Summaries: Generate summaries from meeting transcripts (e.g., All-Staff meetings).
- Ensure AI-generated quotes are based solely on source material.
- Task Management: Create project checklists and timelines for events or initiatives.
- Develop training courses (e.g., for Student Affairs staff on assessment projects).
- Website Management: Audit web content and create visual web maps quickly using Whimsical GPT.
- Assessment Tools: Use AI to recommend assessments based on project outcomes.
- Develop rubrics for educational and administrative tasks.

## Creative and Marketing Applications

- Content Creation: Draft game recaps for athletics by uploading box scores and adding narrative details.
- Write award submissions to increase team visibility (and morale).
- Marketing Analysis: Audit website performance using data from URL lists.
- Summarize findings and create reports with accompanying visualizations.
- Publications: Collaborate on creative white papers or institutional reports.

## Accessibility and Inclusivity

- Student Disability Support: Explore AI tools that remove barriers to learning for students with disabilities.
- Cross-Cultural Communication: Customize communication strategies for diverse student populations.

## Strategic Thinking and Brainstorming

- Event and Programming Ideas: Generate topics for training sessions and student outreach initiatives.
- Enhance programming schedules with engaging activity suggestions.
- Long-Term Planning: Brainstorm frameworks for departmental initiatives or administrative strategies.
- Create GPT-based tools tailored for institutional purposes (e.g., a Middle States GPT for accreditation processes).

## Miscellaneous Applications

- Everyday Assistance: Find recipe suggestions tailored to specific needs.
- Generate personalized survey questions for events or feedback.
- Find rentals when traveling for business or pleasure
- Interactive Bots: Experiment with GPT tools like lesson plan generators for education students.