UNIVERSITY OF DENVER	UNIVERSITY OF DENVER POLICY MANUAL AI POLICY (TEACHING, ADMINISTRATION, AND RESEARCH)	
Responsible Department: Office of Information Technology **Recommended By:** Provost, VC for Information Technology, AI Steering Committee **Approved By:** Chancellor	**Policy Number** IT 13.10.021	**Effective Date** __/___/2026

I. INTRODUCTION

A. DU's approach to AI is anchored in the Core Values and Ethics Statements established in the University's Principles and Guidance for the Responsible Use of Artificial Intelligence, including commitments to human oversight, transparency, equity, and responsible stewardship.

B. Artificial Intelligence ("AI") offers opportunities for enhancing invention, creativity, discovery, effectiveness and efficiency in teaching, research, and administration ("University Operations").

C. Members of the University Community must use AI in a manner that is consistent with University policies and applicable laws, protects confidential information, personal information, and restricted research data, and appropriately addresses any resulting risks to the University and our community.

D. The University has established a working group of faculty and senior administrators from various parts of the University to develop policies and guidelines around the responsible use of AI (the "AI Steering Committee"). Because AI is a rapidly evolving technology, the AI Steering Committee will continue to monitor developments and will consider responses from the University community. This Policy contains overarching guidelines that apply to all in the University community while pursuing University activities.

E. The purpose of this Policy is to establish core requirements applicable to the use of AI Systems in University Operations.

F. Operational units within the University may elect to publish more detailed standards implementing this Policy, and are referenced in Section IV below.

II. POLICY OVERVIEW

A. Any faculty or staff member seeking to use an AI System in University Operations must:

1. Disclose the use of an AI System to generate content that is included in a scholarly publication, or submitted to any publication or other organization in accordance with the requirements of such publisher, organization, or funder, or receiving organization.

2. Regularly check the AI System's output for accuracy and appropriateness for the required purpose, and revise/update the output as appropriate.

3. If the AI System involves the processing of Personal Information or takes actions that may impact the legal rights or physical safety of an individual, validate that it is regularly tested to confirm that its results are not biased or discriminatory in violation of applicable law.

4. If the AI System either (i) processes Confidential Information, Personal Information, or Restricted Research Data or (ii) takes actions that may impact the legal rights or physical safety of an individual:

a. Submit the AI System and its use case for approval by the AI Steering Committee ("AISC"); and
b. Submit the AI System and its use case for approval by the Technology & Data Services Review Committee pursuant to University Policy IT 13.10.040 – *Technology Acquisition*.

III. PROCESS OVERVIEW

A. The AI Steering Committee has published Principles and Guidance for the Responsible Use of Artificial Intelligence available on the AI@DU Webpage.

B. The University's AI@DU webpage provides resources to the University Community, including information specific to:
1. Learners,
2. Educators,
3. Researchers, and
4. Staff

C. Domain-specific guidance for Teaching and Learning, Research, Operations, and Promotion and Tenure is available in Part IV of the Principles and Guidance document

D. A current list of AI Systems (if applicable) approved by the Technology & Data

Services Review Committee, along with any approval conditions, is available at [URL.]

E. FAQs: A set of frequently asked questions and responses thereto is available here.

IV. DEFINITIONS

A. "AI System" means an engineered or machine-based system, large language model (LLM), or functionality that is designed, for a given set of objectives, to generate outputs such as text, images, predictions, or to make recommendations or decisions influencing human action, or real or virtual environments. AI Systems are also designed to operate with varying levels of autonomy.

B. "Confidential Information" means information for which access, use, or disclosure is subject to restrictions under contract terms, applicable law or University policy. This includes without limitation "Confidential Data" and "Restricted Data" (each as defined in University Policy 13.10.051 – *Data Classification)*; Restricted Research Data (as defined below); student records; personnel records; the Personal Information of students, parents, alumni, employees, contractors, partners and vendors; health information; alumni and donor information; University financial information; computer passwords; and any other proprietary, nonpublic University information. *See* University Policy 13.10.051 – *Data Classification* for further guidance.

C. "Personal Information" means any information relating to an individual that identifies or can reasonably be used to identify an individual, directly or indirectly (including in combination with other data), by reference to an identifier such as a name, an identification number, location data, an online identifier, or to one or more factors specific to the identity of an individual. Personal information includes information that has been de-identified but could reasonably be re-associated with an individual, including through the use of AI systems.

D. "Restricted Research Data" means any information or data used for University research that is subject to restriction on its access, use or disclosure under contract terms, applicable law or University policy.

V. RESOURCES

A. University of Denver Principles and Guidance for the Responsible Use of Artificial Intelligence.

B. University of Denver Office of Teaching and Learning Artificial Intelligence in the Classroom

C. Honor Code: Student Rights & Responsibilities

D. Guidelines for Appointment, Promotion and Tenure (APT)

E. University Policy FINA 3.20.070 - *Code of Conduct*

F. University Policy IT 13.10.040 – *Technology Acquisition*

G. University Policy IT 13.10.010 - *Acceptable Use*

H. University Policy IT 13.10.051- *Data Classification*

I. University Policy IT 13.10.050 – *Institutional Data Management*

J. University Policy IT 13.10.041 – *Digital Accessibility*

Revision Effective Date	**Purpose**