

INTELLECTUAL PROPERTY ATTRIBUTION

This CLEAR Framework was originally conceived and developed by Juhi Chadha (UNT Health Science Center). Adapted for Carnegie Mellon University stakeholders.

What is the CLEAR Framework?

CLEAR is a five-part prompt structure designed for institutional research, accreditation, and compliance work. Each letter addresses a specific AI failure mode, preventing wrong tone, wrong terminology, skipped compliance steps, and hallucinated data.

How to Use This Template

Complete each section before submitting to your AI tool. Copy your completed prompt from this sheet into a CMU-approved GenAI tool (Copilot, ChatGPT EDU, or Gemini). Save reusable prompts with version numbers (e.g., CLEAR-SES-v1).

PROMPT METADATA			
Prompt Name / ID	AI Tool	Version	Date

C CONTEXT (Who you are, what data you have, who will read this)

Purpose: Tell AI your institutional role, the exact data source, its scope, and the report's audience. Without this, AI assumes a generic use case.

Role / Title:

Institution:

Data Source:

Data Scope:

Audience:

Additional Context (regulatory framework, accreditor, enrollment size, etc.):

EXAMPLE

You are an IR analyst at a public health science university (~4,800 FTE) in Texas. Data source: Student Experience Survey (SES) 2025 via Qualtrics. Scope: 1,800 open-ended responses from Q3.15 and Q4.01. Findings will be presented to the Provost's office for continuous improvement reporting.

L LANGUAGE (Terminology AI must use and avoid)

Purpose: Specify the exact vocabulary for your field. AI defaults to generic terms ("feedback," "customers," "topics") unless corrected. List required terms and forbidden substitutes.

Required Terms (list exact vocabulary AI must use):

e.g., "respondents" not "participants" | "themes" not "topics" | Q3.15 not "the first question"

Forbidden Terms / Phrases (substitutions AI must avoid):

Standard Vocabulary Checklist (mark all that apply to this prompt):

- ☐ Use "respondents" (not participants/survey takers)
- ☐ Use "themes" (not topics/categories)
- ☐ Reference questions by Question_ID (e.g., Q3.15)
- ☐ Label sentiment: Positive / Neutral / Negative
- ☐ Use institutional acronyms (IPEDS, SACSCOC, THECB, etc.)
- ☐ Flag "dual enrolled" students separately
- ☐ Use FTE / headcount precisely — do not conflate
- ☐ Use paraphrased summaries only (not verbatim quotes)

E EXAMPLES (Show AI the exact format and tone you want back)

Purpose: Examples lock in output format. Without them, AI chooses structure unpredictably — wrong column names, wrong writing register, wrong level of detail.

Output Table / Structure (list exact columns or fields):

e.g., Theme | Frequency (n) | % of Responses | Sentiment | Representative Paraphrase

Sample Output Sentence (model the tone and register you expect):

e.g., "Respondents most frequently cited academic advising as an area for improvement, with 28% of Q3.15 responses referencing scheduling access."

Sentiment / Classification Examples (1 positive, 1 neutral, 1 negative):

Positive: "The tutoring center has been incredibly helpful" Neutral: "I use the library most weekdays" Negative: "Advising appointments are hard to get"

Positive:

Neutral:

Negative:

A ACTIONS (Numbered tasks with one verb each; no ambiguity)

Purpose: Numbered tasks prevent AI from skipping steps (especially compliance-critical ones like PII redaction). One action verb per task: IDENTIFY, CLASSIFY, FLAG, COMPARE, DRAFT. Never use "analyze" because it means too many things.

Task 1:

Task 2:

Task 3:

Task 4:

Task 5:

TIP

Numbering prevents AI from skipping Task 3 (PII redaction) when it runs low on attention. Always put compliance-critical tasks in the middle of your numbered list - not at the end.

R REFINEMENT (Compliance guardrails, format rules, exclusions)

Purpose: Refinement is where FERPA compliance lives. Specify what AI must NOT do, suppression thresholds, format constraints, and what to exclude. Without R, AI reproduces verbatim quotes (FERPA risk) and invents statistics.

Compliance Guardrails — check all that apply:

- ☐ FERPA: Paraphrased summaries only — no verbatim student responses
- ☐ PII: Replace named faculty/staff/emails/phones with [REDACTED]
- ☐ Data integrity: Use only provided data — do not infer or assume statistics
- ☐ Small-n rule: Themes with fewer than 5 responses → label 'emerging'
- ☐ Do not generate, infer, or suggest student identifiers
- ☐ Cite question IDs (Q3.15, Q4.01) — not question descriptions
- ☐ Log this prompt: date, tool, reviewer name, version ID
- ☐ Suppress cells where n < 10 (IPEDS/THECB standard)

Format Requirements (length, structure, prose vs. bullets, etc.):

e.g., Executive summary: 150 words max, prose paragraphs, no bullet points. Table: max 10 themes.

Exclusions (what to remove or not count):

e.g., Remove blank responses, single-word entries (N/A, None, Good), and exact duplicate submissions.

Assembled Prompt

Copy your completed sections here, then paste into your AI tool. Before you submit, check: Did you specify the data source? Did you include a PII flagging task? Did you model the output format? If yes to all three — your prompt is ready.

⚙ Prompt Governance Log (Required for all AI-assisted IR outputs)

Why log? Accreditors are increasingly asking about AI-assisted processes. A log gives you an audit trail: what was asked, what tool was used, who reviewed it, and when. Store this sheet alongside your output.

AI Tool Used

Prompt Version

Date / Time

Reviewed By

Output Used In

Disclosed in Report?

- ☐ Yes
- ☐ No

PII Check Completed?

Stored In (file path / SharePoint)

- ☐ Yes
- ☐ N/A

Notes / Observations about AI Output Quality:

CLEAR Framework — Quick Reference

	Element	What It Prevents	IR Example
C	Context	Wrong audience, wrong scope, wrong terminology defaults	"You are an IR analyst at a public health science university (~4,800 FTE) in Texas."
L	Language	Generic terms like "feedback," "customers," "topics"	"Say respondents — not participants; reference questions by ID (Q3.15, Q4.01)."
E	Examples	Wrong table columns, unpredictable writing register	"Output columns: Theme Frequency (n) % Sentiment Representative Paraphrase"
A	Actions	Skipped compliance tasks, vague multi-step instructions	"Task 1: IDENTIFY... Task 3: FLAG any PII → [REDACTED]... Task 5: DRAFT 150-word summary."
R	Refinement	FERPA violations, hallucinated stats, bloated summaries	"Do NOT reproduce verbatim responses. Suppress themes where n < 5. Summary: 150 words max."

Save reusable prompts with a version number: **CLEAR-[Task]-[Institution]-v[N].docx**
Store in SharePoint or your IR shared drive. Any analyst with the template gets the same quality output.