



California Health Sciences University

UNIVERSITY

GENERATIVE ARTIFICIAL INTELLIGENCE USE IN THE WORKPLACE POLICY

PURPOSE

California Health Sciences University (CHSU) recognizes that the use of Generative Artificial Intelligence (“GenAI”) technology can enhance efficiency and increase employee productivity. Accordingly, CHSU supports the use of GenAI Tools by faculty and staff when working for the University. However, CHSU also recognizes that there are risks and hazards associated with the use of GenAI. The purpose of this Generative AI Use in the Workplace Policy is to provide faculty members, staff, and other employees with rules and guidelines governing the appropriate use of GenAI on work performed for CHSU while protecting CHSU and mitigating the risk of misuse, unethical outcomes, potential biases, inaccuracy, and information security breaches. All employees are responsible for using GenAI in a productive, safe, ethical, and lawful manner, consistent with this Policy.

SCOPE

This Policy applies to all CHSU Employees when using GenAI for authorized business and educational purposes, including AI tools licensed for exclusive CHSU use, AI outputs created by CHSU employees for teaching and assessment of students, including in their dealings with third-party agents and vendors, and when using an employee's personal devices for authorized business and educational purposes.

The University has approved a separate policy applicable to student use of AI: <https://chsu.edu/wp-content/uploads/Policy-on-Student-Use-of-Artificial-Intelligence-AI.pdf>

This Policy is intended to add to- not contradict, limit, or replace - applicable mandatory rules and policies, including, without limitation, the following:



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- **Policy-on-Student-Use-of-Artificial-Intelligence-(AI)**
- **CHSU Acceptable Use Of Technology Policy for Students**
- **CHSU Data Governance Policy**
- **Privacy Policy Employees**
- **CHSU Personal Information Privacy Policy**
- **CHSU Website Privacy Policy and Terms of Use**
- **CHSU FERPA Policy**
- **CHSU Information Security and Awareness Training Policy**
- **CHSU Acceptable Use of Technology Policy for Employees**

This Policy is **not** intended to restrict communications or actions protected or required by state or federal law.

POLICY STATEMENT

California Health Sciences University (CHSU) encourages faculty and staff to use GenAI tools for research, student instruction and assessment, and other authorized University business to improve efficiency, provided such use is responsible, lawful, ethical, transparent, and secure. Employees must validate GenAI-generated outputs before relying on or publishing/distributing them, disclose GenAI-generated content when appropriate, and comply with CHSU's acceptable use, data governance, information security, privacy, and other relevant policies.

DEFINITIONS

- A. **Artificial Intelligence** - means an engineered or machine-based system that varies in its level of autonomy and that can, for explicit or implicit objectives, infer from the input it receives how to generate outputs that can influence physical or virtual environments.
- B. **Generative artificial intelligence system or GenAI system** - means an artificial intelligence that can generate derived synthetic content, including text, images, video, and audio, that emulates the structure and characteristics of the system's training data.



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- C. Personal information - is information that identifies, relates to, or could reasonably be linked with you or your household. For example, it could include your name, social security number, email address, records of products purchased, internet browsing history, geolocation data, fingerprints, and inferences from other personal information that could create a profile about your preferences and characteristics.
- D. Sensitive personal information - is a specific subset of personal information that includes certain government identifiers (such as social security numbers); an account log-in, financial account, debit card, or credit card number with any required security code, password, or credentials allowing access to an account; precise geolocation; contents of mail, email, and text messages; genetic data; biometric information processed to identify a consumer; information concerning a consumer's health, sex life, or sexual orientation; or information about racial or ethnic origin, religious or philosophical beliefs, or union membership.

RELATED INFORMATION AND PROCEDURES

A. Employees

CHSU retains the right to monitor all employees' use of GenAI in work performed for CHSU or on CHSU's information technology systems. In order to protect University data and information, employees must not enter, upload, or share:

- Student Records
- Clinical information and other patient records
- Employee data
- Financial information
- Research data
- Internal University documents
- Credentials, passwords, or security-related information



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Employees are prohibited from using GenAI Tools while working on CHSU business to:

1. Conduct or solicit illegal activities
2. Engage in or promote discriminatory, biased, or unethical practices;
3. Infringe the rights of others, including privacy and intellectual property rights such as but not limited to;
 - i. Personal or Sensitive Personal information: do not input, upload or disclose any personal or sensitive personal information
 - ii. Licensed and copyrighted works: do not upload or reproduce unless the necessary rights or permission has been obtained.
4. Interfere with the performance of their jobs or of other employees' jobs.
5. Prepare, submit, or present any research manuscript, abstract, other scholarly work or any decision-critical report that lacks meaningful human authorship for submission or dissemination within or outside the University.

The use of GenAI for any other purpose outside the scope of this policy, must be authorized by the Dean of the College of Osteopathic Medicine, the Dean of the College of Biosciences and Health Professions, the VP of Human Resources, or the University President.

B. Gen AI Usage Oversight Committee

A Committee will be responsible for oversight of the University's AI usage by University employees. The University AI Usage Oversight committee will be headed by representatives of the IT Department, CHSU's Assistant Dean for Research, and Vice President of Research and will include members from the Library and Human Resources Departments, Faculty Council (from each program), Assessment Department, Marketing/Communications, SIM Center, Academic Affairs and Student Affairs office from each program. The committee will be responsible for performing the following duties to facilitate CHSU's compliant use of GenAI:

1. Develop and implement a system to monitor and document GenAI development activities at the University,



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2. Keep accurate records of CHSU's GenAI oversight activities, such as audits, determinations, and decisions and any communications of these to employees and third parties.
3. Consult with CHSU's Office of General Counsel regarding any legal issues raised by or during any GenAI development or usage activities referred to in this Policy section and, when appropriate, escalate these issues to University administration.
4. Regularly review and update this Policy to reflect changes in technology, legal requirements, ethical norms, and best practices.
5. Regularly update the CHSU community of any changes in technology, legal requirements, ethical norms, and best practices.

Day to Day Oversight of AI Usage

Faculty are expected to advise their Department Chairs as to their use of AI tools in connection with their work at the University. Individual non-faculty employees should inform their supervisors as to their use of AI tools in connection with their work responsibilities.

C. Training

CHSU recognizes that an informed workforce is the best line of defense against improper usage of GenAI. The University will provide training opportunities and resources to improve their competence in working with GenAI tools and to help employees understand their obligations under this Policy and avoid creating undue risks. Before utilizing GenAI tools on the CHSU information technology systems. Employees who will be working with GenAI Tools are expected to complete training and send documentation of their training to their supervisor and to the Human Resources department. Supervisors must verify that the employees they manage who use GenAI complete all required training before using GenAI tools.

CHSU may deem an employee's use of GenAI without having completed training as a violation of this Policy.



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CHSU will retain attendance records for employees who complete GenAI training materials provided to employees.

D. Reporting Non-Compliance with This Policy

Employees who become aware of an actual or potential violation of this Policy, or have reason to believe that any of the following has been downloaded to or installed on CHSU's networks, systems, or devices, must promptly disclose this fact to the IT and HR Departments together with all relevant documents and information:

1. An unlicensed GenAI tool, if usage requires a license.
2. A GenAI tool that has not been approved for use consistent with the requirements of this Policy.
3. A GenAI tool that is used outside of the approved manner or scope.
4. A GenAI tool that poses an identified, unaddressed security risk or contains any material defects or malicious code.

CHSU prohibits any form of discipline, reprisal, intimidation, or retaliation for reporting a violation of this Policy.

Violations of This Policy

Employees working on University business or University property can only use institutionally approved AI tools that have undergone appropriate security, legal, privacy, and procurement review. The University has the discretionary authority to restrict or prohibit AI installation or use of platforms that it has determined do not meet institutional standards. Authorized users may request that the Gen AI Usage Oversight Committee review a determination. Failure to comply with this policy may result in disciplinary action and/or revocation of technology access.

Administration of This Policy

The IT Department is responsible for the administration of this Policy.

Any questions regarding this Policy or questions about using GenAI Tools in the workplace that are not addressed in this Policy, should be directed to the IT Department.



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Exhibit A - Prohibited GenAI Tools

This Exhibit A is not an exhaustive list of GenAI tools that the CHSU permits or prohibits. Instead, it is intended to be a guide to assist employees in complying with this Policy. CHSU expressly reserves the right to change, modify, or delete the items in this exhibit without notice. If in doubt concerning use of a GenAI tool, an employee should consult with their supervisor or the IT Department staff. Unless permitted by the oversight committee, the following publicly available GenAI tools are not permitted for CHSU business or educational uses at this time due to risk of unintended disclosure of the University's proprietary information or confidential private information of employees and students.

Prohibited GenAI Tools

- ChatGPT (free version)-
- Rytr -
- Jasper –
- WordAI-
- Glean-



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RESPONSIBILITIES

A. Vice President of Operations

HISTORY (R*)

Approval Date:

6/8/2026

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06/1/2026

Reviewed Date(s):

5/27/2026

RACI

R:VP of Operations

A: VP of Operations, Legal Affairs

C: Library Staff, University Deans, University Faculty Council, IT, Legal Affairs, Human Resources

I: All Employees