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Artificial Intelligence Policy

POLICY PURPOSE

The purpose of this policy is to establish a comprehensive institutional framework for the ethical, secure, and responsible use of artificial intelligence (AI) technologies at the University of North Georgia. It applies to all members of the university community—faculty, staff, students, and partners—engaged in teaching, learning, research, administration, and operations involving AI.

This policy reflects the university's commitment to:

- Academic integrity and innovation.
- Responsible digital transformation.
- Transparent and equitable AI use across all university functions.
- Human-centered learning and research.

It is aligned with the **University System of Georgia's Artificial Intelligence Guidelines**, including the five foundational principles for AI use—**Protection, Compliance, Focus, Performance, and Vigilance**—and is informed by systemwide and institutional policies governing data security, research ethics, and instructional quality.

DEFINITIONS

A. To ensure consistency and shared understanding across academic, research, administrative, and operational contexts, the following terms are defined within the scope of this policy:

B. **Artificial Intelligence (AI):** A technology family that enables computers to perform a variety of advanced functions, including the ability to process visual cues, understand and translate spoken and written language, analyze data, and make recommendations from heuristic analyses.

C. **Agentic AI**: A type of artificial intelligence capable of acting on behalf of a user or function to complete tasks or achieve goals, often with autonomy and limited human intervention. These systems, known as *AI agents*, can generate responses, make decisions, or interact with other software tools based on user prompts, instructions, or learned behavior.

D. **Generative AI (GenAI):** Generative AI is a type of artificial intelligence that can create new, original content such as text, images, audio, or even computer code. The key characteristic of generative AI is its ability to generate novel output, rather than just analyzing or classifying existing data. What can be generated is highly dependent on the data on which it was trained. When AI has not been trained on a specific topic, it will create often fictional content instead of announcing its shortcomings to the user. Likewise, if the training data is biased, the results are also biased.

E. **Bias:** Refers to flaws in the data that has been used to train AI, or a flaw in the design of the algorithm itself that amplifies existing societal biases.

F. **Chatbot:** An AI tool that simulates human conversation.

G. **Deep Learning (DL):** A method of training an AI system that processes data in a way that is inspired by the human brain. Deep learning models typically are used to recognize complex patterns in pictures, text, sounds, and other data to produce accurate insights and predictions.

H. **Hallucinations:** Conditions when an LLM generates prompt results on items it was not trained on, often creating nonsensical or inaccurate outputs. Conditions when an LLM process identifies patterns or objects that are nonexistent, creating nonsensical or inaccurate outputs.

I. **Human Oversight:** In the context of AI Human Oversight, ensures that human beings maintain appropriate control, accountability, and ethical responsibility over the design, development, deployment, and operation of Artificial Intelligence systems.

J. **Large Language Model (LLM):** A computational model recognized for the ability to achieve general-purpose language generation and other natural language processing tasks such as classification.

K. **Machine Learning (ML):** A branch of AI and computer science that focuses on using data and algorithms to enable AI to imitate the way that humans learn, gradually improving its accuracy.

L. **Prompt Injection:** A specialized type of cyber-attack against LLMs, whereby bad actors disguise malicious inputs as legitimate, resulting in the return of erroneous results or leaking sensitive information.

M. **Training Data:** Data used for the purpose of training AI tools to make decisions, predictions, or generate content.

POLICY STATEMENT

Artificial Intelligence (AI) technologies are rapidly transforming the landscape of higher education, offering both significant opportunities and complex challenges across teaching, research, and administrative domains. In alignment with the University System of Georgia's five foundational principles for AI use—Protection, Compliance, Focus, Performance, and Vigilance—the University of North Georgia affirms its commitment to the ethical, responsible, and transparent use of AI across the institution. UNG further affirms that the agency of students, faculty, and staff must remain central in all AI-supported contexts, and that AI tools must augment—not replace—human judgment, creativity and output.

UNG also recognizes that the institutional adoption of AI must be guided by robust vetting processes for enterprise tools and strict alignment with data governance, security, and procurement policies. To translate these system-level expectations into practical guidance for campus implementation, UNG adopts a modified version of the E.T.H.I.C.A.L. Framework for AI in Higher Education, originally developed by a multidisciplinary team at California State University Fullerton as part of the 2024–2025 AAC&U Institute on AI, Pedagogy, and the Curriculum. The framework is licensed under the Creative Commons Attribution–Noncommercial 4.0 International License (CC BY-NC 4.0) and has been adapted here for institutional use by the University of North Georgia in accordance with the terms of that license. This framework provides a flexible, principle-driven structure for guiding ethical AI adoption, while reinforcing UNG's commitment to academic integrity and innovation, responsible digital transformation, transparent and equitable AI use across all university functions, and human-centered learning and research. It serves as the foundation for institutional expectations and informs the development of specific procedures and implementation guidelines.

The E.T.H.I.C.A.L. principles are:

- **Exploration and Evaluation:** Critically assess AI tools for purpose, context, performance, and ethical implications prior to adoption. Evaluation includes reliability, accessibility, and long-term impact.
- **Transparency and Accountability:** Disclose when and how AI is used in student- or public-facing activities. Ensure clear roles for responsibility and oversight.
- **Human-Centered Approach:** Maintain human agency and final authority in all AI-influenced decisions. AI should assist, not replace, human judgment.
- **Integrity and Academic Honesty:** Use AI in ways that uphold UNG's academic integrity policies and foster a culture of responsible, transparent scholarship.
- **Continuous Learning and Innovation:** Support institutional learning and reflection on evolving AI technologies and practices. Promote faculty, staff, and student AI literacy.
- **Accessibility:** Ensure AI use advances knowledge access, avoids bias, and supports inclusive learning, teaching, and research environments.
- **Legal and Ethical Compliance:** Align AI use with all relevant laws, policies, and standards—including USG system guidance—on privacy, data security, intellectual property, and student rights.

These principles reflect UNG's commitment to responsible innovation, academic integrity, and the thoughtful integration of AI into the life of the university.

SUPPORT INFORMATION

(Additional statements outlining the reason for and/or details of the policy, as required.)

A. **Institutional Commitments and Strategic Alignment**

The University of North Georgia views Artificial Intelligence as a transformative tool that, when used responsibly, can advance our mission to develop students into leaders through excellence in teaching, research, and service.

Informed by this mission and our shared institutional values, UNG approaches AI as a strategic asset—one that should enhance innovation while safeguarding public trust, academic freedom, and the integrity of human-centered learning.

This policy reflects UNG's commitment to:

- **Educational excellence**, by using AI to support student success, pedagogical innovation, and critical engagement with emerging technologies.
- **Leadership and service**, promoting ethical AI use, serves not only institutional needs but the broader communities we impact.
- **Integrity, transparency, and public trust**, ensuring all AI applications are accountable, explainable, and aligned with our public mission.
    - In support of this goal, the institution will maintain a website with AI resources, including an inventory of AI tools, points of contact for questions related to AI use, standards for AI use, and an FAQ page.
- **Accessibility**, we recognize that AI has the potential to both enhance and create barriers to access and are committed to making our systems accessible to all members of our community.
- **Lifelong learning**, by building institutional capacity for ongoing AI literacy and thoughtful adaptation to technological change.

These commitments operationalize the **USG's five foundational principles for AI use**—Protection, Compliance, Focus, Performance, and Vigilance—and position UNG to navigate the evolving AI landscape with purpose, responsibility, and vision.

A. **Ethical and Responsible Use of AI**

The ethical and responsible use of Artificial Intelligence (AI) at the University of North Georgia (UNG) applies to all members of the university community, including faculty, staff, students, administrators, and contracted partners. AI tools must be used in ways that uphold UNG's institutional values of integrity, fairness, transparency, and respect for human dignity across academic, administrative, operational, and research contexts.

Faculty should have a clear AI statement in their syllabi that establishes clear guidelines and defines ethical use. At a minimum the AI syllabus statement should contain the following:

- A definition of AI
- What is/are permissible use(s) of AI in your classroom, what use(s) of AI are prohibited
- What students should do to document/cite AI-created content (consider offering an example)
- What the consequences are of violating classroom policy with the use of AI
- And how you, as a faculty member, are using AI

Students should only use AI tools outlined in the course syllabus. When AI use is permitted, students might also be required to include properly formatted citations in the style indicated for the assignment. Any AI use that violates the stated course syllabus policies will be a violation of the UNG Student Code of Conduct. If the syllabus is unclear, students should consult the professor of the course for guidance.

AI use must be human reviewed and disclosed when it contributes materially to university-related tasks, communications, decisions, or outputs. This includes, but is not limited to, course design, student work, research writing, communications, data analysis, and administrative processes.

AI must not be used in deceptive or misleading ways, including impersonation, unauthorized authorship, or reliance on AI-generated outputs without appropriate human oversight, especially in high-stakes decision-making (e.g., grading, hiring, admissions, or disciplinary actions).

UNG is committed to bias mitigation and algorithmic transparency in all uses of AI, ensuring that systems are regularly evaluated to identify and address potential bias or disparate impacts.

Responsible innovation is encouraged when AI is used to enhance productivity, creativity, or service delivery. However, such use must align with applicable university policies, be transparent to affected individuals where appropriate, and must not compromise academic integrity, institutional accountability, or ethical standards.

Third-party vendors and platforms that incorporate AI technologies must meet the university's expectations for transparency, privacy, user control, and fairness. Institutional adoption of enterprise AI tools must follow formal vetting, approval, and inventory processes consistent with UNG's data governance and procurement procedures.

A. **AI in Research and Scholarly Communication**
The University of North Georgia recognizes the growing role of AI technologies in research, scholarship, and creative activity. The responsible use of AI in these contexts must maintain standards of scholarly integrity, transparency, and methodological rigor.

B. Disclosure of AI use

1. Researchers and scholars must disclose the use of AI tools in the development, analysis, or authorship of academic outputs, including publications, presentations, and grant submissions. Disclosure should be made in accordance with disciplinary norms and ethical guidelines.
AI-assisted research processes must be transparent and reproducible. When AI tools are used for data analysis, modeling, literature reviews, or content generation, documentation should include sufficient detail to ensure replicability and ethical review.
2. The use of AI must not obscure human contribution or responsibility. AI tools may assist in content generation but should not be listed as co-authors or used to misrepresent authorship.
3. UNG also affirms that AI tools used in research infrastructure (e.g., grant writing platforms, automated analysis tools) must meet appropriate compliance standards. All AI use in research is subject to relevant institutional oversight. Projects involving

human subjects or sensitive data must undergo review by the appropriate institutional review bodies (e.g., the Institutional Review Board [IRB] for research involving human subjects), and follow UNG Intellectual Property Policy.

C. **Data Security and Privacy Protections**

1. All uses of AI at the University of North Georgia must comply with applicable laws and university policies related to data security, privacy, and responsible data stewardship, and records management.
   Personally identifiable or sensitive data (including, but not limited to, student records, health information, personnel data, and financial records) must not be processed by AI systems unless the data is anonymized, de-identified, or handled using strict access controls and encryption protocols — and only through AI tools that have been formally vetted and approved by the university.
2. Only vetted and approved enterprise AI tools may be used to process sensitive data. Public or third-party AI tools must not be used for any data classified as restricted or protected unless explicitly authorized through university governance processes. AI tools must be vetted for compliance with federal, state, university, and University System of Georgia (USG) regulations, including FERPA, HIPAA, and applicable data protection guidelines. The use of third-party AI tools for institutional data requires prior approval through appropriate university channels.
   Data minimization and transparency must be prioritized when using AI to process university data. AI systems should collect and process only the data necessary for their intended function, and users should be informed about how their data may be used, stored, or shared.

D. **Human Oversight and Decision-Making**

1. The University of North Georgia affirms that while Artificial Intelligence may be used to support decision-making processes, responsibility and accountability for institutional decisions must remain with designated human personnel.
   AI systems must not be used as the sole authority in decisions that carry significant academic, professional, financial, or disciplinary consequences for individuals. In all such cases, final determinations must be made or confirmed by the designated governance body or university official(s).
2. Faculty, staff, and administrators are responsible for exercising informed, critical oversight of AI outputs in their respective roles. AI should augment, not replace, professional judgment.
3. AI tools may be used to generate recommendations, automate routine tasks, or inform decision-making; however, such outputs must be subject to human review and accountability prior to implementation in high-stakes contexts.
   Oversight mechanisms must be transparent, documented, and auditable, ensuring that affected individuals are informed of AI involvement and provided with appropriate channels for review, appeal, or clarification.
4. In cases where AI tools materially influence outcomes, documentation should include the nature of the AI's role, the identity of the human reviewer, and a record of the final decision — to ensure transparency, accountability, and continuous evaluation of tool performance.

E. **Training and AI Literacy**

1. The University of North Georgia is committed to ensuring that all members of its community are equipped with the knowledge and skills necessary to engage with Artificial Intelligence (AI) tools responsibly, ethically, and effectively. AI literacy is essential to support informed use, safeguard institutional integrity, and foster innovation across teaching, research, and administrative functions.
2. Faculty, staff, and administrators who deploy, approve, or rely on AI tools during their university responsibilities should complete appropriate training in the ethical, legal, and functional dimensions of AI use. This includes understanding the limitations, risks, and appropriate applications of AI technologies. Faculty development programs should include opportunities to explore pedagogical best practices for AI integration in teaching and learning.
3. Students are expected to understand and adhere to university policies governing the appropriate use of AI tools in academic work. The university will provide accessible educational resources to support student learning around AI ethics, attribution, and academic integrity.
4. Required AI training for university employees will be coordinated through the Office of Human Resources and aligned to training protocols employed by that office. Questions about required AI training can be directed to the Chief Human Resources Officer (CHRO). Training for students is coordinated through the offices of Academic Affairs and Student Engagement and Success.

F. **Governance and Points of Contact**

The effective governance of Artificial Intelligence (AI) at the University of North Georgia requires coordinated oversight, role-specific accountability, and structures that support ethical implementation, transparency, and ongoing responsiveness to technological and regulatory developments.

To support this, UNG will adopt a hybrid governance model:

- AI Academic Use and AI Administrative Function teams will be formed to guide AI use at UNG. A third team will be formed from the Academic Use and the Administrative Function teams, and this AI Governance Team will advise the Provost and the SLT on AI initiatives and developments.

This model reflects UNG's commitment to:

- Oversight and risk management across the institution
- Public trust, transparency, and ethical innovation
- Auditable oversight and accountability in AI-supported decisions where required

The goal is to ensure that UNG's AI governance remains clear, adaptive, and trusted, supporting responsible innovation in teaching, research, and operations.

Procurement of AI tools:

Procurement of AI tools must follow the procurement policies and procedures as established by the State of Georgia (Official Code of Georgia) Section 50-5, the University System of Georgia Board of Regents Business Manual, Georgia Procurement Manual, and UNG Policy Contracts. See also Hardware/Software Procurement Procedure.

Complaints:

In accordance with applicable laws, Board of Regents policy, and accreditation standards, complaints related to AI use will follow established complaint procedures as outlined by the Office of the Dean of Students in the Student Handbook and in the Student Complaint Policy.

Flexibility & Policy Evolution

To maintain adaptability, this policy shall remain stable at the principle and responsibility level. Specific procedures, approved tools, and unit-level policies will be maintained in supplemental documents and updated through the AI Governance Advisory Committee's coordination process, with appropriate approval pathways as defined by university governance structures.

A. **Support Information**

UNG Student Code of Conduct (Academic Integrity)

UNG Data Governance & Access Policy (Data Governance)

UNG Hardware/Software Procurement Procedure

UNG Intellectual Property Policy

UNG Privacy Policy

UNG Student Education Records Policy

USG Policy 6.28 Artificial Intelligence in Academic Contexts

USG Policy 10.4 Cybersecurity

ARTIFICIAL INTELLIGENCE GUIDELINES: A USG IT HANDBOOK COMPANION GUIDE VERSION 1.1 6/2/2024

Approval Signatures

Step Description	Approver	Date
Policy Office/Technical Review	Wesley Burnett: Policy & Procedure Coordinator	Pending

Chaudron Gille: Provost & Senior Vice President for Academic Affai	11/2025