

Artificial Intelligence (AI) tools will transform how work gets done. Tools such as ChatGPT, Bard, GitHub, Copilot, and Gemini will all have a profound impact on administrative, academic, and research work going forward. Many have asked (or have been asked) if there are policies, procedures, or tools available for use. Although we do not yet have approved tools or a formal governance structure in place, the Provost's Office is fully engaged with IT and campus leadership to establish these, and in advising how AI can and should be used across campus.

AI is not without risks

Since these tools are powered by large amounts of data, it is critical to use them in a responsible manner. It's important to have a strong understanding of their boundaries, limitations, and risks to ensure that minimizing the risk of security or privacy breaches while maximizing the benefits of using this powerful technology. In the coming months, we will continue to collaborate with Information Technology and other campus groups on the use of AI and the specific tools that are currently available. Together, we will be publishing guidelines, policies, and procedures regarding the appropriate use of AI.

At this time, the University supports responsible experimentation with and use of Generative AI (GAI) tools, such as ChatGPT and Google Bard, but there are important considerations to keep in mind when using these tools, including information security, data privacy, compliance, intellectual property/copyright implications, academic integrity, and bias.

What can you use GAI tools for?

GAI tools can be used for any needs incorporating public or generic data (DCL 1, Please refer to the University's [Data Classification System](#)). Examples include:

- Writing software code that uses common routines.
- Research on nonsensitive topics.
- Queries (without confidential information) to better understand our customers, partners, vendors, etc.
- Writing generic documentation such as job descriptions, strategic plans, or other administrative documents.

What should you avoid when using GAI tools?

- Do not enter personal, health, student, or financial information in AI tools (These data are considered DCL 2, 3, and 4 by the University's [Data Classification System](#)). The technology and vendors may not protect the data or the privacy rights of individuals. Data entered into these tools may be shared with unauthorized third parties.
- Do not reuse your password associated with your University account to sign up for AI accounts.

- Do not share sensitive research information, intellectual property, or trade secrets with AI tools. The University may lose its rights to that information, which may be disclosed to unauthorized third parties.

Other considerations when using GAI:

- GAI may produce inaccurate or incorrect results. Review/verify any outputs from these tools to minimize risk to you and to the University.
- GAI may produce biased, discriminatory, or otherwise inappropriate results. These outputs may be in conflict with University policies, and may potentially violate applicable law.
- GAI tools consume data inputs. Once entered, these data may be utilized to train their large language models, thereby exposing the data to the public or third parties. Only input public, de-identified, and approved data into GAI tools
- Missouri Online provides a list of [AI tools](#)
- University IT policy, [BPM 12004](#), provides assistance to faculty and staff to ensure AI software tools meet our regulatory, privacy, legal, data and risk concerns.

Please note that given the rapid pace of advancements and instructional applications in generative AI, these guidelines will continue to evolve. The Provost's Office and the Division of IT will provide updates as they become available.