

Sample Prompts for Faculty

Use Case	Prompt Example
Curriculum Development: Course Syllabus Design, Educational Program Evaluation	“Could you provide a draft outline for a new curriculum for a [course name] that I can develop further?”
Lecture Planning: Interactive Learning Activities, Multimedia Integration	“I would appreciate some ideas on interactive activities to include in my [course name] lectures. Could you suggest a few?”
Educational Tools: Technology-Enhanced Learning, Assessment Tool Development	“Could you recommend technologies that might enhance learning in a [course name] course, for further evaluation?”
Student Engagement: Classroom Management Strategies, Extracurricular Activity Planning	“I am looking for practical ways to boost student engagement in my [course name] classes. What ideas do you have?”
Academic Publishing: Manuscript Editing, Journal Selection	“Which journals would you suggest for considering publishing my genetics research and state me the reasons as well?”
Grant Writing: Budget Justification, Impact Statement	“What are the critical elements you think I should consider including in a draft of a grant application for biomedical research?”
Research Proposals: Funding Opportunity Identification, Research Collaboration Facilitation	“Please help me identify some potential funding opportunities for environmental science research that I can explore.”
Peer Review: Critical Analysis Techniques, Constructive Feedback Delivery	“Can you assist in outlining the steps to critically analyze a philosophy paper during peer review, which I can then detail?”
Professional Development: Workshop and Seminar Opportunities, Certification Programs	“Recommend me any certification programs for business management faculty for further investigation?”
Collaborative Projects: Interdisciplinary Research Initiatives, Community Partnership Development	“How might I draft a plan to start an interdisciplinary research initiative in sustainable development?”

Sample Prompts for Staff

Use Case	Prompt Example
Administrative Support: Handling administrative tasks, drafting professional emails, and communication	“Could you assist me in drafting an email template for [specific situation] that I can customize further?”
Student Services: Enhancing student well-being, counseling, career support, and extracurricular activities	“Could you draft some innovative ideas that might suggest ways to enhance student services?”
Staff Training: Staff development, orientation, and ongoing training	“What are some essential training topics you would recommend for new staff members at our college/division/department?”
Resource Management: Efficiently managing campus resources (e.g., facilities, equipment, supplies)	“I’m looking for ideas on efficient ways to manage [resource] on campus. Could you provide some starting points?”
Policy Updates: Policy communication, transparency, and implementation	“Suggest me some ideas on how I can communicate new policy changes to students and faculty in a way that is clear and engaging”
Budgeting: Financial planning, budget allocation, and fiscal responsibility	“Help me draft a preliminary budget plan for the next academic year that we can refine together.”
Facility Maintenance: Facility upkeep, preventive maintenance, and scheduling	“Provide a draft of a maintenance schedule template for campus facilities that we can review and adjust as needed.”
Event Planning: Event planning, logistics, and coordination	“Draft me an initial list of items to keep in check while organizing an event on campus.”
Campus Safety: Ensuring a safe and secure campus environment	“What recommendations do you have for practical ways to uphold campus safety standards?”