



Artificial Intelligence in Biomedical and Health Sciences (AIBHS)

Faculty Handbook

Effective Fall, 2026

Introduction to UF AIBHS

The Master of Science in Artificial Intelligence in Biomedical and Health Sciences (AIBHS) at the University of Florida is an innovative, interdisciplinary program designed to prepare the next generation of leaders at the intersection of artificial intelligence, healthcare, and biomedical research. Through a unique blend of coursework, experiential learning, and mentorship from both AI and clinical experts, students gain the knowledge and practical skills needed to develop and implement trustworthy AI solutions that improve patient care, advance translational research, and drive innovation in precision medicine. Offered across UF's Gainesville and Jacksonville campuses with flexible learning options, AIBHS equips graduates to address some of healthcare's most complex challenges in an increasingly AI-driven world.

Program Structure

- Length: 1.5 years; Cohorts start each fall semester
- Credits: 30 required to graduate
- Location: Gainesville and Jacksonville campuses

Onboarding

- New Faculty Orientation: [New Faculty Orientation | New Employees](#)
- College of Medicine Faculty Handbooks: [Welcome to the College of Medicine Faculty Handbook » Human Resources » College of Medicine » University of Florida](#)
- Trainings: Found through myTraining in your myUFL
 - PRV800 HIPPA and Privacy General Awareness
 - PRV802 FERPA Training
 - OOC101 Compliance and Ethics: Doing Your Part for the Gator Good
 - YCS100 Mandatory Reporting of Child Abuse Training
 - IRB803 IRB Training
 - GET803 Title IX Training
 - GET811 Supporting Students in Distress

Canvas

To create a new canvas course, instructors will need to submit a request. The link below offers resources for requesting both registrar and non-registrar courses. Registrar courses are tied to a course being taught, while non-registrar courses may be used as a

sandbox to experiment with Canvas or try new tools. Please see the links below for more information:

- **Request Canvas Shell:** [Request_Canvas_Shell.pdf - Google Drive](#)
- **Getting Started Resources:** [Instructor Getting Started Resources - Instructure Community](#)
- **Create Assignments:** [How do I create an assignment? - Instructure Community](#)
- **Create Pages:** [How do I create a new page in a course? - Instructure Community](#)
- **Edit Pages:** [How do I edit a page in a course? - Instructure Community](#)
- **Change Course Home Page:** [How do I change the Course Home Page? - Instructure Community](#)

Adding TAs to Canvas

- In the navigation bar on the left side of your course, click on “Instructor Tools”
- Go to the “Manage Users” tools
- Select “Add Users”
- Enter the UFID for everyone that you want to be add as a TA. You will add the Program Specialist to your course for support.
- Under the section drop-down, select the section you would like to add the TAs to
- Under the role drop-down, select TA
- Select an option for the “Limit privileges to a Section?” drop-down.
- Select next

Student Accommodations

Disability Resource Center

Accommodations for students with disabilities are handled by the Disability Resource Center (DRC). The instructions for the DRC’s accommodations portal can be accessed on the DRC website below:

<https://disability.ufl.edu/faculty/accommodated-testing-instructors/>

Providing Extra Time on Assignments

Some students may require extended time on quizzes and exams as part of their accommodations. The guide below explains the steps for modifying the time for an individual student on canvas quizzes. If the extended time goes beyond the marked due date for the quiz, you will also need to modify the quiz due date.

<https://community.instructure.com/en/kb/articles/661034-once-i-publish-a-timed-quiz-how-can-i-give-my-students-extra-time>

To automatically extend time for a student across all quizzes, you can use the Quiz Extension tool.

<https://elearning.ufl.edu/instructor-help/teaching-and-learning-tools/tool-finder/items/quiz-extension.html>

Deadline Extensions

Canvas assignment due dates can be modified for an individual student, or for a specific course section. You may need to do this to accommodate for extended time on exams, or for students who need to make up an assignment. Follow the guide below, and select the student or section in the “Assign To” box.

<https://community.instructure.com/en/kb/articles/660688-how-do-i-assign-an-assignment-to-everyone-individual-students-differentiated-tags-or-sections>

Student Engagement

Office Hours

Faculty-student interactions during office hours are an important part of the instructional assignment and a positive contributor to student success. In accordance with the spirit of Florida Statute 1012.945, the Collective Bargaining Agreement, and University policies, Faculty shall provide students predictable access to faculty time outside of class. This time may be used by students to reinforce classroom learning, discuss class performance, academic advising, academic course and program selection, and professional development.

The time set aside for office hours must be provided in a conspicuous place, such as the syllabus, CANVAS, and/or outside of their faculty office. Posting office hours is important for students so they are aware of the faculty member's availability. It is also

important for departmental administration and professional staff who must answer questions about faculty availability.

In general, office hours are to be held on campus during reasonable times of the day. However, faculty may designate specific times for virtual office hours through e-mail or telephone/video/chat room consultation. Faculty who are teaching fully online courses to non-residential students must also maintain an appropriate schedule of predictable available times for student access.

Office hour expectations and the format of office hours may vary by the nature of the course, the number of students enrolled, and individual academic unit guidelines. It is anticipated, however, that faculty will designate a minimum of two hours of office time per week for each course. Office hours may not be restricted to by appointment only.

Communication

Faculty-student communication will primarily be through UF email. However, communication can also be via phone or Zoom. It is best practice to respond within 48 business hours.

Semester Timeline

Pre-Semester

During the planning process, faculty must provide a syllabus to ensure that students are ready for the first day of class. Faculty will submit their syllabus to the Program Specialist who will add it to Simple Syllabus.

AIBHS follows the guidelines of the University of Florida and the implementation of Simple Syllabus. Simple Syllabus is a third-party syllabus management system that integrates into Canvas. It is a centralized and template-driven to help instructors quickly create, personalize, and publish consistent digital course syllabi. Simple Syllabus is designated as the official and UF-approved syllabus for all courses in compliance with Florida Statute 1004.085 and Florida Board of Governors Regulation 8.003. It provides the definitive record of course expectations, assignments, and policies.

Requirements

The instructor of record who manage their own Canvas is required to create a Simple Syllabus. The default UFL template includes:

Section	Required/Optional
Instructor Information	Required
Office Location	Required
Teaching Assistants	Optional
Course Details	Required (prepopulated)
Additional Course Description	Optional
Required Materials	Required (prepopulated)
Recommended Materials	Optional
A Note on Materials	Required (prepopulated)
Course Goals and Objectives	Required
Expectations and Learning Outcomes	Required
Methods of Evaluation	Required
Grading Scale	Required
Course Schedule	Required
Canvas Assignments	Optional
Alignment of SLOs	Optional
University Policies and Resources	Required (prepopulated)
Attendance Policy	Required (prepopulated)
Course Policies and Resources	Optional
Late and Make Up Work Policy	Optional
Classroom Behavior	Optional
Technology in the Classroom	Optional
Rubrics	Optional

Create a Section	Optional
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AIBHS will include Bibliography of Required Materials at the end to include required materials that do not have ISBN. Sections are fixed and can't be re-ordered.

The Process

AIBHS faculty will follow these steps:

1. Director will inform the faculty of the course that they will be teaching in the upcoming semester.
2. Faculty will make edits and submit for approval.
3. After approval and course is created in myUFL, Program Specialist will input information into Simple Syllabus
4. Program Specialist will then add the PDF version into Dropbox.

Deadlines

To ensure every Gator is read for the first day of class, all course syllabi must be published by the following dates:

Spring 2027 Courses: November 13, 2026

Summer 2027 Courses: March 12, 2027

Fall 2027 Courses: June 18, 2027

Spring 2028 Courses: November 19, 2027

Mid-Semester

The midpoint of the semester is an opportunity to evaluate student progress, identify concerns, and make any necessary course adjustments before the second half of the term.

End-Semester

Final Examinations

Faculty must administer final examinations according to the University's published final exam schedule. Final exams may not be moved without approval through the appropriate university process.

Last Week of Classes Policy

During the final three days of classes and the designated reading days (Fall and Spring), faculty may **not**:

- Schedule final or comprehensive examinations.
- Require term papers or projects that function as a final exam.
- Require take-home final exams to be due before the University's scheduled final examination period.

Assignments that were announced in the syllabus (such as regular presentations or periodic assessments) may still occur if they are not serving as the course's final examination.

Submit Final Grades

Faculty are responsible for:

- Calculating final course grades.
- Verifying grade accuracy.
- Submitting final grades through ONE.UF by the published deadline.
- Following university grading policies for Incomplete ("I") and other special grades when applicable.

Course Evaluations

- Faculty should encourage students to complete GatorEvals during the evaluation period. Evaluation results become available to instructors after final grades have been posted.

Important Dates and Policies

Academic Calendar

The University of Florida Academic Calendar can be found here:

<https://gradcatalog.ufl.edu/graduate/calendar/>

Add Drop

At the beginning of each semester, there is a brief window where students may drop and add courses without penalty. The window for each semester may be found on the academic calendar, but will typically be the first week of the semester during the Fall and Spring.

Religious Holidays

Students wishing to observe a religious holiday must provide notice well in advance. Those students are still responsible for completing any missed material, but should be provided with a reasonable amount of time to make up the work.

The full policy may be found below:

<https://policy.ufl.edu/regulation/4-052/>

Reading Days

In the Fall and Spring semesters, the University of Florida provides students with reading days to prepare for final exams. During reading days, nothing mandatory can be scheduled. Optional office hours and review sessions may be held. Additionally, final exam and project due dates may not be scheduled during the final 3 days of classes.

Reading days can be found in the academic calendar linked above, and the full reading day policy may be found below:

<https://policy.ufl.edu/regulation/7-055/>