CLICKS
Center for Learning Innovations & Customized Knowledge Solutions

Studiosity

Criteria for the Submission of Guidelines on AI Implementation with Supporting Resources and Materials

Supporting the AI in Teaching and Learning Adoption Framework for Higher Education

1. What Are Guidelines?

Guidelines are structured recommendations that help institutions, educators, and policymakers implement AI effectively and responsibly in higher education. They provide clear, actionable, and evidence-based instructions to support AI adoption in alignment with the AI in Teaching and Learning Adoption Framework for Higher Education.

2. How Do Guidelines Relate to the AI in Teaching and Learning Adoption Framework for Higher Education?

The AI in Teaching and Learning Adoption Framework for Higher Education provides a **strategic roadmap** for integrating AI into higher education across curriculum, teaching, learning, and assessment. Institutions and individuals developing guidelines should:

- Translate strategic aims of the framework into practical implementation steps that can be followed by faculty, administrators, and policymakers.
- Ensure alignment with the framework's core pillars and enablers as well as cross-cutting themes.
- Offer structured steps for institutions to effectively adopt, implement, and govern AI.
- Provide tools and resources to help institutions benchmark their progress and enhance AI adoption.

3. What Makes a Good AI Implementation Guideline?

Effective guidelines should be:

- **Proven to Work:** Guidelines should be based on real institutional experience, research, or validated practices.
- **Practical and Actionable:** Guidelines should offer clear steps, best practices, and implementation strategies.
- **Flexible and Scalable:** Guidelines should be adaptable to different institutional needs and contexts including considering cultural contexts.
- **Ethically Sound and Inclusive:** Guidelines should address governance, equity, and responsible AI use.

4. Suggested Formats for Submission

Institutions or individuals affiliated with the organizations represented on the University Leadership Steering Committee may submit guidelines in various formats, depending on the intended audience and purpose. Individuals from universities not represented on the University Leadership Steering Committee may also submit guidelines, **provided they have obtained approval from the head of their institution.**

Guidelines may be submitted in multiple formats, including:

- **Short Manuals or Handbooks:** Comprehensive step-by-step guides for AI adoption, providing structured frameworks for implementation.
- **Infographics and Visual Aids:** Simplified visuals outlining key processes, policies, or best practices for AI integration.
- **Video Tutorials and Webinars:** Short instructional videos demonstrating AI applications in teaching, learning, and governance.
- **Checklists and Templates:** Ready-to-use tools to support faculty, administrators, and policymakers in AI decision-making.
- **Case Study Reports:** Evidence-based documentation of AI adoption successes, highlighting impact, challenges, and lessons learned.
- **White Papers and Research Reports:** In-depth analysis of AI trends, challenges, and policy recommendations for higher education institutions.
- **Decision-Making Frameworks:** Structured models and guiding principles to help institutions make informed choices about AI adoption, ethics, and governance.
- **Policy Briefs and Institutional Guidelines:** High-level recommendations for AI regulation, governance, and ethical considerations in higher education.

Focus Areas for Guidelines

Institutions can submit guidelines aligned with one or more of the following focus areas. These are, however, **not limited to** the topics below:

Developing AI-Ready Curricula

- Strategies and steps for integrating AI concepts, tools, and applications across various disciplines, ensuring relevance to different fields of study.
- Approaches for embedding AI literacy as a core competency for students and faculty, covering foundational knowledge, ethical implications, and responsible AI use.
- Guidelines for designing AI-infused learning experiences that align with institutional learning outcomes and future workforce needs.
- Frameworks for establishing policies for ethical and responsible AI use in curriculum development, ensuring alignment with governance frameworks and academic integrity standards.

Responsible AI Use in Teaching & Learning

- Ethical considerations and best practices for AI integration in teaching.
- Guidelines for faculty oversight and responsible AI use in classrooms.
- Frameworks to ensure transparency, accountability, and fairness in AI-driven learning environments.
- Strategies to mitigate potential risks such as bias, misinformation, data security, and over-reliance on AI-generated content.

AI in Assessment, Feedback, and Academic Integrity

- Best practices for AI-assisted formative and summative assessments to ensure reliability and fairness.
- Guidelines for AI-generated feedback, personalized learning analytics, and adaptive assessment tools.
- Policies and safeguards to prevent misuse of generative AI in academic submissions while maintaining originality and ethical use.
- Guidelines and principles for ensuring transparency and accountability in AI-driven grading and evaluation processes.
- Strategies to protect student data privacy and ensure AI-assisted assessments align with academic integrity principles.

Institutional AI Policy & Governance

- Frameworks for institutional AI governance and ethical compliance.
- Framework for policies addressing data privacy, security, and responsible AI deployment in higher education.
- Guidelines for faculty and student rights in AI-enhanced learning environments.
- Strategies for institutional oversight of AI-based technologies, including **quality assurance**, risk management and accountability structures.

Ensuring Equity and Access in AI Adoption

- Strategies for inclusive and accessible AI adoption across diverse student populations.
- Guidelines to ensure AI tools are free from bias and promote digital equity.
- Guidelines for developing AI-driven learning resources that cater to students with disabilities and underrepresented groups.
- Framework and guidelines for monitoring AI's impact on accessibility and fair learning opportunities.

Submission and Selection Criteria

- Relevance to the AI in Teaching and Learning Adoption Framework for Higher Education.
- Practicality, clarity, and ease of implementation.
- Scalability and adaptability across different institutions.
- Ethical and responsible AI alignment.

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5. Review and Branding

All submitted guidelines will be reviewed and endorsed by the **University Leadership Steering Committee** to ensure alignment with the AI in Teaching and Learning Adoption Framework for Higher Education. Approved guidelines will be published under the University Leadership Steering Committee's branding while acknowledging the contributing institution. Each guideline will include the logo of the submitting institution to recognize their contribution.