



Informed Consent for AI Collaboration and Use of Personal Information

This consent document outlines permissions and agreements regarding the collaborative use of Artificial Intelligence (AI) tools for the faculty member's annual performance review and how AI-supported evaluative processes might incorporate self-reviews, student evaluations, and other related documents into such reviews.

1. AI tools may be employed to:

- Analyze and summarize performance data, including self-reviews, student evaluations, and other relevant records.
 - Generate insights and recommendations to support the faculty member's professional development.
 - Ensure consistency, transparency, and efficiency in the review process.
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2. AI tools may process data from the following information sources:

- Self-reviews submitted by the faculty member.
- Student evaluations and feedback.
- Peer reviews, if applicable.
- Other performance-related documents provided by the faculty member or department, such as accreditation documents, external reviews, peer observations, etc.

Personally identifiable information (PII) may include names, institutional roles, and feedback content, as well as non-identifiable aggregated data. Administrators will seek to redact PII prior to introducing it into the AI model. For transparency purposes, copies of the redacted documents will be attached to the final report when it is returned to the faculty member.



3. Voluntary Participation and Right to Withdraw. Participation in a performance evaluation process that utilizes AI analysis is voluntary. Prior to the submission of the portfolio to the administrator for initial review, the faculty member may withdraw consent without penalty or repercussions. In such cases, the performance evaluation will be completed without any use or reference to AI tools or data. Such voluntary consent cannot be withdrawn once the administrative review of the portfolio begins.

4. Oversight of AI-Generated Content All AI-generated content included in the evaluation will be reviewed by the administrator. The AI tools serve as a supplementary resource to aid in decision-making and do not replace human judgment. Final authority and responsibility for all ratings, narratives, justifications, and recommendations will rest solely with the administrator.

5. Acknowledgment and Consent By signing below, the faculty member acknowledges that they have read and understood this document. They voluntarily consent to:

1. The use of AI tools for annual performance reviews as described.
2. The inclusion of relevant data, as outlined, as part of the review process and that AI tools and processes will be allowed access to this data as described above.

The faculty member further acknowledges their right to withdraw consent prior to submission and the manner in which data will be collected and utilized within the context of the review process.

Faculty Member's Signature: _____

Date: _____

Institutional Representative's Signature: _____

Date: _____