

The background image shows the Andrews University building, a large brick structure with multiple arched windows. In the foreground, there is a large, dark-colored globe sculpture with a grid pattern, mounted on a pedestal. The text "ANDREWS UNIVERSITY" is prominently displayed in large, dark letters across the top of the building facade.

ANDREWS UNIVERSITY

SEVENTH-DAY ADVENTIST HIGHER EDUCATION

Generative AI Policy

Guidelines for Responsible Use of Generative AI at Andrews University

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Introduction

Our Values & AI

As an Adventist institution, we embrace AI's potential while upholding Compassion, Trust, Integrity, Humility, Wellbeing, Justice, and Innovation. This policy guides ethical and effective AI use across all university functions.

Policy Overview

Generative AI Policy

1. Human Oversight

2. Disclosure Requirements

3. Data Security Protocols

4. Academic Integrity

5. Research Guidelines

6. Meeting Protocols

7. Administrative Use

8. Tool Approval

9. Prohibited Uses

10. Reporting Violations



Human Oversight

Generative AI should enhance human productivity and decision-making rather than replace human judgment. It is crucial that no university decision is solely based on outputs from generative AI systems. All generated content must be subjected to verification for accuracy, bias, and appropriateness before being utilized in academic or administrative contexts.

(Genesis 1:27, James 1:5, Proverbs 10:9).



Disclosure Requirements

All employees and students should disclose substantial content created using generative AI. For minor contributions like grammar checks or editing, disclosure is not necessary. Students must adhere to specific course policies regarding the use of generative AI based on guidance provided by faculty.

(Colossians 3:12, Proverbs 10:9).



Data Security Protocols

The use of generative AI tools must comply with strict data security standards. Users are prohibited from inputting sensitive, confidential, or personally identifiable information, such as data protected under GLBA, FERPA or HIPAA, into generative AI systems without proper authorization. Additionally, users should opt out of allowing their data to be utilized for training purposes whenever possible to safeguard personal and institutional information.

(Genesis 1:27, James 1:5).



Academic Integrity

Academic integrity must be upheld by ensuring that any content generated by AI is not represented as one's own original work. Faculty members are responsible for defining appropriate use of generative AI in their courses. This includes clearly communicating guidelines and expectations regarding how students should integrate AI-generated content into their assignments.

(Proverbs 10:9, Colossians 3:12).



Research Guidelines

Researchers are required to disclose the use of generative AI in their methodologies. It is essential to verify the accuracy of all content generated by AI tools before inclusion in research outcomes. Researchers should never upload unpublished or confidential information to these platforms, as this could compromise the integrity and confidentiality of their research.

(James 1:5, Micah 6:8).



Meeting Protocols

Inform participants before using generative AI for meeting transcription or summaries. Never transcribe meetings involving sensitive data.

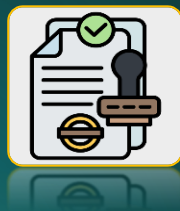
(Micah 6:8, Proverbs 3:3–4).



Administrative Use

Staff must adhere to data privacy standards when using generative AI. All generated recommendations require human review before implementation.

(Proverbs 3:3–4, Genesis 1:27).



Tool Approval

Generative AI systems processing protected university data must be evaluated and approved by Institutional Operations Council and IT Services.

(Micah 6:8, Proverbs 10:9).



Prohibited Uses

Do not use generative AI to create malicious content, fake credentials, discriminatory material, harassment, or to violate laws and institutional policies.

(Micah 6:8, John 10:10).



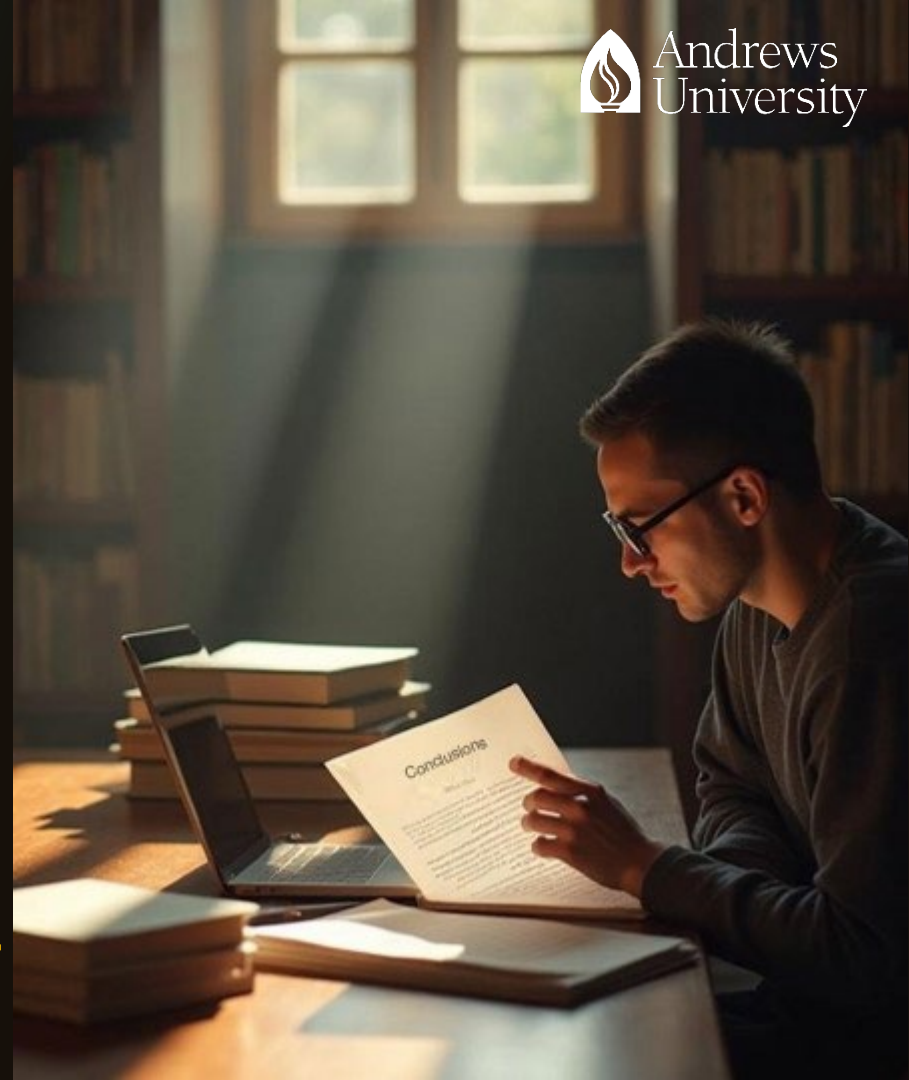
Reporting Violations

Report faculty misuse to the Chief Academic Officer, research misuse to the Dean of Research, student misuse through the Academic Integrity policy, and staff misuse to supervisors or HR.

(Proverbs 10:9, Micah 6:8).

In summary, the guidelines surrounding generative AI usage stress the importance of human oversight, data security, and academic integrity. Adhering to these practices will ensure that generative AI serves as a valuable tool in enhancing educational and research endeavors while maintaining compliance with institutional standards.

Conclusion



Thank you!

Do you have any questions?

