

POLICY ITEM NO. 8.2.a

Approval of Amendments to Local Policies concerning DH
(LOCAL) Employee Standards of Conduct, Artificial Intelligence

To ensure that artificial intelligence (AI) technologies are used in a manner that enhances the mission of the College while protecting the data, academic integrity and values of the institution, the Chancellor recommends the following revisions to local policies.

Effective Date

Upon Board Approval

LOCAL POLICY

EXPLANATORY NOTES

DH – Employee
Standards of
Conduct

Proposed revisions would amend the College District’s policies relating to employee standards of conduct to include a Technology provision that addresses the following:

- Establishes standards for the responsible use of AI by College District employees.

■ Existing Policy

■ Deleted Policy

■ New Policy

■ GC Edits

Ethical Standards

All College District personnel engaged in counseling and guidance activities shall adhere to the high ethical and professional standards required by virtue of the relationship between the counselor and counselee. In this regard, the ethical standards adopted and published by the American Personnel and Guidance Association, as revised, shall be the standard of conduct for College District personnel engaged in such activities.

An employee shall:

1. Perform the employee's official duties in a lawful, professional, and ethical manner benefiting the College District;
2. Report any conduct or activity that the employee believes to be in violation of this ethics policy to College District human resources and/or College District legal counsel; and
3. Endeavor to avoid any actions that would create the appearance that the employee is violating the law or the ethical standards of the College District.
- ~~3-4.~~ Adhere to and ensure compliance with all related College District policies addressing academic integrity. [See CR, ED, and FLB (LOCAL)].

In addition, the College District holds all employees to the ethical standards expressed in the [Texas Community College Teachers Association Code of Professional Ethics \(PDF\)](#).¹

Technology

All employees shall adhere to all College District policies relating to the use of College District technology resources, including, but not limited to those addressing the use of Artificial Intelligence (AI), as that term is defined in College District Policy CR (LOCAL). Any College District employee who seeks to incorporate the use of AI devices, tools or systems in College District operations or College-District sponsored or related activities must comply with the requirements of CR (LOCAL), as well as the following:

1. Only use AI tools, devices, or systems authorized or approved for use by the College District.
2. Clearly and conspicuously cite or otherwise provide attribution for any AI-generated content that is included in a scholarly or professional publication, or submitted to an institution, publication or organization that requires author attribution.

3. Check AI-generated outputs for accuracy and suitability for the required purpose, and revise and/or update as necessary and appropriate.
4. Ensure AI-generated outputs do not contain copyrighted, trademarked, confidential or otherwise proprietary or legally protected information or intellectual property of the College District or another party, for which neither the employee nor the College District possesses the proper authority to use or reproduce.
5. Do not enter, input, or otherwise submit (in writing or verbally) any College District data classified as personal, confidential or sensitive information, as those terms are defined in CR (LOCAL), into AI devices, tools or systems, unless otherwise permitted or required by law or authorized College District Personnel.
 - a. If so authorized, and the contemplated use involves the input of personal, confidential or sensitive information or has the potential to impact, infringe on, or otherwise threaten the legal rights or physical safety of a member of the College District community or any other individual, the employee must identify and employ appropriate measures to protect against any potential harms, including but not limited to unlawful bias or discrimination, or unauthorized disclosure of Personal or Confidential Information. Such measures may include, but shall not be limited to, submission of the contemplated use for review by the College District AI Committee and the Office of Information Technology.
6. Review the terms of service and data handling policies of the College District and any AI device, tool or system before incorporating its use in College District related work.

Safety Requirements

All employees shall adhere to College District safety rules and regulations and shall report unsafe conditions or practices to the appropriate supervisor.

¹ Texas Community College Teachers Association Code of Professional Ethics (PDF): <https://drive.google.com/file/d/1hOLs-YhIWH4ccH7VtAM-wks2GGy9KoqlR/view>