1.0 POLICY STATEMENT

1.1 MacEwan University (the "University") recognizes the transformative potential of Artificial Intelligence Systems ("AI Systems") in both academic and administrative contexts. The University establishes this policy to advance its strategic direction while promoting the responsible use of AI Systems across academic and administrative contexts. The University recognizes the rapidly evolving nature of AI Systems and is committed to maintaining a flexible approach that encourages innovation while ensuring responsible use.

2.0 PURPOSE

2.1 The purpose of this Policy is to clarify roles and responsibilities associated with oversight of AI Systems. It is designed to ensure alignment with applicable legal and regulatory requirements, including compliance with the *Post-secondary Learning Act* ("PSLA").

3.0 APPLICABILITY

3.1 This policy applies to Members of the University Community engaged in designing, developing, and using AI Systems at the University.

4.0 DEFINITIONS

Artificial Intelligence System
A machine-based system that, for explicit or implicit objectives, infers, from the input it receives, how to generate outputs such as predictions, content, recommendations, or decisions that can influence physical or virtual environments. Artificial Intelligence Systems may include hardware, software, Internet-of-Things devices, and other equipment.

Members of the University Community
Those persons involved in conducting University affairs, and includes all faculty, staff, students and volunteers while they are on University property, using University property or participating in University programs and activities.

Policy Document
Documents subject to the terms of the University's Policy Document Framework and which may be any one of the following: Policy, Procedure, Standard, Guideline, or Code of Conduct.

5.0 POLICY ELEMENTS

5.1 **Role of the General Faculties Council**

5.1.1 General Faculties Council ("GFC") is responsible for setting direction on AI Systems related activities, including the development of Policy Documents, that fall within the scope of the powers and duties of GFC, as described by the PSLA, including, but not limited to the following:

5.1.1.1 AI Systems in academic assessments, including grading, plagiarism detection, and student evaluations.

5.1.1.2 Integration of AI Systems into teaching and learning environments.

5.1.1.3 Academic integrity matters related to AI Systems.

5.1.1.4   AI Systems in libraries, research, and academic support functions.

5.1.1.5   Recommendations to University Administration as to the functional requirements of AI Systems that impact academic functions.

5.2   Role of University Administration

5.2.1   University Administration is responsible for setting direction on AI Systems related activities, including the development of Policy Documents, including but not limited to, the following:

5.2.1.1   Responsible and compliant use of AI Systems, including measures to support and ensure privacy and regulatory compliance.

5.2.1.2   Procurement of AI Systems, including measures to support privacy and regulatory compliance.

5.2.1.3   Training of non-academic staff on matters related to AI Systems.

6.0 ASSOCIATED PROCEDURES

- None

7.0 RELATED POLICIES, FORMS, AND OTHER DOCUMENTS

- MacEwan University AI Best Practices Guidelines

8.0 ACCOUNTABILITY

Policy Sponsor
Provost and Vice-President Academic
General Counsel

Responsible Office
Office of General Counsel

9.0 HISTORY

Relevant Dates

Approved: **25.06.12**

Effective: **25.06.12**

Next Review: **30.06**

Modification History

25.06.12:   New policy. Approved by General Faculties Council on May 5, 2025 (motion #GFC-02-05-05-2024/25) and final approval by the Board of Governors on June 12, 2025 (motion #01-06-12-2024/25).