



AI GUIDELINES at UVU

OVERVIEW

At UVU, we are dedicated to fostering a culture of innovation, integrity, and inclusivity in everything we do—including how we engage with emerging technologies. Artificial intelligence (AI) presents transformative opportunities to enhance learning, streamline operations, and support creative problem-solving across the university. As we embrace these tools, it is essential that their use is guided by ethical principles and aligned with our institutional values.

These guidelines are designed to help UVU employees use AI responsibly. They outline acceptable and prohibited uses, emphasize safety and security, offer practical tips for tool selection, and promote transparency and continuous learning. By following these standards, we can ensure that all employees are best equipped to use AI most effectively.

ACCEPTABLE VS. PROHIBITED USES

Artificial intelligence should be used to enhance and support the work we do as a university, never replace it.

Acceptable uses include, but are not limited to:

- Automating routine tasks, such as scheduling, note-taking, or document processing
- Using chatbots to answer frequently asked questions
- Where licensed and possible, supporting transcription, translation, and adaptive technologies that can improve access for employees and students with disabilities
- Data analysis, on approved or licensed platforms to support evidence-based decision-making
- Drafting communications, reports, or presentations (but checking for accuracy and tone, and revising as needed)

Prohibited uses of AI include, but are not limited to:

- Uploading confidential, restricted, or/and sensitive data into any AI tool that has not been vetted and approved by Dx and the Office of General Counsel
- Using AI for all parts of a work-related task (e.g., creating a marketing campaign) without additional human involvement and review
- Setting annual performance goals or other performance review tasks
- Using AI to make high-stakes decisions (e.g., admissions, hiring, disciplinary actions) without human review
- Using AI to perpetuate bias, discrimination, or misinformation



DATA & SECURITY

Employees should avoid uploading sensitive or personally identifiable information into third-party tools. **Microsoft Copilot is the preferred and secure Large Language Model (LLM) for employees to use.** Employees should be logged in with their UVID to ensure their data is encrypted.

Security also involves understanding the risks of AI's outputs. Remember:

- AI-generated content can be inaccurate, misleading, or biased. Employees should always critically evaluate outputs and avoid over-reliance on AI for decisions that require contextual judgment.
- Outputs may contain unattributed and unauthorized copyrighted information. Always double-check that sources are credible and cited.

TRANSPARENCY & DISCLOSURE

Transparency is essential to maintaining trust in AI usage. Employees should disclose when AI tools are used to generate content, make recommendations, or assist in decision-making. This includes labeling AI-generated materials and informing stakeholders when AI has played a role in producing or analyzing information. Disclosure helps ensure that AI complements rather than replaces human expertise and fosters a culture of openness and accountability.

CONTINUOUS LEARNING & IMPROVEMENT

AI literacy is a continuous responsibility. Employees are encouraged to engage in ongoing learning about AI technologies, their capabilities, and their ethical implications. This includes participating in professional development, reading institutional guidelines, and being informed about emerging trends and risks. Understanding the basics of how AI works empowers staff to use tools responsibly and advocate for ethical practices.

Resources for AI Learning:

- **AI in Action Workshops:** Offers 10 workshops, ranging from beginner to intermediate and role-specific, designed to help employees develop the knowledge and skills needed to ethically, responsibly, and effectively utilize AI in their day-to-day work.
- **LinkedIn Learning AI Courses:** Offers hundreds of courses to teach specific AI skills. For specific course ideas, click [here](#). You can sort this spreadsheet by proficiency level, role, or skill to find courses. Additional AI LinkedIn Learning course collections can be found [here](#).

***Please Note:** With AI's rapid changes and expansion, these guidelines and trainings will also continue to be reviewed and updated on a regular basis as needed.