

Artificial Intelligence Policy Summary

What every member of our community needs to know | Version 1.1 | May 2026

HT embraces AI as a tool that can expand what we accomplish, provided we use it **responsibly, transparently, and in service of our community's values.**

This policy applies to everyone: students, faculty, staff, researchers, and contractors.

CORE VALUES

Human Dignity AI serves people, never the other way around.

Equity & Justice AI adoption must not deepen inequities. We monitor for disparate impacts.

Civic Formation Our AI practices must build critical thinking and shared responsibility.

Transparency AI use must be acknowledged, documented, and explainable.

AI USE CATEGORIES

Encouraged	Permitted (with disclosure)	Prohibited
- Brainstorming & outlining - Spell and grammar check - Concept review & study aids - Literature scanning (verify output) - Rubric & lesson plan drafts	HT AI Disclosure Form required. - Drafting assignments or sections - Editing for style & clarity - Coding assistance & debugging - Data visualizations - Summarization & translation	Applies regardless of course policy. - Submitting AI work as your own without disclosure - AI use on closed or restricted assessments - Fabricating data, citations, or findings - Entering FERPA or sensitive data into public AI tools

The Comprehension Test: If you cannot describe the steps, reasons, or choices that produced the work — **AI has displaced learning and critical thinking.** You are always responsible for the integrity of what you submit.

DISCLOSURE — THE THREE CONTEXTS

Context	What to Disclose	How / Where
Academic (students to faculty)	Tool name, version, what you used it for, what you verified or changed	HT AI Disclosure Form attached to assignment
Research (researcher to publication)	Tools used in writing, analysis, figures, methodology. AI may not be listed as author	Methods section or acknowledgments per journal standards
Administrative (institution to employees)	AI use in processes affecting hiring, performance, compensation, or discipline	Disclosed in advance. Employees may request human review.

DATA PRIVACY — THE GOLDEN RULE

NEVER enter into public AI tools:

- Student records (FERPA)
- Social Security numbers
- Financial or health data
- Unpublished research data
- Personnel information
- Data under legal or contractual restriction

Approved Tools Process:

- HT IT-reviewed tools list with data protections.
- Check the list before using AI with university data.
- Request new tool review through IT.
- When in doubt — do not enter it. Ask IT first.

YOUR RESPONSIBILITIES BY ROLE

Students	Faculty	Researchers	Staff	Leaders
• Follow your syllabus AI policy. • Disclose using the HT Disclosure Form. • Be ready to explain and defend your work.	• Include a clear AI use statement in every syllabus. • Specify permitted uses, restrictions, and disclosure requirements. • Ensure academic honesty	• Document all AI tools used in research. • Verify outputs and disclose in publications. • Check grant terms before using AI with research data.	• Do not enter sensitive institutional data into public AI tools. • Use only IT-approved tools for university work.	• Consequential decisions require human review. • Ensure your unit's AI use is disclosed, compliant, and accountable.

Questions? Contact:

Academic Integrity: Office of the Provost
IT Compliance: Dept. of Information Technology
Course Design: CAIT
Policy Interpretation: Office of the Provost

Full AI Policy available through Human Resources

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