Standards for the Use of Artificial Intelligence (AI) in Administrative Work at Northeastern

Scope:

These Standards implement the [Policy on the Use of AI Systems](#) and are intended to apply to *administrative activities* at Northeastern. These Standards do not provide guidance on the use of AI in teaching or [research](#).

Definition:

AI System: an engineered or machine-based system or functionality that is designed, for a given set of objectives, to generate outputs such as text, images, predictions, or to make recommendations or decisions influencing human action, or real or virtual environments. AI Systems are also designed to operate with varying levels of autonomy. Generative AI is a specific type of artificial intelligence technology that can produce content including text, images, audio, video, and synthetic data.

Introduction:

The ability to use AI to get tasks done is a revolution in how people work. However, the use of AI systems can put Northeastern at risk if used improperly. The do's and don'ts of successful use of AI in this document will guide you toward productive ways to use this time-saving tool while reducing the risk of improper use and unintended outcomes.

Do:

1. Understand the limitations of AI, especially generative AI, and the risks of relying on it as a source of information.
2. Use approved AI environments only when processing data or involving use-cases that require AI Review Committee approval (see requirement #4 in the Policy on the Use of AI Systems). These approved systems are listed – along with any conditions on their use – on the [AI Review Committee website.](#) Unless otherwise specified, you should only enter Lock 1-3 data into these AI systems.
3. Use your Northeastern email address to create an account intended for Northeastern use. Include contact information for your manager to enable access should you separate from Northeastern.
4. Invest time in identifying your organizational goals and objectives for using the AI system and testing it to make sure it accomplishes those goals.
5. Understand how to use the AI system properly to get the desired results (bad, incomplete, or inaccurate data means compromised results).
6. Disclose your use of AI internally to all who might be impacted by it, for example, discussing the use of generative AI with your manager.
7. Confirm that your request and the generated content adhere to Northeastern's [Policy on Confidentiality of University Records and Information](#) and [Appropriate Use Policy.](#)

Don't:

1. Do not enter any confidential, restricted research, or personal information (i.e., Locks 2-4) into

an AI system that has not been reviewed and approved by the [AI Review Committee](#) and the Office of Information Security. Any information you plug into the public version of Claude or any free or unapproved AI model becomes part of the model's data lake and will be available for public consumption.

2. Do not upload application code or intellectual property (e.g., new inventions whether patentable or unpatentable, human subjects research, copyrighted content, proprietary source code, etc.) into an AI system unless it is reviewed by the [AI Review Committee](#) and the Office of Information Security.

3. Similarly, do not use third-party AI tools such as meeting recorders, note-taking tools, and writing proofreaders unless the tool has been approved by the [AI Review Committee](#) and the Office of Information Security. Third-party AI tools can use this data to train their model, as described in Item #1 above.

4. Do not generate or share content that is defamatory, discriminatory, or otherwise violates our [Policy on the Appropriate Use of Computer and Network Resources](#) and [Code of Ethical Conduct.](#)

5. Do not sign a contract with a vendor that offers AI services or incorporates AI features and functions into its services without first following the [Office of Information Security vendor review process](#) as well as the [AI Review Committee process](#) (if applicable).

If you have any questions, please reach out to the AI Review Committee at AI_Review_Committee@northeastern.edu.