

AI Strategy Policy Recommendation Template

Purpose

This template is designed to gather and document policy recommendations for AI implementation across campus. Each recommendation should be clear, actionable, and aligned with university goals related to AI in academics, research, and operations. This template should not be considered the required format for the final deliverable and is only intended to guide your discussion.

Instructions for Use

- 1. Identify Policy Needs: Consider ethical, academic, administrative, and operational aspects of AI use at the university.
- 2. Provide a Clear Policy Statement: Clearly state what the policy would achieve.
- 3. Justify the Policy: Explain why the policy is necessary and how it supports the university’s AI strategy.
- 4. List Key Stakeholders: Identify who will be affected by or responsible for implementing the policy.
- 5. List Examples from Other Institutions: Identify examples of similar policies from other institutions.
- 6. Use the Example Below: Follow the format to maintain consistency in documentation.

Example Policy Recommendation

Policy Title: *Ethical Use of AI in Academic Coursework*

Policy Statement: AI tools (e.g., ChatGPT, Grammarly, and coding assistants) may be used in coursework, but students must disclose AI-generated contributions and ensure compliance with academic integrity guidelines.

Justification: This policy ensures transparency, maintains academic integrity, and provides a framework for responsible AI use in education.

Key Stakeholders: Faculty, students, academic integrity office, IT department

AI Policy/Process Recommendations List

| Policy Title | Policy Statement | Justification | Examples from Other Institutions | Key Stakeholders |
|--------------------------|---|---|----------------------------------|--|
| AI Tool Approval Process | The AI Tool Approval Process establishes a standardized, transparent framework for evaluating, vetting, and authorizing the use of artificial | The AI Tool Approval Process establishes a standardized, transparent framework for evaluating, vetting, and authorizing the use of artificial intelligence tools across the institution | | OIT, Data Governance members, Procurement office, academic and administrative units, legal counsel |

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| | intelligence tools across the institution to ensure compliance with data security, ethical use, institutional policies, and operational compatibility. | to ensure compliance with data security, ethical use, institutional policies, and operational compatibility. | | |
| AI Tool Inventory & Functionality Review Process | This process establishes a recurring review of all AI tools currently in use across the institution to assess their purpose, functionality, usage patterns, data handling practices, and alignment with institutional goals, policies, and compliance standards. | As AI tools are rapidly adopted across departments, ongoing visibility into what tools are in use—and how they are being used—is essential to ensure ethical, secure, and effective deployment. Regular reviews help mitigate risks related to data privacy, tool redundancy, unsupported software, and shadow IT. They also enable leadership to identify high-value tools, sunset ineffective or non-compliant applications, ensure consistent policy application, and support strategic planning for future AI investments. | | OIT, Departmental AI tool users/leads, Data governance members, procurement office, finance staff members, training and professional learning staff/faculty, AI tool users |
| Guidelines (Policy) on the Use of AI Tools | AI tools designated to be used in specific processes, operations, contexts and environments where their application is authorized, appropriate, and compliant with organizational policies and legal standards will be approved. The use of AI must be transparent, purpose-driven, and must not replace critical human judgment in sensitive or high-risk scenarios. | AI tools can enhance efficiency and support informed decision-making, but indiscriminate use—particularly in sensitive environments such as assessments, student applications, or decision-making involving personal data—poses ethical, legal, and operational risks. Clear guidelines on when and where AI tools can be used help maintain trust, ensure data security, and preserve the integrity of human oversight and institutional processes. | | OIT, Risk Management, Cabinet, Deans, shared governance groups, HR |

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| Global Data Regulation and AI Tool Compliance Policy | All use of AI tools involving data must comply not only with local regulations but also with the applicable laws of any country where data is collected, processed, stored, or accessed. Employees and partners must ensure that AI-supported activities respect international data governance frameworks and cross-border legal requirements, including but not limited to GDPR, HIPAA, and other jurisdiction-specific privacy and data protection laws. | AI tools often operate across borders, processing data from multiple jurisdictions with distinct legal and ethical standards. Failure to comply with international data regulations can lead to legal penalties, reputational damage, and loss of stakeholder trust. This policy ensures that all AI-related data activities are conducted lawfully and ethically, respecting national and international regulations and the rights of individuals whose data is involved. | | OIT, legal counsel, office of international affairs, Data governance, executive leadership |
| AI Escalation to Human Oversight | Any situation involving the use of AI tools that presents ethical concerns, uncertainty, potential harm, legal implications, or exceeds the AI's defined capabilities must be promptly escalated to a qualified human for review and decision-making. AI systems are to support—not replace—critical human judgment, especially in complex or sensitive situations. | While AI tools can efficiently process information and support decision-making, they lack the moral reasoning, contextual understanding, and accountability that humans provide. Inappropriate reliance on AI can result in errors, bias, or harm, particularly in high-stakes areas such as healthcare, hiring, legal analysis, academic evaluation, or customer service. Establishing clear escalation protocols ensures responsible AI use and maintains ethical and operational integrity. | | OIT, data governance, end users (staff, faculty, students), supervisors, s/c/u leaders, faculty, legal counsel, HR, academic leadership, executive leadership |

Other items noted/requested:

- Common definitions across the institution
- High impact practices in how AI can be utilized/implemented ethically with accuracy and sensitivity toward data and transparency