

AI Policy for Lead City University

1. Introduction

Lead City University recognizes the transformative potential of artificial intelligence (AI) in various domains, including teaching, research, community service, and quality assurance. As AI technologies become increasingly integrated into higher education and the broader society, the University is committed to harnessing their benefits while mitigating risks. This policy outlines the principles, guidelines, and operational safeguards for the responsible, ethical, and effective use of AI within the university.

2. Purpose

The purpose of this policy is to:

- i. Promote the effective integration of AI technologies in teaching, research, community service, and quality assurance at Lead City University.
- ii. Ensure that AI applications align with the university's mission, values, and ethical principles.
- iii. Provide clear guidelines for the development, deployment, and evaluation of AI systems across different domains.
- iv. Safeguard academic integrity, data privacy, intellectual property, and the well-being of students, staff, and the wider community.
- v. Establish governance structures, accountability mechanisms, and enforcement procedures for AI use.

3. Scope

This policy applies to all faculty, staff, students, external partners, contractors, and any other persons who engage with AI technologies in the course of their work, study, or association with Lead City University. It covers all AI systems, tools, and applications used for or on behalf of the University, whether procured centrally, acquired by individual departments, or accessed through free or public platforms.

4. Definitions

Artificial Intelligence (AI): The simulation of human intelligence processes by machines, especially computer systems.

Generative AI: AI systems capable of generating new content—such as text, images, audio, video, or code—in response to user prompts. Examples include large language models (LLMs) such as ChatGPT, Gemini, and Claude, as well as image-generation tools such as DALL-E and Midjourney.

Large Language Model (LLM): A type of AI model trained on vast amounts of text data to understand and generate human-like language.

Teaching: The process of imparting knowledge and skills to students through various educational activities.

Research: Systematic investigation aimed at discovering new knowledge or insights.

Community Service: Initiatives and activities undertaken by the university to benefit the local or global community.

Quality Assurance: Processes and procedures implemented to ensure the high quality and integrity of academic programs and services.

Confidential Data: Any information classified by the University as restricted or confidential, including but not limited to student records, staff records, unpublished research data, financial information, and personal data protected under applicable data protection laws.

PART 2: CORE ETHICAL PRINCIPLES

5. Ethical Considerations

Lead City University recognises the following ethical principles as guiding the use of AI in academia:

- a. Transparency: AI systems should be transparent and explainable, allowing stakeholders to understand their functioning and potential implications. Where AI is used in decision-making processes affecting individuals, the University should disclose its use and the logic behind its outputs appropriately.
- b. Fairness: AI applications should be designed and deployed in a manner that promotes fairness, equity, and non-discrimination. The University will actively work to identify and mitigate biases in AI systems.
- c. Privacy: The privacy of individuals shall be safeguarded in the collection, storage, and analysis of data used for AI purposes. AI use must comply with the Nigeria Data Protection Act and other applicable privacy regulations.
- d. Accountability: Stakeholders involved in the development and deployment of AI systems are accountable for their actions and decisions, with mechanisms in place to address ethical breaches and mitigate harm. No AI system shall be used to make final decisions on matters affecting individuals without human review.
- e. Beneficence and Non-Maleficence: AI should be used to promote human well-being and avoid harm. The University will prioritize applications of AI that contribute to social good and sustainable development.
- f. Human Oversight: Human judgment shall remain central to high-stakes decisions. AI is a tool to support, not supplant, human responsibility.

PART 3: OPERATIONAL DOMAINS

6. AI Use in Teaching

- a. Lead City University encourages the responsible use of AI technologies to enhance teaching and learning experiences.

- b. Faculty members are encouraged to explore innovative AI-based tools and methodologies to improve student engagement, personalized learning, and academic outcomes.
- c. AI applications used in teaching should be transparent, explainable, and accessible to all students, considering diverse learning needs and preferences.
- d. The integration of AI into teaching practices should be accompanied by appropriate training and support for faculty members to ensure effective implementation and ethical use.
- e. Faculty shall clearly communicate to students, in course outlines and assessment briefs, the extent to which AI tools may be used in each course or assessment. Such guidance shall align with the University's Academic Integrity Policy

7. AI Use in Research and Innovation

- a. Researchers at Lead City University are encouraged to leverage AI techniques and tools to address complex challenges and advance knowledge in various disciplines.
- b. All research involving AI technologies must adhere to the highest standards of integrity, transparency, and reproducibility.
- c. Ethical considerations, including data privacy, bias mitigation, and the responsible use of AI algorithms, should be carefully addressed throughout the research process.
- d. Collaborative research projects involving AI should promote interdisciplinary collaboration and foster partnerships with industry, government, and civil society.
- e. Researchers must disclose the use of AI in publications, grant applications, and reports in accordance with the requirements of funders, publishers, and the University.

8. AI in Community Service

- a. Lead City University is committed to leveraging AI for the social good and community development.
- b. Community service initiatives involving AI should prioritize the needs and interests of local communities, promoting inclusivity, diversity, and sustainability.
- c. The university will engage stakeholders in transparent and participatory processes when implementing AI-driven solutions for community development, ensuring accountability and respect for human rights.
- d. AI tools deployed in community service must be appropriate to the local context, accessible to intended beneficiaries, and designed with safeguards against misuse or harm.

8. AI in Administration and Quality Assurance

- a. AI technologies may be used to enhance quality assurance processes and improve the efficiency and effectiveness of academic programs and services.
- b. Quality assurance mechanisms for AI-based systems should be designed to ensure accuracy, reliability, and fairness, with mechanisms in place to address errors, biases, and unintended consequences.
- c. The university will regularly review and evaluate the impact of AI on quality assurance processes, adjusting as needed to uphold the highest standards of academic excellence and student success.
- d. AI systems used in administration shall not be used to make final decisions on matters affecting individuals (e.g., admission, grading, disciplinary action, or employment) without human review.

PART 4: CRITICAL SAFEGUARDS

10. Academic Integrity

- a. The use of AI tools by students in assessments must comply with the University's Academic Integrity Policy and the specific guidance provided by the relevant faculty or course instructor.
- b. The University distinguishes between:
 - **Permitted use:** AI tools used for brainstorming, grammar checking, literature searches, or other activities expressly authorized by the instructor.
 - **Prohibited use:** AI tools used to generate assessed work, complete examinations, or produce content that is submitted as the student's own work without authorization or disclosure.
 - **Conditional use:** AI tools used with explicit permission and with a requirement for disclosure or acknowledgment.
- c. Students shall be required to declare the use of AI tools in their assessed work, in a format prescribed by the relevant faculty.
- d. Faculties and departments shall develop discipline-specific guidance on the acceptable use of AI in coursework, examinations, projects, and theses, consistent with this policy.
- e. Suspected breaches of academic integrity involving AI shall be handled in accordance with the University's existing examination malpractice and academic misconduct procedures.

11. Data Privacy and Confidentiality

- a. Staff and students shall not input confidential, restricted, or personal data into public or third-party AI platforms that do not have appropriate data protection agreements with the University.

- b. The University shall maintain a register of approved AI tools and platforms that have been assessed for data security and privacy compliance.
- c. Where AI systems process personal data, such processing shall comply with the Nigeria Data Protection Act, the University's Data Protection Policy, and any other applicable regulations.
- d. Data used for training or fine-tuning AI models shall be anonymized or pseudonymized where possible, and shall be used only for purposes consistent with the consent obtained from data subjects.
- e. Any data breach or suspected breach involving AI systems shall be reported immediately to the University's Data Protection Officer and the University AI Committee.

12. Intellectual Property and Copyright

- a. The ownership of intellectual property generated through the use of AI shall be determined in accordance with the University's Intellectual Property Policy and applicable law.
- b. Staff and students shall not use AI to generate content that infringes the copyright or other intellectual property rights of third parties.
- c. Where AI is used to generate content (including text, images, code, or other materials), the user must verify that the output does not reproduce protected material and must appropriately attribute sources where required.
- d. The University reserves the right to claim ownership of AI-assisted inventions and works created by staff in the course of their employment, subject to the terms of the University's Intellectual Property Policy.

13. Procurement and Use of AI Tools

- a. All AI tools and platforms intended for official University use must be approved by the University AI Committee or its designated sub-committee.
- b. The procurement of AI tools shall be subject to the University's existing procurement procedures and shall include an assessment of data security, privacy, cost, and ethical implications.
- c. Staff and students shall not use unapproved AI tools for handling University data or for official University business.
- d. The University shall maintain a list of approved AI tools and make it accessible to all staff and students.

14. Human Oversight and Decision-Making

- a. AI systems shall not be the sole basis for decisions that significantly affect individuals, including decisions relating to admissions, grading, disciplinary action, employment, or access to services.

- b. All high-stakes decisions involving AI must have a named human decision-maker who reviews and takes responsibility for the outcome.
- c. The University shall maintain records of AI-assisted decisions to enable review, audit, and appeal.

15. Environmental and Financial Sustainability

- a. The University encourages the responsible and efficient use of AI resources, recognizing the environmental impact (energy and water consumption) of training and running large AI models.
- b. Staff and students are encouraged to use smaller, more efficient AI models where appropriate and to avoid unnecessary computational waste.
- c. The procurement and use of AI tools shall be subject to cost-benefit analysis to ensure financial sustainability and value for money.

PART 5: IMPLEMENTATION AND GOVERNANCE

16. University AI Committee

The implementation of this policy will be overseen by the University AI Committee, comprised of representatives from relevant academic departments, administrative units, student organizations, the University Research Ethics Committee, and the Data Protection Office. The Committee will be responsible for:

- a. Developing guidelines and procedures for the ethical use of AI in teaching, research, community service, administration, and quality assurance.
- b. Providing training and support to faculty, staff, and students on AI-related topics, including ethics, privacy, bias mitigation, and academic integrity.
- c. Monitoring compliance with this policy and addressing any issues or concerns raised by stakeholders.
- d. Reviewing and approving AI tools for official University use.
- e. Maintaining the register of approved AI tools.
- f. Investigating and responding to reported breaches of this policy.
- g. Reporting annually to Senate and Council on the implementation and impact of the policy.

17. Diversity and Inclusion

Lead City University is committed to promoting diversity, equity, and inclusion in all aspects of AI development, deployment, and evaluation. The university will:

- a. Foster a culture of inclusivity and respect for diversity within the AI research and development community, welcoming contributions from individuals with diverse backgrounds and perspectives.

- b. Ensure that AI technologies are designed and implemented in a manner that promotes fairness, equity, and accessibility for all users, regardless of race, ethnicity, gender, disability, or socioeconomic status.
- c. Collaborate with diverse stakeholders, including community organizations, advocacy groups, and industry partners, to address systemic biases and disparities in AI systems and promote more equitable outcomes.
- d. Provide training and support to faculty, staff, and students on diversity, equity, and inclusion in the context of AI, fostering a deeper understanding of the ethical and social implications of AI technologies.

18. Capacity Building and Training

- a. The University shall provide baseline AI literacy training for all staff and students, covering fundamental concepts, ethical considerations, data privacy, and academic integrity.
- b. Specialised training shall be provided for staff involved in high-risk areas, including those handling sensitive data, using AI in grading or admissions, or conducting AI-related research.
- c. The University AI Committee shall develop and deliver training programmes in collaboration with relevant departments and external experts.
- d. Training completion may be made a requirement for access to certain University AI tools or for participation in AI-related projects.

19. Monitoring and Evaluation

- a. Lead City University will establish monitoring and evaluation mechanisms to assess the impact of AI initiatives and ensure ongoing compliance with this policy.
- b. Key performance indicators (KPIs) will be developed to measure the effectiveness, efficiency, and equity of AI applications in teaching, research, community service, and quality assurance.
- c. Regular audits and assessments will be conducted to identify any potential biases, disparities, or ethical concerns associated with AI systems, with corrective actions implemented as needed to mitigate risks and promote fairness.
- d. Feedback mechanisms will be established to solicit input from stakeholders, including faculty, staff, students, and community members, regarding their experiences and perceptions of AI technologies at Lead City University.
- e. The results of monitoring and evaluation activities will be used to inform decision-making, policy development, and resource allocation related to AI initiatives, with a focus on continuous improvement and accountability.

20. Enforcement and Disciplinary Measures

- a. Compliance with this policy is mandatory for all staff, students, and external partners.
- b. Violations of this policy, including unauthorised use of confidential data in AI tools, breach of academic integrity, or failure to comply with procurement procedures, shall be treated as a breach of the University's Code of Conduct or Academic Regulations, as applicable.
- c. Disciplinary measures shall be proportionate to the severity of the breach and may include counselling, retraining, withdrawal of AI tool access, or formal disciplinary action in accordance with University statutes.
- d. The University AI Committee shall maintain a record of reported breaches and their outcomes and shall report annually to Senate on enforcement activities.

21. Review and Adaptation

This policy will be reviewed annually by the University AI Committee to ensure its effectiveness and relevance. Revisions may be made as needed to reflect changes in technology, regulations, or institutional priorities. The Committee shall consult with relevant stakeholders, including faculty, staff, students, and external partners, in the review process.

PART 6: IMPLEMENTATION PLAN

Implementing the AI policy at Lead City University will require a structured approach and the development of necessary infrastructure and capacities.

22. Implementation Plan:

1. Establishment of the University AI Committee:

A multidisciplinary committee comprising representatives from relevant academic departments, administrative units, and student organizations, as well as the University Research Ethics Committee and the Data Protection Office, will be established. The committee will define its roles, responsibilities, and decision-making processes.

2. Development of Guidelines and Procedures:

The University AI Committee will be charged with the responsibility to draft comprehensive guidelines and procedures for the ethical use of AI in teaching, research, community service, and quality assurance. It will ensure the guidelines address diversity, inclusion, monitoring, and evaluation as outlined in the policy framework.

3. Training and Awareness Programs:

The committee will design and deliver training programs for faculty, staff, and students on various aspects of AI, including ethics, diversity, inclusion, and

monitoring and evaluation methods. They will also organize awareness campaigns to promote understanding and acceptance of the AI policy across the university community.

4. Infrastructure Setup:

The university will need to develop or acquire infrastructure to support AI applications in teaching, research, community service, and quality assurance. This may include:

- Computing Resources:
- Data Storage and Management Systems:
- AI Software Tools:
- Communication Networks:

5. Capacity Building:

The University will invest in capacity building across four areas:

1. Technical Skills
2. Ethical and Diversity Training
3. Monitoring and Evaluation Expertise
4. Leadership and Governance

PART 7: Monitoring and Evaluation (M&E) Plan:

The M&E plan for Lead City University can systematically assess the impact of AI initiatives, promote compliance with ethical standards, and drive continuous improvement in the responsible use of AI technologies across various university domains. Regular monitoring and evaluation will enable the university to address challenges proactively and optimize AI benefits for teaching, research, community service, and quality assurance.

23. Key Performance Indicators (KPIs)

KPI	Definition	Data Source
Policy Compliance Rate	Percentage of AI initiatives compliant with policy	Compliance audits, reports
Diversity and Inclusion Metrics	Measures of inclusivity and diversity in AI usage	Demographic data, surveys
Ethical Considerations	Adherence to ethical principles in AI applications	Ethics assessments, feedback

Impact on Teaching, Research, and Community Service	Evaluation of AI impact on these areas	Surveys, interviews, reports
Monitoring and Evaluation Effectiveness	Assessment of M&E mechanisms' effectiveness	Internal assessments, feedback

24. Data Collection Methods

Data Collection Method	Description	Implementation Plan
Surveys and Feedback Mechanisms	Gathering perceptions and experiences from stakeholders	Regular surveys, feedback forms
Document Review	Analyzing policy documents, reports, and compliance records	Quarterly policy reviews
Interviews and Focus Groups	In-depth insights from key stakeholders	Regular stakeholder consultations

25. Analysis and Reporting

Analysis and Reporting	Description	Implementation Plan
Quantitative Analysis	Statistical evaluation of KPIs and data trends	Use of analytics tools, regular reporting
Qualitative Analysis	Thematic analysis of qualitative data and narratives	Coding of interview responses, thematic reports

26. Reporting and Feedback

Reporting and Feedback	Description	Implementation Plan
Regular Reporting	Scheduled updates on AI initiatives and compliance	Monthly reports to stakeholders
Feedback Mechanisms	Channels for stakeholder input and concerns	Online portals, town hall meetings

PART 8: Funding

Funds for the implementation of the policy can be raised by:

27. Institutional Budget Allocation:

- **Allocated Budget:** Lead City University should allocate a portion of its institutional budget specifically for AI initiatives, including the implementation of the AI policy.
- **Annual Funding:** A fixed annual budget should be earmarked for activities such as infrastructure development, capacity building, monitoring and evaluation, and policy enforcement.

28. Research Grants and Sponsorships:

- **External Grants:** Seek funding opportunities from government agencies, private foundations, and industry partners that support AI research and innovation.
- **Collaborative Projects:** Partner with external organizations on collaborative research projects that involve AI technologies, leveraging external funding sources.

29. Tuition and Fee Revenues:

- **Student Fees:** Consider allocating a portion of tuition and fee revenues towards AI-related initiatives, reflecting the growing importance of AI in higher education.
- **Continuing Education Programs:** Offer AI-focused continuing education programs for professionals, generating additional revenue streams to support AI activities.

30. Cost Recovery Mechanisms:

- **Consulting Services:** Offer AI consulting services to external clients, generating revenue that can be reinvested in AI infrastructure and capacity-building efforts.
- **Technology Licensing:** Commercialize AI technologies developed at the university through licensing agreements, royalties, and technology transfer activities.

31. Alumni Engagement and Fundraising:

- **Alumni Contributions:** Engage alumni through fundraising campaigns and alumni networks, encouraging them to contribute financially to AI-related initiatives.
- **Special Events:** Organize special events, such as AI-themed alumni reunions or fundraising galas, to mobilize alumni support for the implementation of the AI policy.

PART 9: POLICY REVIEW AND APPROVAL

32. Review and Adaptation

This policy will be reviewed annually by the University AI Committee to ensure its effectiveness and relevance. Revisions may be made as needed to reflect changes in technology, regulations, or institutional priorities. The Committee shall consult with relevant stakeholders in the review process and report its findings to Senate and Council.

33. Approval

This policy is approved by the Council of Lead City University on [Insert Date] and takes effect immediately.