

HO Checklist — Faculty Track

Human Oversight worksheet for the HI-HO Framework™. Complete before any AI-assisted output is shared.

Why this checklist exists

HO — Human Oversight — is where dignity is defended. Nothing the AI produced reaches another person until every box below is checked by an accountable human.

Oversight checks

- Verified every fact, citation, and source the AI produced.
- Checked for bias, stereotype, or marginalizing framing.
- Confirmed alignment with the stated learning outcome.
- Edited language for inclusivity and accessibility.
- Removed any fabricated quotes, statistics, or references.
- Confirmed the output is appropriate for the student audience.
- I, as a named instructor, can defend every claim in this output.
- Documented AI use according to course / institutional policy.

Notes — anything you changed, removed, or flagged

Accountable sign-off

Name / Role:

Date:

Signature:

AI tool used: