



University Policy on the Use of Generative Artificial Intelligence (AI) Tools

Purpose

With the increasing popularity of generative AI tools, it has become necessary to outline the proper use of such tools while working at Texas Wesleyan University (the “University”). The University encourages its employees to learn and implement innovative and efficient approaches to their work. It also understands the risks and limitations of generative AI tools. This Policy is intended to provide general guidelines for the responsible use of new artificial intelligence technologies.

Overview

While AI tools can be used to perform a variety of functions, this policy addresses only the use of a web-based interface to ask or “prompt” the tool in a conversational manner to find answers to questions or to create or edit written content.

Some examples of what could be created using an AI tools include:

- Emails and letters.
- Blog posts, reports and other publications.
- Sales and advertising copy.
- Policies and job descriptions.
- Spreadsheet calculations.
- Foreign language translations.
- Coding development or debugging.
- Document or information sorting.
- Outlines or summaries of internal or external information.

There are, however, risks in using this technology, including uncertainty about who owns the AI-created content and security/privacy concerns with inputting proprietary company information or sensitive information about an employee, client, customer, etc., when interacting with AI tools. Additionally, the accuracy of the content created by these technologies cannot be relied upon, as the information may be outdated, misleading or—in some cases—fabricated.

Application

This policy applies to all employees of Texas Wesleyan University and to all work associated with Texas Wesleyan University that those employees perform, whether on or off company premises (“University Policy”). The University’s Academic Policy on the Use of Generative Tools (“Academic Policy”) applies to AI tools in the academic setting. In the event of a conflict between

the University Policy and Academic Policy, the University Policy will control and supersede the Academic Policy.

Policy

Employees are encouraged to discuss acceptable uses of generative AI tools in their departments and with their supervisors. Use of generative AI tools should be used to promote the mission of the University, and should be consistent with the particular department's policies and practices. Each department at the University will incorporate different uses of the technology based on their needs and operations.

Employees must be transparent in their use of generative AI tools. Employees wishing to use generative AI tools must inform their supervisor about how the tools will be used. Employees must demonstrate that they have sufficient knowledge or expertise to use generative AI tools in the requested manner.

Company email addresses, credentials or phone numbers can be used to create an account with these technologies; employees are encouraged to consult with IT if they have questions about whether using a particular account is appropriate under University policy. Employees should only use reputable AI tools and must adhere to all security policies in connection with their use. Employees are encouraged to contact the IT department to learn more about applicable security requirements and policies.

No proprietary, confidential, or sensitive company data of any kind may be submitted (copied, typed, etc.) into generative AI tools. The submission of any personal, confidential, or otherwise private information into generative AI tools is prohibited. This includes any information that is protected by FERPA, HIPPA, or any other state or federal privacy regulations. Employees may not submit any information belonging to the University or a third party that is protected by trademark or other intellectual property laws.

All AI-generated content must be reviewed for accuracy before relying on it for work purposes. If a reliable source cannot be found to verify factual information generated by the AI tools, that information cannot be used for work purposes. Employees are ultimately responsible for the content and accuracy of work product that they may develop through the use of generative AI tools.

Ethical Use

Employees must use generative AI tools in accordance with all Texas Wesleyan University's policies, including conduct and antidiscrimination policies. These technologies must not be used to create content that is inappropriate, discriminatory or otherwise harmful to others or the university. Similarly, the tools and technology may not be used for any activity that would be illegal, fraudulent, or a violation of state or federal law.

Any violation of this policy will result in disciplinary action, up to and including termination.

Monitoring

Texas Wesleyan University's Information Technology Appropriate Use Policy and relevant monitoring policies still apply when using generative AI tools with company equipment.

If you have any questions regarding this policy, please contact the Office of Human Resources at hr@txwes.edu.

Approved by the President's Cabinet on October 28, 2024.