Policy 5.10: General Artificial Intelligence Use Policy

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Executive Summary

Alabama A&M University (AAMU) is committed to full compliance with applicable laws related to the use of artificial intelligence. Additionally, AAMU is committed to the ethical use of artificial intelligence. This Artificial Intelligence Use Policy ("Policy") outlines AAMU's requirements with respect to the adoption of all forms of artificial intelligence at AAMU. Such artificial intelligence adoption includes use for business efficiencies and operations.

This Policy is applicable to all AAMU faculty and staff, officers, board members, contractors, representatives, affiliates, agents, and any person or entity performing services for or on behalf of AAMU. The Chief Information Officer (CIO) at AAMU is responsible for the enforcement of this Policy.

I. Purpose

The intent of this Policy is to provide general guidance on the use of AI at AAMU so that AAMU can leverage the use of AI as a tool while ensuring it continues to meet legal obligations and act in an ethical manner. The use of AI at AAMU should never compromise the University's core values or introduce undue risk to the University.

II. Definitions
For the purposes of this Policy:

A. "**Artificial intelligence**" or "AI" means the use of machine learning technology, software, automation, and algorithms to perform tasks and make rules or predictions based on existing datasets and instructions.

B. "**Artificial Intelligence Steering Committee**" or "AI Steering Committee" is an internal AAMU committee tasked with reviewing and approving uses of AI

at the University.

C. "**Artificial intelligence system**" or "AI system" means software that is developed with one or more of the techniques and approaches listed in Section IV and can, for a given set of human-defined objectives, generate outputs such as content, predictions, recommendations, or decisions influencing the environments they interact with.

D. "**Closed AI system**" means an AI system where the input provided by one user is used to train the AI model. Input data from the user is isolated from other users, and the data is considered more secure.

E. "**Embedded AI Tools**" means AI tools embedded in existing software tools approved and used at AAMU and which do not require approval for use from the AI Steering Committee and/or CIO.

F. "**Government**" means the government of a country or subdivision thereof.

G. "**Government Entity**" means any entity controlled by a government in whole or part. This includes Government-owned or controlled (whether whole or partial ownership or control) commercial enterprises, institutions, agencies, departments, instrumentalities, and other public entities, including research institutions and universities.

H. "**Government Official**" means any officer or employee of a Government Entity, an official of a political party, a candidate for political office, officers and employees of non-governmental international organizations, and any person with responsibility to allocate or influence expenditures of Government funds. This includes data scientists and researchers who are employed by a government or a Government Entity. Employees at government organizations are considered Government Officials regardless of title or position.

I. "**Non-public University data**" means any information that, if disclosed, could violate the privacy of individuals, government regulations or statutes, could jeopardize the financial state of AAMU, could injure its reputation, or could reduce its competitive advantage.

J. "**Open AI system**" means an AI system where the input provided by all users is used to train the AI model. Input data from all users is not private and may be revealed to other users.

K. "**Personal information**" means information that identifies, relates to, describes, is capable of being associated with, or could reasonably be linked, directly or indirectly, with a particular person or household.

L. "**AAMU Representatives**" means all University faculty and staff, officers, board members, contractors, representatives, and any person or entity performing services for or on behalf of AAMU.

III.   Scope

This Policy is not intended to address every use of AI at the University. There are certain business departments and functions at AAMU that bear more considerations and potential risks. Before using any A —whether for personal business tasks such as writing an email or more complex business processes such as analyzing datasets - you should consult with your department head and seek guidance. Also, please see Prohibited Uses in Section IV below for situations in which AI may not be used at AAMU, and High-Risk Use of AI Systems in Section IV below for situations in which extreme caution is required when considering using AI.
In addition, there are certain Embedded AI Tools used in existing approved University software that do not require additional approval for use. For example, the use of Microsoft Word in which Microsoft Word has embedded an AI tool to check spelling or grammar. The use of Embedded AI Tools in approved software at AAMU is permitted, provided those software tools are aligned with previous general business uses.

When third-party software, services, or contractors are utilized or employed, any AI usage by software used by these parties or services must be noted and evaluated carefully. Contracted services that utilize AI technology should be considered in the same light as individual AI usage. Consult with the Legal Department about the inclusion of an AI-specific clause in any vendor or contractor agreements.

IV.   Policy
The following principles must be followed when considering using an AI system at AAMU:

A. The use of an AI system should primarily focus on completing University goals as directed by AAMU leadership. Except for the use of an Embedded AI Tool in a software system approved for use at the University, any use of a new AI System must be approved by the AI Steering Committee and/or CIO. Also, see General AI Use Standards and Use Approval in Section IV below.

B. Individuals using an AI system must have expertise in the subject matter for which the AI is used. AI is to be utilized as a tool and is not a substitute for expertise. For example, if using AI for coding, the individual deploying the AI must have expertise in coding.

C. All AI-generated content (writing, datasets, graphs, pictures, etc.) must be thoroughly reviewed by an individual with expertise to evaluate such content for accuracy as well as general proofing and editing. AI-generated content should be viewed as a starting point, not the finished product. Like any content at the University, AI-generated content should conform to the look and feel of the University's brand and voice.

D. Any use of an AI system must have clear objectives for use as a tool and business-accepted data sets from which the AI draws. If the data sets that the AI is using are not accurate, then the information AI provides will not be accurate.

E. AI systems are trained on data that may contain inherent bias. Users of these systems are responsible for reviewing any AI-produced content for bias and correcting it, as necessary.

F. Non-public University information must never be put into an open AI system.

G. AAMU Representatives must document all AI systems they are utilizing and for what functions. Tracking the use of AI is not optional and is part of your job. Documentation of specific AI Embedded Tools in an approved existing software tool when using that tool as intended is not required. Discuss the process for tracking the use of AI systems with your department head.

H. The use of an AI system must be documented to capture institutional knowledge. For example, if AI is used to create code and included in a larger section of code, there must be documentation as to which code section is AI-derived and who reviewed it.

I. The use of an AI system must meet any terms of use or contractual limitations. Contractual restrictions or terms of use may restrict AAMU's use of an AI system that would otherwise be legally compliant and ethically sound. For example, an AI system's terms of use may require the use of certain disclaimers in certain use situations or prohibit the use of the AI system to do certain tasks. University Representatives should have all terms of use or contracts for AI systems reviewed by the Legal Department to ensure compliance with contractual obligations in using an AI system.

J. Approval of an AI system does not eliminate the need for other internal approvals required at the University for the use of technology, such as a security review, privacy review, cost review and spend approval, legal review, human resources review, etc. An AI system should go through the same review and approval process as other software or services. You should also ensure that your department head is aware of the use of the AI system and has approved any use of the AI system, particularly for AI-generated content that will be relayed externally.

Prohibited Uses: There are certain uses of AI that are prohibited. Unless otherwise approved by the AI Steering committee and/or CIO and respective department heads, AAMU Representatives are prohibited from using AI systems for any of the following activities at any time:

A. Conducting political lobbying activities is prohibited. Lobbying is defined as any action aimed at influencing a Government, Government Official, or Government Entity for any reason.

B. Using AI systems to identify or categorize students, candidates, employees, contractors, or other affiliated entities based on protected class status is prohibited.

C. Entering trade secrets, confidential information, or personal data about any individual into an open AI system.

D. Entering any sensitive information about an individual into any AI system. "Sensitive information" includes medical, financial, political affiliation, racial or ethnic origin, religious beliefs, gender, sexual orientation, disability status, or any other part of a person's life someone would want to keep private.

E. Using an AI system to obtain legal advice, including, but not limited to, creating policies for internal use or to provide to third parties.

F. Creating intellectual property that AAMU desires to register and/or holds significant value to the organization.

Ethical Guidelines: AAMU desires to act in an ethical manner when using AI. Accordingly, there may be uses of AI that are legally permissible, but which do not meet ethical requirements. Any use of an AI system at AAMU should conform to the following ethical guidelines:

A. **Informed Consent:** Prior to inputting personal information into a closed AI system, ensure that you have obtained informed consent from the individual(s) whose personal information will be input.

B. **Integrity in Use:** All users of AI systems should be honest about how AI assisted in getting work done. Even if using an AI system approved by the AI Steering Committee, and/or CIO, for an approved use, you should ensure your department head or the department requesting a task for which you are using an AI system is aware of your use of the AI system. Do not pass off AI-generated work as done by you solely. Additionally, you should ask permission if you desire to use an AI system tool to complete a task. For example, you should ask your department head and/or HR representative if you may use an AI system to assist in writing a performance evaluation.

C. **Appropriate Content:** Do not use University time or resources to generate content using an AI system that would be considered illegal, inappropriate, harmful to AAMU's brand or reputation, or disrespectful to others.

D. **Unauthorized Use:** Do not use company time or resources to generate content using an AI system for personal use without prior approval by the appropriate department leader.

High-Risk Use of AI Systems: There are certain uses of AI systems that are more high risk than others. The University is committed to complying with all AI legal requirements and guidance. These requirements are listed below:

A. **Personal Data in AI Systems:** AI should be used with extreme caution when inputting any personal data of an individual into a closed AI system (it is prohibited to put any personal data into an open AI system).

B. **Screening Job Candidates:** AI should be used with caution when screening any job applicants to ensure it does not adversely impact protected class members or introduce any bias. Equity and inclusion issues surrounding AI use in job screening are a potential source of litigation.

C. **Personnel Decisions:** AI should be used with caution for any use related to making decisions on promotions, retention, or similar personnel decisions. Extreme caution should be utilized to ensure that biases (including biases found in existing data sets) are avoided.

D. **Enrollment Decisions:** Extreme caution should be utilized if using AI in any manner related to evaluating potential candidates for admission to the University.

General AI System Use Standards and Use Approval: Except for AI Embedded Tools in approved software, all uses of AI systems must be approved by the AI Steering Committee, and/or CIO, prior to use to ensure such AI system use meets the following principles:

A. **Lawful:** The use of AI systems must comply with all applicable laws and regulations, as well as any contractual obligations, limitations, or restrictions.

B. **Ethical:** The use of AI systems must adhere to ethical principles, be fair, and avoid bias.

C. **Transparent:** There must be clear objectives for the use of an AI system and documented oversight of such use, which is recorded and captured for institutional knowledge. Disclosures of the use of AI in any AI-assisted content generation must be made when required by law or contract, or when required by the University.

D. **Necessary:** The use of AI systems must be for a valid business purpose to

improve business efficiencies and support the University's mission. The use of AI is not a substitute for human critical thinking or expertise and should not require the University to incur an unnecessary expense without any true benefit.

Prior to submitting a request to the AI Steering Committee and/or CIO for the use of an AI system, a requester should first obtain the approval of his or her department head. In addition, in evaluating whether to make a request, the requester should ensure that the AI system use, if approved, would conform with the guidelines in this Policy, prior to submitting such request.

Training: All University Representatives who interact with AI systems must be trained on this Policy. Additionally, specific departments or functions at the University may require more specific policies and training on the use of AI systems for their department or function when more high-risk.

V. Compliance

Failure to comply with this Policy and/or regulations promulgated hereunder will be deemed a violation of University Policy and subject to disciplinary action in accordance with the disciplinary guidelines as outlined in the Faculty or Staff Handbook, whichever one is applicable to the individual.

VI. Exceptions

Any exception to the policy must be approved by the CIO in advance.

VII. Revision History

- Initially Approved: June 2025 (Board Approval)

VIII. Authority: President

IX. Responsible Office: President/Chief Information Officer

X. Related Documents:
- All other ITS policies and procedures
- All other AI Use Policy and procedure documents

XI. References:
- The SANS Institute