

# Faculty AI Literacy Checklist

*Know what you need to know.*

Whether you're new to AI or building your confidence, this checklist helps faculty assess their AI literacy, track progress, and identify growth areas across key domains. Great for personal development or program-wide planning.

## AI Fundamentals

- ☐ I understand what generative AI is and how it differs from traditional AI.
- ☐ I can explain common AI terms like large language model (LLM), algorithm, and training data.
- ☐ I can describe the benefits and limitations of AI in education.

## Ethics and Integrity

- ☐ I understand potential biases in AI-generated content.
- ☐ I ensure students know when and how AI use is permitted.
- ☐ I am aware of issues around privacy, data security, and intellectual property when using AI tools.

## Tools and Application

- ☐ I've experimented with AI tools like ChatGPT, Claude, or Perplexity.
- ☐ I've used AI to support my teaching (e.g., prompts, simulations, grading aids).
- ☐ I can evaluate AI tools for accuracy and alignment with educational goals.

## Pedagogy and Curriculum

- ☐ I have integrated AI into at least one lesson, assignment, or simulation.
- ☐ I align AI use with learning outcomes and Bloom's Taxonomy.
- ☐ I encourage students to reflect on the ethical use of AI in clinical practice.

## Policy and Institutional Readiness

- ☐ I know my institution's current policy (or lack thereof) on AI use in education.

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☐ I can advocate for ethical, inclusive AI integration at my school or department.

☐ I understand how AI fits within accreditation or regulatory requirements.