



Generative AI Guidelines and Policies for Teaching, Learning, Research, and Administration

1. WHY IT MATTERS

- Generative AI is rapidly transforming teaching, learning, research, and administrative work in higher education.
- Its widespread adoption presents new challenges, particularly related to assessment, academic integrity, ethics, and data privacy.
- Clear institutional guidelines are essential to promote responsible and effective use of GenAI.

2. PURPOSE & CONTEXT

The study aimed to:

- Examine institutional guidelines for the use of GenAI in teaching, learning, research, and administration.
- Identify common themes across stakeholder groups (faculty, students, researchers, staff, and administrators).

Unlike previous studies that focused primarily on assessment-related guidance, this study provides a comprehensive analysis of GenAI guidelines for all major stakeholder groups.

3. KEY FINDINGS

- Overall, institutions expressed highly positive sentiments toward the use of GenAI across institutional types.
- Sentiment varied across stakeholder groups.
 - Guidelines for administrators and faculty tended to reflect more positive sentiment.
 - Guidelines for researchers and students showed lower sentiment scores, suggesting a more cautious tone.
- Institutions tailored their guidance to the responsibilities of different stakeholders.

Target Audience	Key Themes
Faculty	• Syllabus statements for GenAI use • Setting and communicating course policy regarding the use of GenAI • Redesigning assignments and assessments • What is GenAI? • Using AI detection tools • Incorporating GenAI in teaching • Ethical use of GenAI
Students	• Academic integrity • Checking with instructors • Limitations and risks of GenAI
Researchers	• Limitations and risks of GenAI • Recommendations for the responsible and ethical use of GenAI in research • Staying up to date with GenAI uses and guidelines
Administrators	• Privacy and data protection • Capabilities of GenAI • Limitations of GenAI

4. RECOMMENDATION FOR PRACTICE

- **Develop stakeholder-specific guidance** that addresses the distinct roles and responsibilities of faculty, students, researchers, staff, and administrators.
- **Regularly review and update policies** to keep pace with rapidly evolving GenAI technologies and emerging best practices.
- **Communicate policies clearly and consistently** through centralized resources, training, and regular updates.
- **Support faculty** in developing and communicating course-specific GenAI policies, including expectations for acceptable use.
- **Prioritize privacy, transparency, and responsible use** by protecting sensitive data and requiring disclosure of GenAI use in academic and administrative work.

5. REFERENCES

- An, Y., & Yu, J.H., & James, S. (2025). Investigating the higher education institutions' guidelines and policies regarding the use of generative AI in teaching, learning, research, and administration. *International Journal of Educational Technology in Higher Education*, 22, Article number: 10. <https://doi.org/10.1186/s41239-025-00507-3>