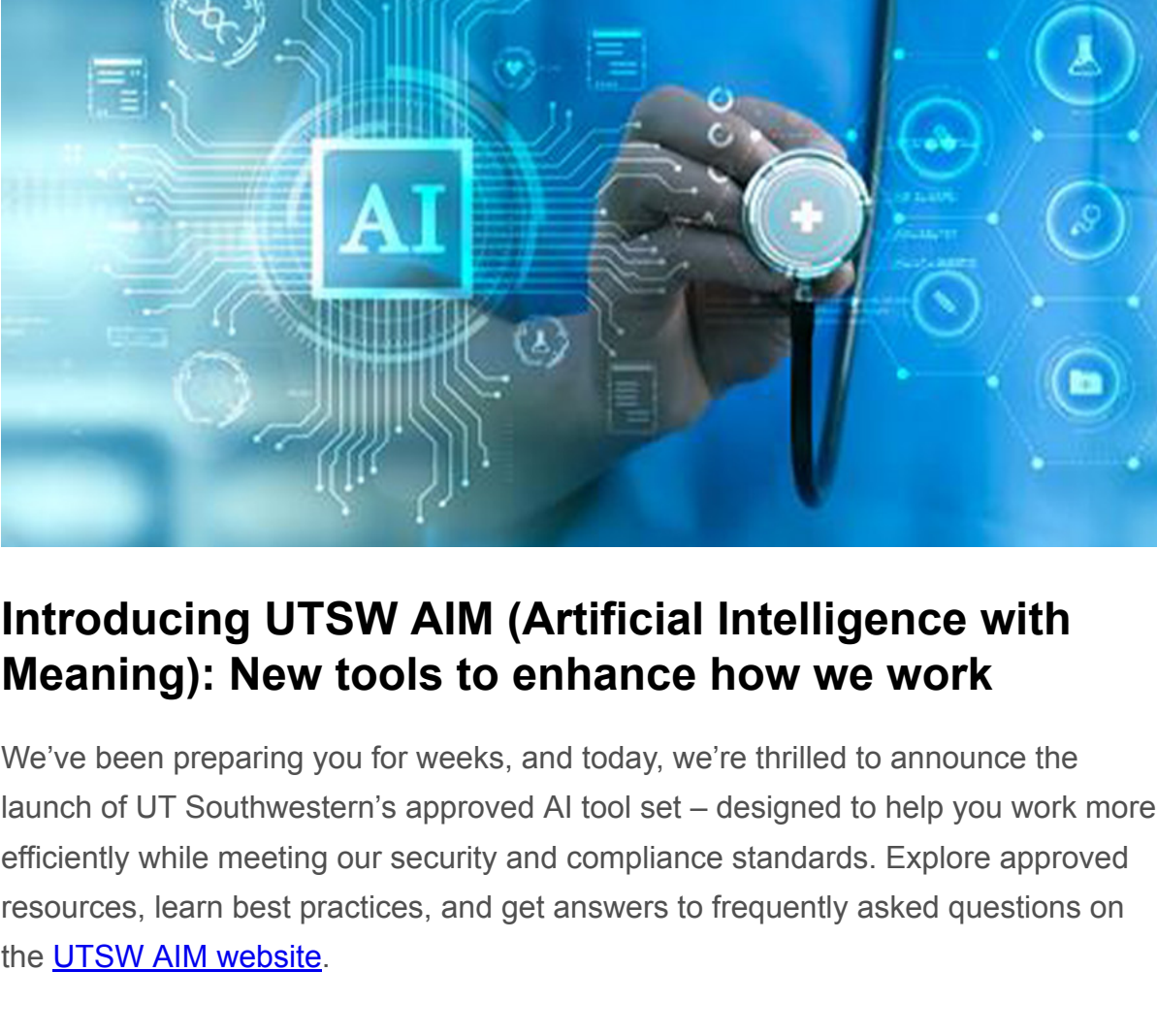




Introducing UTSW AIM (Artificial Intelligence with Meaning): New tools to enhance how we work

We've been preparing you for weeks, and today, we're thrilled to announce the launch of UT Southwestern's approved AI tool set – designed to help you work more efficiently while meeting our security and compliance standards. Explore approved resources, learn best practices, and get answers to frequently asked questions on the [UTSW AIM website](#).

Licenses now available for:

- **Microsoft Teams Premium:** Summarize MS Teams meetings, generate recaps, and create minutes
- **Microsoft 365 Copilot:** Boost personal, operational, and financial productivity by creating documents, analyzing data, and streamlining workflows
- **OpenAI-ChatGPT:** Draft content, brainstorm ideas, and refine messaging
- **Cloudforce NebulaOne:** Run Chat GPT models securely within UTSW Azure environment

Training and education

If you use or plan to use AI tools, the "Responsible Use of AI at UTSW" course in [Taleo Learn](#) is an institutional requirement for a license to be issued.

Additionally, new AI Town Hall sessions have been added; these events will feature AI project updates, demonstrations of key features, and your interactive feedback. Learn more and register by visiting the [UTSW Events Calendar](#).

Important reminder

Many of you currently use AI tools (including free versions of ChatGPT, Copilot, Claude, Gemini, Perplexity, etc.). The AI task force wants to remind you to **never share or upload UT Southwestern data of any kind into to any unapproved AI tool. This includes but is not limited to patient, student, employee, and financial data.**

Need help?

Visit the intranet pages (on-campus network connection or VPN required) on [AI Responsible Usage](#) and [Data Security Privacy guidelines](#), or email AI@utsouthwestern.edu with questions.



PRESIDENT'S CAMPUS BRIEFING

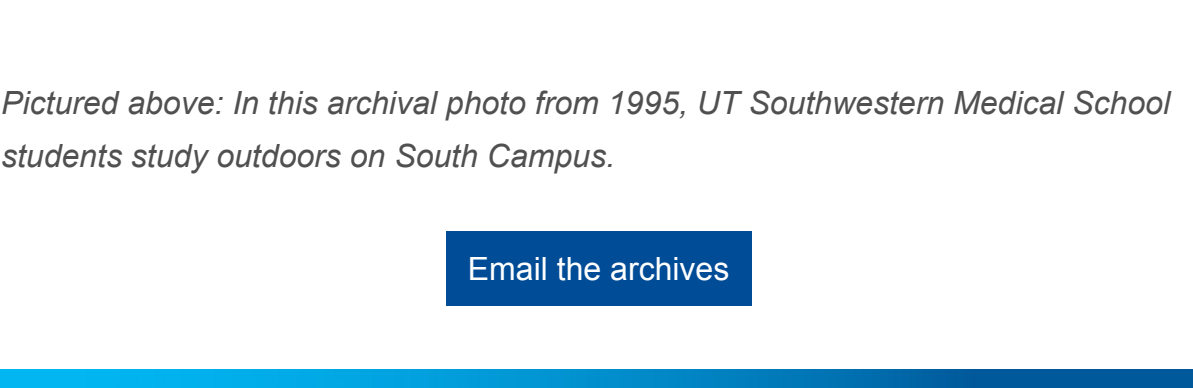
Ask the President: Send your questions for the next campus briefing

If you have questions for UT Southwestern President **Daniel K. Podolsky, M.D.**, now is the time to ask. Dr. Podolsky's next quarterly campus briefing on Wednesday, Dec. 17, at 9 a.m.

Employees, faculty, and learners are encouraged to help shape the conversation by sharing topics you would like to hear discussed. So whether you're interested in learning about the top priorities for 2026, looking for insights into the new budget for next year, or seeking information on the mental health support resources available during the holiday season, we want to know what's on your mind.

Use the button below to send an email with your suggestions, and be sure to tune in Dec. 17.

[Ask the President](#)



Calling all curious minds: Archives interns wanted!

Are you or someone you know looking to help preserve the rich history of UT Southwestern? The [Special Collections Library and University Archives](#) is offering three internship spots designed to engage students in meaningful, hands-on archival work.

Interns may find themselves digitizing student theses from years past, organizing donated research from legendary UTSW faculty, or uncovering hidden gems within our historical collections. Each project offers a unique opportunity to connect with the legacy of UTSW and contribute to preserving our story.

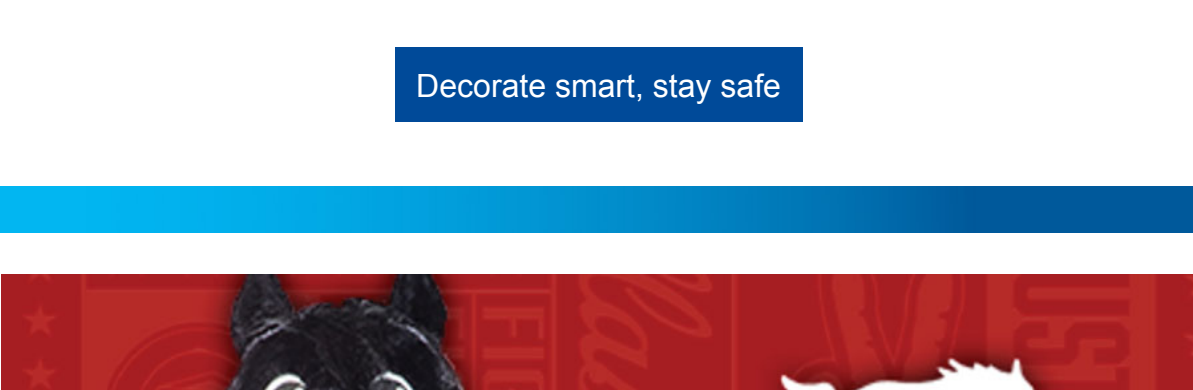
Internship details:

- **Length:** Flexible, ideally a semester, but a quarter or summer term is also welcome.
- **Time commitment:** Approximately 10 hours per week, with the option to increase hours, if needed.
- **Project scope:** Tailored to fit the duration of the internship and align with your interests.

Interested? Reach out to the University Archives to learn more and get involved.

Pictured above: In this archival photo from 1995, UT Southwestern Medical School students study outdoors on South Campus.

[Email the archives](#)



Deck the (office) halls safely

Decorating the workplace for the holidays can help create a warm and festive atmosphere. To ensure everyone enjoys the season safely, please take a moment to review the [Holiday Decorating Safety webpage](#) from the Office of Safety and Business Continuity before putting up decorations. Your attention to safe decorating practices helps keep our campus cheerful and hazard-free throughout the season.

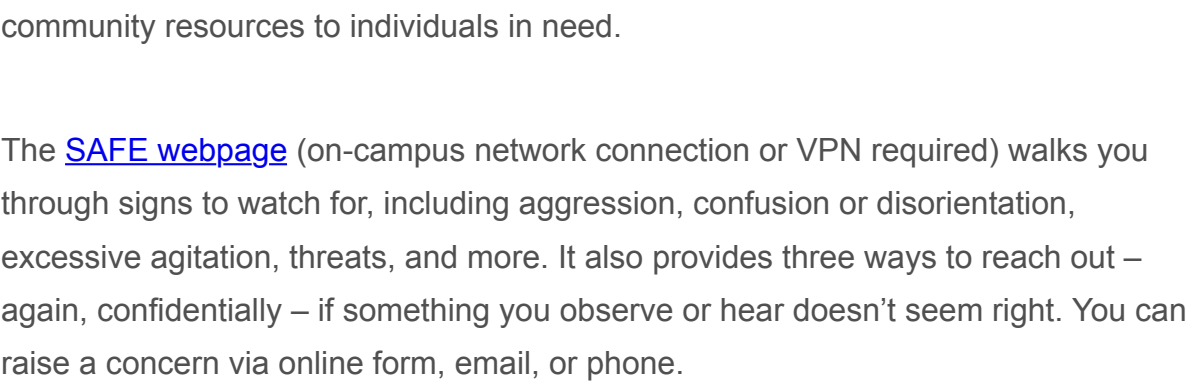
Key reminders include:

- Be aware of fire safety.
- Open flame items (such as candles, etc.) or heating devices are prohibited.
- Do not hang decorations on or near fire sprinkler heads or in a manner that conceals fire alarm devices, fire extinguishers, or exit signs.
- Do not place decorations on fire doors, corridor/hallway doors, or patient doors.
- Do not hang decorations from/near the ceiling.
- Non-lithium-ion battery-operated lighting is required for hospital locations.
- Artificial trees or decorations must meet the fire code or policy requirements.
- Live or cut trees or cut branches are prohibited.
- Check lights for damaged wires, broken light bulbs, or garland that sheds, and discard any damaged items.
- Use a stepladder (never chairs or desks) to stand on while hanging decorations.
- Follow the instructions and warnings on decoration labels.

By being aware of these considerations and workplace policies, we can all have a joyful and safe holiday season at UT Southwestern.

For questions regarding holiday decoration requirements, please email the Office of Safety and Business Continuity [Fire Safety Program](mailto:FireSafety@utsouthwestern.edu).

[Decorate smart, stay safe](#)



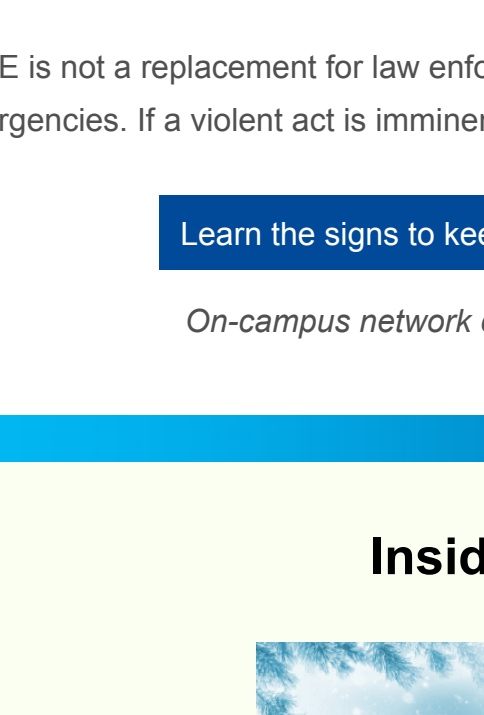
Basketball fans, get your free SMU tickets!

As the Official Health Care System of Southern Methodist University (SMU) Athletics, UT Southwestern is the presenting partner for the SMU vs. Arkansas women's basketball game on Thursday, Dec. 4, at 6 p.m.

You can claim two free tickets using the link below. And if you attend the game, be sure to stop by the UTSW table to "spin to win" some branded prizes.

For more information on discounts from other fitness and sports partners, visit the [Employee Discounts page](#). Reach out to the [Brand team](#) with any questions.

[Claim your free tickets](#)



SAFE

Behavioral Intervention Team

Do you know about SAFE?

We want to make sure you're aware of SAFE, an important resource at UT Southwestern designed to improve security and safety on campus. It offers confidential ways to report concerning or violent behavior exhibited by staff, faculty, learners, trainees, contractors, or vendors.

This reporting tool allows for proactive, compassionate intervention by a specially trained, multidisciplinary unit comprised of mental health professionals, University Police, administrative leaders, and others skilled in providing social support and community resources to individuals in need.

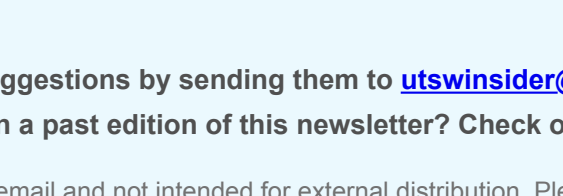
The [SAFE webpage](#) (on-campus network connection or VPN required) walks you through signs to watch for, including aggression, confusion or disorientation, excessive agitation, threats, and more. It also provides three ways to reach out – again, confidentially – if something you observe or hear doesn't seem right. You can raise a concern via online form, email, or phone.

SAFE is not a replacement for law enforcement and should not be used for emergencies. If a violent act is imminent, call University Police at 214-648-8911.

[Learn the signs to keep yourself and others SAFE](#)

On-campus network connection or VPN required.

Insider Guide



Winter Wonderland Extravaganza

11 a.m.-2 p.m., Dec. 2

South Campus Commons

Take advantage of exclusive discounts on new merchandise, gift items, and more while celebrating the season with your colleagues at the annual Holiday Shopping Extravaganza. From thoughtfully curated gift items and UTSW-branded Johnnie-O apparel to the highly anticipated 2026 UT Southwestern Art Calendar, this event offers something for everyone. View the [full list of dates and locations](#).

[Get the details](#)

Music from the DSO

Noon-1 p.m., Dec. 8

Simmons Cancer Care Outpatient Building (NM), Main Lobby

Members of the Dallas Symphony Orchestra will once again bring a soundtrack to your day. A small ensemble of musicians will perform a lunchtime concert in the main lobby for patients, family members, and employees.

[Concert details](#)

UTSW Events Calendar

Looking for your daily dose of happenings?

The UTSW Events Calendar is updated every day.

[View upcoming or trending events](#)

Share your *Insider* suggestions by sending them to utswinsider@utsouthwestern.edu. Looking for an item in a past edition of this newsletter? Check out our [Insider archive](#).

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