Sample Information Request – Higher Education

Date:

To: [Name of University/College Representative/Office of Human Resources/Labor Relations]
University of Massachusetts [Insert Campus]/Specific Community College Name/Specific State University Name
[Campus Address]

From: [Name of Union Representative], [Title]
[Name of Union/Local]
[Union Address]

RE: M.G.L. Chapter 150E Information Request – Artificial Intelligence

Dear [Name of Representative],

Pursuant to Massachusetts General Laws Chapter 150E, the Union requests the following information. This information is necessary and relevant to the Union's duty to represent its members, monitor compliance with the current Collective Bargaining Agreement (CBA), and prepare for bargaining.

Please provide the following information and documents:

1. Copies of all current university/college policies, interim policies, guidelines, directives, or handbooks concerning the use of Artificial Intelligence (AI), Generative AI, Large Language Models (LLMs), machine learning tools, or automated decision-making systems (collectively "AI Tools") by and for staff.

2. Copies of any draft or proposed policies, strategic plans, or task force reports concerning the integration of AI within university/college operations, academic instruction, or administrative work.

3. A list of all university/college committees, working groups, task forces, or advisory boards currently studying or overseeing AI integration, including their membership lists, meeting minutes, and any recommendations submitted to the administration.

4. Any directives or guidelines issued to faculty regarding the mandatory use, prohibition, or disclosure of AI Tools in course design, syllabi development, grading, or student assessment.

5. A description of all software tools purchased or utilized by the university/college to detect AI-generated student work, including any data validation studies, error rates, or guidelines provided to faculty regarding how to interpret detection results.