

UAMS Academic Affairs Policy – 2.1.6



UNIVERSITY OF ARKANSAS
FOR MEDICAL SCIENCES

Policy: University of Arkansas for Medical Sciences, Division of
Academic Affairs Subject: UAMS Artificial Intelligence Generative Tool
Use Policy
Number: 2.1.6

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PURPOSE

This policy aids in clarifying the use and misuse of artificial intelligence generative tools at UAMS. This policy applies to academic work across all UAMS departments and colleges, including education, research, and administration.

SCOPE

This policy applies to any non-clinical work-related content created through an affiliation with UAMS or on behalf of UAMS, by any paid or unpaid employees, faculty, academic visitors, and trainees (including students, residents, postdoctoral fellows, etc.). Academic work-related content (herein referred to as “work”) is defined as writing, images, or other creative products presented for peer review, grading as an assignment, academic credit, patents and other intellectual property, presentations, publications, and/or the media. The policy includes guidance on if, how, and when artificial intelligence generative tools can be utilized and any attribution or other information that is required when it is used. AI tools may only be utilized for academic work if approved by the UAMS AI Governance Committee.

AI use in clinical care and/or utilizing any Protected Health Information (PHI) is governed by two other UAMS policies: UAMS Policy 2.1.23 Safeguarding Protected Health Information and UAMS ML.1.08. PHI may only be inputted and processed by an AI service if fully approved by UAMS and a fully executed Business Associate Agreement (BAA).

DEFINITIONS

Artificial intelligence (AI) is the ability of computer algorithms to perform tasks that typically require human intelligence. Some types of AI perform mechanical skills

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(punctuation, grammar, formatting, language translation, visual scanning, voice recognition software, etc.). Other types of AI are generative.

Generative AI (GAI) is a subset of AI that leverages computers to mimic the problem-solving and decision-making capabilities of the human mind. Some GAI tools synthesize data and make recommendations. Some GAI tools generate entire written, audio, synthetic data, or visual works from a prompt. These GAI tools can make it quite easy for an individual to enter a prompt (a question, a string of words, a description, an instruction) and for the tool to generate a largely clear and coherent work (essay, short story, poem, annotated bibliography, code, image, etc.) based on all of the data accessible to the GAI software.

AI Governance Committee (AIGC): The UAMS institutional committee responsible for overseeing the governance, approval, monitoring, and lifecycle management of AI tools at UAMS, including academic, research, and administrative uses. Contact the AIGC at AIGC@uams.edu.

Secure, as applied to an AI or GAI tool, means a tool that does not share, transmit, or disclose data outside of UAMS's institutional environment and that does not contain malware or other unauthorized code.

Study Data, means data collected, generated, or analyzed in connection with human subjects research and/or other sensitive data, as defined by the National Institutes of Health (NIH) or other relevant federal or state government agency.

Tool, as used in Sections IV and V of this policy, means an AI or GAI system that is used, or intended to be used, to create, analyze, produce, or otherwise generate a work product, result, or outcome beyond its own development. An AI or GAI model or system that is developed solely as an exercise, assignment, or output of a course or training activity, and that is not used for any further purpose, is not a Tool for purposes of this policy and is not subject to the disclosure or approval requirements herein. If such a model or system is later put to operational use, it becomes a Tool as of that date and is subject to disclosure and AI Governance Committee review at that time.

Work, whether used as a verb (activities and duties performed) or a noun (products and deliverables created), refers to any UAMS-related non-clinical duties, activities, and outputs conducted or created by faculty, employees, students, residents, postdoctoral fellows, and academic visitors on behalf of or through affiliation with UAMS. This includes, but is not limited to: education, instruction, assessment and evaluation of learners and learning programs; research and scholarship; administrative, leadership, and service activities; quality improvement; accreditation and policy development; mentoring and faculty development; and institutional or community engagement.

Work products include any content, materials, or deliverables generated from these activities, including writing, data summaries, reports, images, presentations, educational materials, digital content, or other creative, administrative, or scholarly outputs, whether intended for internal use, peer review, grading or assessment, institutional decision-making,

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or public/scholarly dissemination through publications, presentations, or media.

Clinical care activities and related work products are governed by UAMS Policy ML.1.08: Clinical Use of Artificial Intelligence at UAMS.

POLICY

I. AI Tool Use Approval

- a. Planned incorporation of AI tools in UAMS environments of education and research should be submitted to the UAMS AI Governance Committee for appropriate review and approval to ensure compliance with Health Insurance Portability and Accountability Act (HIPAA), Family Educational Rights and Privacy Act (FERPA), and other compliance standards and safe use within UAMS Information Technology (IT) systems infrastructure (details below). AI or GAI tools that are unsafe or inappropriate will be blocked on UAMS computers and networks. A list of approved AI detection tools and GAI tools approved for faculty, student, and/or staff use in research and/or educational contexts (and any limitations to their use) can be obtained from the UAMS AI Governance Committee.

II. Citation of Work Utilizing GAI

- a. UAMS considers the presentation of AI-generated work as one's own work without appropriate attribution/citation to be plagiarism and is a violation of the UAMS Basic Code of Conduct policy, the UAMS Responsible Conduct of Research policy, the UAMS Student Code of Conduct, UAMS Core Values (integrity) and each College's Policies for trainees on Academic Misconduct or Academic Integrity. Students should refer to each College's policies related to Academic Misconduct or Academic Integrity for the appropriate grievance policy and process.
- b. Faculty, employees, trainees, and academic visitors must fully disclose how and where they used GAI technology in their work. For example, in academic writing include a statement in the methods or acknowledgements section. For educational materials, note in slide footers or syllabi if AI assisted in generating content or images.
- c. Faculty, employees, trainees, and academic visitors do not have to disclose the use of GAI with UAMS AI Governance Committee-approved tools, dictation software, language translation, spelling/grammar/punctuation, formatting, alphabetizing items, and formatting of citations (e.g., converting an APA citation to an AMA citation).
- d. Be aware that the texts and images produced solely by GAI prompts are currently not protected by U.S. copyright law. This means that products created from the use of GAI are publicly available to anyone. Use of AI-based tools must not violate any copyright or intellectual property laws (please refer to UAMS Distribution of Royalties from Inventions

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policy; U of A Board Patent and Copyright Policy; and U of A Board Copyright and Distance Learning Policy).

- e. Users are responsible for ensuring GAI outputs do not infringe third-party rights; indemnification risk lies with the requester absent a vendor contractual defense.
- f. GAI work must be checked for accuracy and bias if it is to be utilized in a written document, presented to an audience, used in an assignment, or in any other work. The written document or other scholarly work must be authored by a human, although GAI information may be incorporated and cited. As such, that document is considered be cognitive work of the faculty, employee, student, or academic visitor.

III. The Use of AI in Research

- a. No AI tool is a substitute for human judgement. Researchers and students involved in research must evaluate the accuracy and appropriateness of recommendations made by AI tools and make the final determination. Investigators must describe in their human subject research submissions to the IRB any use of AI in their research. Use of AI, particularly when inputs will leave the UAMS environment, and/or outputs could potentially re-identify research participants, must be described in IRB submissions. The UAMS IRB will make the final determination of the extent of the AI description in the consent process. Investigators uncertain whether their planned AI use falls within this description should consult the AI Governance Committee or IT Security prior to submission.
- b. Any use of external AI tools involving Study Data requires prior Institutional Review Board (IRB) review and approval, when applicable. Additional institutional approvals may also be required.
- c. AI tools must be assessed by Investigators for potential bias, especially in datasets involving human subjects. Investigators must maintain a record of AI tool versions, prompts, outputs, and decision rationales in the research file. The UAMS Institutional Review Board shall follow state, federal and institutional regulations and guidelines for periodic review of AI use in active studies to ensure compliance with evolving standards and regulations.
- d. Inputting identifiable participant data into public or non-secure AI tools is prohibited.
- e. Any use of a Tool, as defined in this policy, must be reviewed and approved by the AI in Research Committee, and reported to the AI Governance Committee for inclusion in the AI Tool Registry. Denials or disputes may be appealed to the AI Governance Committee.

IV. The Use of AI and GAI in the Education/Teaching Contexts

- a. Use of GAI by students to satisfy course requirements must be authorized by the course faculty, trainer, or education supervisor. Use of such applications of GAI must be specifically allowed by the instructor/mentor for the given course or activity. Faculty should make a clear, conscious effort to describe the expectations for a given course/activity with respect

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to whether GAI is prohibited (i.e., not allowed in any capacity), restricted (i.e., allowed for specific projects/activities with appropriate citation), or unrestricted (i.e., allowed in any course activity with appropriate citation).

- b. Violating this policy or the instructor's stated GAI expectations under Section IV. a. for a course or on an assignment might be considered a violation of the College's Academic Misconduct Policy and/or Academic Integrity Policy and could include disciplinary action up to and including dismissal.
- c. Instructors may have additional requirements regarding citation or acknowledgement of the use of GAI in assignments.
- d. In accordance with the Family Educational Rights and Privacy Act (FERPA), instructors may not input any student-identifiable information or student work into GAI, plagiarism checking tools, or AI-detection software without explicit written permission from the student unless approved for use by UAMS. This includes assignments, written responses, grades, or any material submitted for evaluation or feedback. It is important to note that AI detection software currently available is inaccurate and unreliable. Instructors are prohibited from asking Students for permission to input their work into GAI without express permission from the UAMS AI Governance Committee. Approval from the UAMS AI Governance Committee is also required for centralized tracking of licensure and any potential integration into other systems like Blackboard. Further, any use of GAI by instructors to assist or review grading or evaluating student class assignments or work requires prior approval by the UAMS AI Governance Committee. Any use of GAI to analyze student grades or other records also requires prior approval by the appropriate Dean and the UAMS AI Governance Committee.

V. The Use of AI and GAI in Clinical Contexts

AI use in clinical care and/or utilizing any Protected Health Information (PHI) is governed by two other UAMS policies: UAMS Policy 2.1.23 Safeguarding Protected Health Information and UAMS ML.1.08. PHI may only be inputted and processed by an AI service if fully approved by UAMS and a fully executed Business Associate Agreement (BAA).

VI. Compliance and Incident-Response Integration

- a. AI-related disclosures or violations of this Policy must be reported within 24 hours to the UAMS AI Governance Committee and one or more of the following, as appropriate: the HIPAA Office, the Office of Research Misconduct, Teaching and Learning Support Committee, and/or FERPA officer.

VII. Due to ethical, legal, HIPAA, FERPA, and research compliance implications, all faculty, staff, and students will be required to take annual AI and GAI training.

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REFERENCES

UAMS Policy 2.1.23 Safeguarding Protected Health Information

UAMS Administrative Policy 4.4.01 Basic Code of Conduct

UAMS Administrative Policy 2.2.14 Student Code of Conduct

UAMS Core Values. Retrieved: <https://web.uams.edu/about/vision-mission-core-values/>

UAMS Administrative Policy 16.1.04 Responsible Conduct of Research

Academic Misconduct and/or Academic Integrity Policies for each college

UAMS Administrative Policy 16.1.05 Distribution of Royalties from Inventions

University of Arkansas Board Policy 210.1 – Patent and Copyright Policy

University of Arkansas Board Policy 210.2 – Copyright and Distance Learning Policy

UAMS ML.1.08 Clinical Use of Artificial Intelligence (“AI”) at UAMS

ACA §25-1-128 (Act 848 of 2025): Requires all public entities in Arkansas, including UAMS, to adopt formal policies governing the authorized use of AI and automated decision tools, including that a human employee or designee retain final decision-making authority.