



Artificial Intelligence (AI) Usage Policy for Employees

Recognizing the growing prominence of generative AI tools, Tusculum University has adopted this policy to ensure their responsible and ethical use for university business. These technologies must not be used to produce content that is inappropriate, discriminatory, deceptive, or otherwise harmful to individuals or to the university and must follow the Information Systems appropriate use policy. All AI-generated content must be reviewed for accuracy, appropriateness, and bias before being used for work. Users are responsible for ensuring AI outputs align with the University's mission and values and for identifying and mitigating any inaccuracies in the systems they employ.

Scope

Applies to all university employees, contractors, and affiliates using AI for university-related activities or on university systems.

Definitions

- **Artificial Intelligence (AI):** Software systems capable of performing tasks that typically require human intelligence (e.g., text generation, data analysis, image creation).
- **Generative AI:** AI systems that create new content such as text, images, code, or audio based on user prompts.
- **Sensitive Data:** Any information that is confidential, proprietary, or protected by law or university policy (e.g., student records, personnel files, research data).

Key Principles

- Employees are responsible for AI outputs and must verify accuracy before use or distribution.
- Employees must disclose AI use to their supervisor when outputs materially affect people, decisions, assessments, or public communications.
- Employees are responsible for protecting personal and confidential data at all times.

Allowable Uses (with human oversight)

- Enhancing productivity (e.g., drafting communications, summarizing information, brainstorming ideas).
- Supporting teaching and learning (e.g., creating instructional materials, developing examples).
- Assisting with research (e.g., literature exploration, preliminary data analysis), where appropriate.
- Administrative automations (summaries/minutes, agendas, scheduling).
- Drafting and editing communications.
- Marketing materials must still adhere to the university standards graphics manual and be approved by the Marketing Department.
- All allowable uses must include human oversight and verification of accurate outputs.

Prohibited Use

- Deploying AI tools in ways that violate copyright or ethical standards.
- Inputting data specific to Tusculum University, including confidential or proprietary business information belonging to the university. This includes but is not limited to copying, pasting, typing, or in any way submitting personal information (e.g., names, contact information, dates of birth, social security numbers, etc.) about employees and students into AI tools.
- Uploading any PII (Personal Identifiable Information) about anyone (students, staff, recruits, contractors, etc.) into an AI tool. This includes but is not limited to copying, pasting, typing, or in any way submitting personal information (e.g., names, contact information, dates of birth, social security numbers, etc.). Care must be taken to be in compliance with HIPPA, FERPA, and all other legal privacy laws.
- Entering passwords, passphrases, or other account credentials into AI tools that access or manage email, calendars, or other institutional accounts.
- While AI may be used for informed high-stake decisions (e.g., admissions, hiring, discipline, or employee evaluations), final decisions must be made by the appropriate employee.

Training

- All employees are required to complete and stay up-to-date on required university cybersecurity trainings before using AI tools with institutional data.
- Employees are encouraged to complete university-provided AI training.

Roles & Responsibilities

- All Department heads will ensure compliance, training and responsible use.
- All employees should discuss any use of generative AI with their supervisors to ensure that using AI tools is appropriate for the work being completed and follows the Family Educational Rights and Privacy Act (FERPA) and Health Insurance Portability and Accountability Act (HIPPA) guidelines.
- All employees remain responsible for any decisions made using AI-generated information.

Incident Reporting & Enforcement

- Employees are responsible for reporting suspected misuse, breaches, or harmful outputs immediately to the Department of Information Systems at 423-636-7346 or by email to tdis@tusculum.edu. Any negligence or violations to this policy, may lead to disciplinary action.
- Violations of this policy may result in disciplinary action in accordance with university procedures.

References

- TU Employee Handbook
- TU Technology Acceptable Usage Policy
- TU Information Security Policy
- TU Standard Graphics Manual

Effective Date

June 1, 2026