



AI Integration Policy & Ethical Use Guidelines for Faculty and Staff

I. Introduction

In the event that any information contained within this policy conflicts with any Board of Regents (BOR) policy, the BOR policy controls.

Faculty at Albany State University are encouraged to responsibly integrate artificial intelligence (AI) tools, such as generative large language models and data analysis platforms, into their teaching, research, and administrative duties to enhance pedagogical innovation and academic excellence. AI may be used to support activities like developing course materials, facilitating classroom discussions, conducting research, or streamlining administrative tasks, provided said use aligns with the university's commitment to academic integrity, ethical standards, and student data privacy. Faculty must clearly define AI usage expectations in their syllabi, specifying whether and how students may use AI in assignments, and ensure transparency by requiring acknowledgment of AI contributions (e.g., citing tools like ChatGPT, Microsoft Copilot, in the formatting style most appropriate for the course).

To safeguard sensitive information, faculty are prohibited from inputting confidential or personal data, including student records or proprietary research, into public AI platforms unless they are using university-approved, secure tools. Faculty are expected to complete annual AI training offered by the university to ensure competent and ethical use in the academic context as well as compliance with federal Family Educational Rights and Privacy Act (FERPA) legislation.

This policy aims to balance innovation with accountability, fostering an environment where AI enhances learning while preserving critical thinking and original scholarship. Faculty must monitor AI use to prevent over-reliance, ensure it does not undermine course learning outcomes, and address potential biases in AI outputs. In cases of suspected academic misconduct involving AI, faculty should follow the university's AI and honor code policies and procedures. The Office of Academic Affairs as well as the Center for Faculty Excellence will regularly review this policy, in consultation with faculty, staff, and students, to adapt to evolving AI technologies and educational needs. Faculty and staff are encouraged to collaborate with the Office of Academic Affairs as well as the Center for Faculty Excellence for guidance on integrating AI effectively and ethically into their courses,

ensuring alignment with Albany State University's mission to advance knowledge responsibly.

II. Purpose

The purpose of this policy is to provide AI Integration Policy & Ethical Use Guidelines for Faculty and Staff.

III. Definition & Scope of AI

Generative Artificial Intelligence (AI): Technologies that use (in part or in whole) - any/all combinations of machine learning algorithms to generate content, including text, images, and data, in response to user inputs. Examples include, but are not limited to: ChatGPT, Co-Pilot, etc.

Academic Work: Any work submitted for credit (in part or in whole) or as part of a course requirement, including but not limited to assignments, discussions, papers, exams, quizzes, projects, and research.

IV. Policy

Ethical Principles & Guidelines Concerning the Use of AI

Faculty and staff are expected to uphold ethical principles in their use of artificial intelligence (AI), ensuring alignment with the university's values of integrity and fairness. AI tools should be used transparently, with clear acknowledgment of their contributions in teaching, research, or administrative tasks, and must not compromise academic honesty or intellectual originality. Faculty must avoid inputting sensitive or confidential data into public AI platforms, adhering to university data privacy policies, and critically evaluate AI outputs to mitigate biases that could perpetuate inequities. By fostering responsible AI use, faculty contributes to an academic environment that balances technological innovation with ethical academic accountability.

Accountability & Responsible Use of AI-Generated Content

Faculty and staff are accountable for the responsible use of AI-generated content in their teaching, research, and administrative duties, ensuring it supports educational goals without undermining academic integrity. AI-generated outputs must be clearly acknowledged, and faculty should verify their accuracy and appropriateness to prevent misinformation or bias. Faculty and staff are responsible for defining clear AI usage guidelines in their syllabi, monitoring student compliance, and reporting misuse as academic misconduct under the university's honor code. For instance, the American Psychological Association (APA) has issued AI APA citation standards. These types of resources should be included in new discussion, assignment, and other work / project design and development here going forward. By modeling transparent and ethical use, faculty and staff uphold accountability serving as beacons of light fostering trust in AI's role within the academic community.

Professional Development for Faculty & Staff Along with Educational Options for Students Regarding AI Ethics, Responsible Use, & Potential Risks

Albany State University is committed to equipping faculty and staff with the knowledge and skills to use AI ethically and responsibly through mandatory professional development programs, including workshops and training sessions offered through Academic Affairs as well as the Center for Faculty Excellence. These programs cover AI ethics, responsible use,

data privacy, and strategies to mitigate risks such as bias and misinformation. Faculty are encouraged to integrate AI literacy into their courses, providing students with educational opportunities to understand AI's ethical implications, responsible applications, and potential risks, fostering a campus-wide culture of informed and conscientious AI engagement.

Privacy & Security of Student Information

Faculty and staff must safeguard student information when using AI tools, strictly adhering to the Family Educational Rights and Privacy Act (FERPA) and university data privacy policies. Inputting student records, grades, or other personally identifiable information into public or unapproved AI platforms is prohibited to prevent unauthorized access or breaches. Faculty and staff are required to use only university-approved, secure AI tools for tasks involving student data and to educate students on protecting their own information when engaging with AI in coursework. Compliance ensures the confidentiality and security of student information, upholding legal and ethical standards.

Human Oversight & Control of AI in the Research Processes

Faculty and staff must exercise human oversight and control when integrating AI tools into research processes, ensuring compliance with the Institutional Review Board (IRB) guidelines and maintaining the ethical integrity of scholarly work. AI may support tasks such as data analysis or literature synthesis, but faculty are responsible for critically assessing AI outputs for accuracy, bias, and relevance, particularly in IRB-approved studies involving human subjects. AI contributions must be transparently documented, and final research decisions, including data interpretation and conclusions, must remain under human judgment to uphold rigorous, ethical, and IRB-compliant research standards.

Responsible Use of AI in Scholarly Communications

Faculty and staff are expected to use AI tools responsibly in scholarly communications, including publications, presentations, and grant proposals, to uphold academic integrity and transparency. AI may assist in drafting, editing, or analyzing content, but faculty must disclose its use, citing tools appropriately, and ensure AI-generated content is accurate and free from bias. Violations of this AI policy may constitute grounds for disciplinary action under existing university policies, including but not limited to charges of professional incompetency and neglect of duty, default of academic integrity in teaching, research, or scholarship, false swearing with respect to official documents, or violation of Board of Regents' policies as outlined in Section 8.3.9 of the University System of Georgia Policy Manual. Such violations will be subject to the procedural due process requirements specified in Section 8.3.9.2. By maintaining transparency and accountability, faculty and staff will continue to contribute to credible and ethical scholarly discourse.

Point of Contact for Questions or Concerns for the Policy as well as for Guidance on the Use of AI

Faculty and staff with questions or concerns regarding the AI use policy, or seeking guidance on integrating AI responsibly in teaching, research, or administrative tasks, should contact the Office of Academic Affairs as well as the Center for Faculty Excellence. Designated AI policy coordinators are available to provide support, clarify guidelines, and offer resources, including training on ethical AI use. For specific inquiries, faculty may

consult the university's AI resource portal for up-to-date information and best practices at <https://www.asurams.edu/academic-affairs/ai-resources/index.php>

AI Mandatory Training

Faculty and staff are expected to complete annual AI training offered by the university to ensure competent and ethical use in the academic context as well as compliance with federal Family Educational Rights and Privacy Act (FERPA) legislation.

AI Training is mandatory for all faculty and staff and shall be repeated annually.

V. Exceptions

None unless otherwise officially directed.

VI. Applicability

ASU Faculty and Staff

VII. Accountability

Office of Academic Affairs

VIII. Contacts

Provost/Vice President of Academic Affairs

Last Update

July 2025