[Name of Institution] Artificial Intelligence (AI) Policy

Policy Number: [Insert Policy Number if applicable]
Effective Date: [Insert Effective Date]
Last Reviewed: **Approving Body:**
Responsible Office: ``

1. Preamble and Purpose

1.1. Introduction

Artificial Intelligence (AI) presents significant opportunities to enhance teaching, learning, research, student support, and administrative efficiency at [Name of Institution]. We are committed to exploring and leveraging AI in a manner that aligns with our core mission, values, and commitment to [mention 2-3 core institutional values, e.g., academic excellence, student success, innovation, equity, integrity]. This policy provides a framework for the responsible, ethical, and effective acquisition and use of AI technologies across the institution.

1.2. Purpose

The purpose of this policy is to:
a. Establish overarching principles for the governance and use of AI at [Name of Institution].
b. Provide clear guidelines for faculty, staff, and students regarding the ethical and acceptable use of AI in academic, research, and administrative activities.
c. Ensure that the acquisition and implementation of AI technologies are consistent with institutional values, data privacy obligations [cite applicable laws and regulations], and security standards.
d. Promote AI literacy and responsible innovation while safeguarding academic integrity and the development of critical skills.
e. Mitigate potential risks associated with AI, including bias, lack of transparency, and misuse.

1.3. Scope

This policy applies to all members of the [Name of Institution] community, including faculty, staff, students, researchers, and any third parties utilizing institutional AI resources or developing/deploying AI systems on behalf of [Name of Institution]. It covers AI systems acquired, developed, or used for institutional purposes, including but not limited to:
* Teaching and learning activities (e.g., AI-powered educational tools, generative AI for assignments).
* Student support services (e.g., AI chatbots, advising tools, accessibility technologies).
* Research activities (e.g., AI for data analysis, discovery).
* Administrative functions (e.g., AI for process automation, analytics).
* Assessment and academic integrity processes.
This policy complements, and does not supersede, existing institutional policies, including but

not limited to those concerning ` `.

2. Guiding Principles

The use of AI at [Name of Institution] will be guided by the following core principles:

- **2.1. Alignment with Mission and Values:** AI will be used to advance the mission of [Name of Institution] and in accordance with our values of [reiterate key values, e.g., academic freedom, inquiry, community, respect].
- **2.2. Human-Centricity and Oversight:** AI systems will be designed and used to augment human capabilities and decision-making, not to replace them entirely, especially in high-stakes decisions. Meaningful human oversight and intervention mechanisms must be in place.
- **2.3. Fairness, Equity, and Non-Discrimination:** Efforts will be made to ensure AI systems are used in a manner that promotes fairness and equity, and to identify and mitigate potential biases that could lead to discrimination against individuals or groups based on ` `.
- **2.4. Transparency and Explainability:** Where feasible and appropriate, information about how AI systems operate and make decisions will be made available to affected individuals. Efforts will be made to use AI systems whose decision-making processes are as understandable and explainable as possible.
- **2.5. Privacy and Data Governance:** The collection, use, and storage of data by AI systems will comply with all applicable privacy laws [list out] if applicable to international student data) and [Name of Institution]'s data governance policies. Data minimization and security will be prioritized.
- **2.6. Accountability and Responsibility:** Clear lines of responsibility will be established for the development, deployment, use, and oversight of AI systems. Individuals and departments are accountable for adhering to this policy.
- **2.7. Security and Resilience:** AI systems and associated data will be protected by appropriate security measures to prevent unauthorized access, use, disclosure, alteration, or destruction, consistent with [Name of Institution]'s information security policies.
- **2.8. Academic Integrity:** The use of AI must not compromise the principles of academic honesty. Clear guidelines will be provided on the permissible use of AI in academic work.
- **2.9. Skill Development:** The use of AI should support and enhance, not undermine, the development of critical thinking, problem-solving, and other essential academic and life skills for students.
- **2.10. Innovation and Responsible Exploration:** [Name of Institution] encourages the responsible exploration and innovative use of AI to improve educational outcomes and operational effectiveness, within the ethical boundaries set forth in this policy.

3. Governance and Oversight

3.1. AI Governance Body

[Name of Institution] will establish/has established and responsible for:

a. Overseeing the implementation and periodic review of this AI Policy.
b. Providing guidance on ethical considerations related to AI.
c. Reviewing proposals for the acquisition or significant deployment of AI systems that have broad institutional impact or involve sensitive data, as per defined criteria.
d. Promoting AI literacy and awareness across the institution.
e. Advising senior leadership on AI strategy and risk management.
f. Membership of this body will include representatives from ` `.

3.2. Departmental/Unit Responsibility

Deans, Department Heads, and Unit Directors are responsible for ensuring compliance with this policy within their respective areas, including providing specific guidance on AI use appropriate to their disciplines or functions, in consultation with the ` `.

4. AI in Teaching, Learning, and Curriculum

4.1. Classroom Use

a. **Discretion and Guidance:** IT and/or Procurement team members are responsible for determining the appropriate use of AI tools, with individual departments making recommendations for specific applications in courses and assessments. This includes clearly communicating to students in course syllabi and other materials:
   *   Whether and which AI tools are permitted or prohibited for specific assignments or activities.
   *   How permitted AI tools should be used (e.g., for brainstorming, drafting, citation, analysis, code generation).
   *   Requirements for disclosure and attribution of AI use in student work (e.g., specific citation formats).
   *   The pedagogical rationale for these decisions and how AI use relates to learning objectives.
b. **Student Responsibility:** Students are responsible for understanding and adhering to faculty guidelines on AI use in each course. Unauthorized use of AI in academic work will be treated as a violation of `[Name of Institution]`'s Academic Integrity Policy `[Link to Academic Integrity Policy]`.
c. **Accessibility:** When selecting or recommending AI tools for teaching and learning, faculty should consider their accessibility for students with disabilities, in consultation with ` `.

4.2. Curriculum Development

[Name of Institution] encourages the integration of AI literacy and ethical AI considerations into relevant curricula across disciplines. This includes educating students on:
a. The fundamental concepts of AI, its capabilities, and limitations.
b. The ethical implications of AI, including bias, privacy, intellectual property, and societal impact.

c. Skills for effective and ethical collaboration with AI systems.
d. [Any other specific curriculum goals related to AI, e.g., understanding AI's role in their future professions].

5. AI in Student Support and Study Practices

5.1. Institutional AI Tools for Student Support

When [Name of Institution] deploys AI tools for student support (e.g., advising chatbots, early alert systems, mental health resources, career services tools):
a. Students will be informed about how these tools operate, the data they use, their limitations, and how to access human support.
b. Mechanisms for human interaction and support will always be available and clearly signposted.
c. Data privacy and security will be paramount, as outlined in Section 7.3.

5.2. Student Use of AI for Study and Research

Students are encouraged to use AI tools responsibly as aids for learning, research, and efficiency. However, students must:
a. Critically evaluate information provided by AI tools and not assume its accuracy, completeness, or freedom from bias.
b. Avoid over-reliance on AI tools to the detriment of developing their own understanding and skills.
c. Adhere to ethical research practices and properly cite any AI assistance as required by academic conventions or course instructors.
d. Be mindful of the data privacy and security implications of using third-party AI tools, especially those not vetted by [Name of Institution]. [Link to any institutional guidance on using third-party tools or data security best practices].

6. AI in Assessment and Academic Integrity

6.1. Assessment Design

Faculty are encouraged to design assessments that:
a. Emphasize higher-order thinking, critical analysis, creativity, and application of knowledge in ways that AI cannot easily replicate (e.g., in-class discussions, presentations, lab work, authentic problem-solving).
b. May involve the critical evaluation or ethical use of AI-generated content as part of the assessment, where appropriate and clearly defined.
c. Maintain fairness, validity, and reliability.

6.2. Academic Integrity

a. The submission of work generated by AI as one's own, without proper authorization or attribution as defined by the instructor or `[Name of Institution]`'s Academic Integrity Policy, constitutes plagiarism and/or academic misconduct.
b. `[Name of Institution]` `[will/will not/is evaluating the use of]` AI detection tools. If used, their limitations will be acknowledged, and they will not be the sole determinant of academic misconduct. ` `.
c. Students are expected to understand and uphold the principles of academic integrity as outlined in `[Link to Academic Integrity Policy]`.

6.3. AI-Proctoring

The use of AI-proctoring solutions for examinations must be approved by ` ` and must adhere to institutional guidelines regarding student privacy, data security, accessibility, and the provision of reasonable accommodations and alternatives for students with documented needs. [Link to specific AI-Proctoring Guidelines, if they exist].

7. AI Technology Acquisition, Management, and Data Governance

7.1. Procurement of AI Systems

a. All proposals for the procurement or significant implementation of AI systems must undergo a review process coordinated by ` ` in consultation with the ` `.
b. This review will assess:
   * Alignment with institutional mission and strategic goals.
   * Pedagogical or operational value and effectiveness.
   * Ethical implications, including potential for bias and impact on fairness.
   * Data privacy and security risks, and compliance with relevant regulations [cite applicable laws / regulations]
   * Vendor transparency regarding data usage, algorithmic design, bias mitigation, and data retention/deletion policies.
   * Total cost of ownership, including integration, training, and maintenance.
   * Accessibility for individuals with disabilities
   * Interoperability with existing institutional systems.
c. `[Name of Institution]` will prioritize vendors who demonstrate a commitment to ethical AI development, transparency, and robust data security practices. Contractual agreements will include clauses addressing these requirements, data ownership, and liability. `[Link to Vendor Assessment Checklist or Procurement Guidelines for AI]`.

7.2. Data Governance for AI

a. All AI systems must comply with `[Name of Institution]`'s Data Governance Policy `[Link to Data Governance Policy]` and all applicable data privacy laws [cite](e.g., FERPA, `[relevant state laws]`).
b. Data used to train or operate AI systems must be sourced and managed ethically and legally, with appropriate consent if required.
c. Personal data will only be used by AI systems for specified, explicit, and legitimate purposes directly related to `[Name of Institution]`'s educational or operational needs.

7.3. Data Security

AI systems and the data they process must be protected by security measures appropriate to the sensitivity of the data, in accordance with [Name of Institution]'s Information Security Policy `` [and any relevant standards]

8. Ethical Considerations and Risk Mitigation

8.1. Algorithmic Bias

[Name of Institution] is committed to minimizing harmful bias in AI systems. This includes:
a. Evaluating AI tools for potential biases before and during their deployment, particularly those impacting protected groups.
b. Striving for diverse and representative datasets when developing or training AI models under institutional control, and scrutinizing vendor claims about dataset diversity.
c. Implementing human oversight to review and potentially override AI-driven decisions that may be affected by bias, especially in high-stakes contexts.

8.2. Transparency and Explainability

Where AI systems are used to make decisions that significantly impact individuals, [Name of Institution] will strive to provide:
a. Clear information about the purpose and general functioning of the AI system.
b. Explanations for AI-driven decisions, where feasible and appropriate for the technology.
c. Avenues for individuals to seek review or appeal of such decisions, through ``.

8.3. Misuse and Unintended Consequences

Users are prohibited from using AI for malicious purposes, including but not limited to [list examples, e.g., generating disinformation, creating harmful or harassing content, infringing on intellectual property, unauthorized surveillance, academic dishonesty, violating others' privacy, impersonation or deep fakes]. The institution will work to anticipate and mitigate unintended negative consequences of AI deployment through ongoing monitoring and assessment.

9. Training, Awareness, and Support

9.1. AI Literacy Programs

[Name of Institution] will provide/facilitate access to training and resources to enhance AI literacy among faculty, staff, and students. This will include information on:
a. The principles of this AI Policy.
b. Ethical considerations in AI, including data privacy and bias.
c. Practical skills for using specific AI tools effectively and responsibly.
d. Identifying and mitigating AI risks.
e. [Any other specific training goals, e.g., understanding intellectual property issues with AI-generated content].
These resources will be available through ` `.

9.2. Support

Support for the use of institutionally approved AI tools and guidance on this policy will be available through ` `.

10. Policy Review and Updates

This AI Policy will be reviewed at least every [Number, e.g., one or two] year(s) or as needed in response to significant technological advancements, changes in regulatory requirements, or institutional experience. The review will be conducted in consultation with relevant stakeholders. Amendments to this policy require approval from.

11. Definitions

- **Artificial Intelligence (AI):** ` `
- **AI System:** [Insert definition, e.g., Any software or hardware that employs AI techniques to perform tasks or make decisions that would traditionally require human intelligence.]
- **Generative AI:** [Insert definition, e.g., AI models capable of creating new content, such as text, images, audio, video, or code, based on patterns learned from training data.]
- **Algorithmic Bias:** [Insert definition, e.g. the situation where algorithms produce unfair or discriminatory outcomes due to inherent biases in the training data, algorithm design, or human biases in the development process.]
- **High-Stakes Decision:** [Insert definition, e.g., A decision made with the assistance of an AI system that has a significant impact on an individual's rights, opportunities, access to services, or academic/employment status, such as admissions, grading, financial aid allocation, or disciplinary actions.]
- [Add any other key terms that require definition within your institutional context]

12. Contact Information

For questions regarding this policy, please contact:
[Name of Office or Individual, e.g., Chair of the AI Governance Committee, Office of Compliance]

[Email Address]
[Phone Number (Optional)]
[Website/Link to FAQ (Optional)]