Use of Artificial Intelligence Policy (Central Office)

Effective Date:	December 11, 2025
Supersedes:	n/a
Policy Review Date:	To be reviewed every year from effective date
Issuing Authority:	Research Foundation President
Policy Owner:	Chief Information Officer
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Reason for Policy

The purpose of this policy is to provide guidance on the acquisition and use of Artificial Intelligence (AI) within the Research Foundation Central Office. It aims to support the responsible adoption of AI as a tool that enhances efficiency and strengthens the RF's ability to fulfill its mission, while ensuring compliance with all legal and ethical obligations.

Statement of Policy

This policy applies to all RF employees and representatives based at the RF Central Office, including individuals working partially or fully remote.

Any new Artificial Intelligence Tool must be obtained consistent with the process outline in the Central Office Information Technology Procurement Policy, even if the Tool is obtained at no cost.

Before using any Artificial Intelligence Tool, employees must consult with their manager and seek additional guidance when necessary from the Office of General Counsel, the Office of Compliance Services, or the Office of Information Technology Services. Preapproved or network administered AI Tools may be used without obtaining further review or approval; however, their use remains subject to the limitations outlined below.

AI Tools are not a substitute for individual judgement. Employees must carefully review the accuracy of all outputs generated by an AI Tool. The use of AI must not conflict with the RF's Values or Code of Conduct, nor may it lead to actions, omissions, or outcomes that violate RF policy.

Limitations of Use:

To support the safe and responsible use of AI Tools, please keep the following in mind:
1. AI may not be used to make employment decisions. This includes decisions related to recruitment, hiring, retention, promotions, transfers, performance management, disciplinary actions, demotion, or termination. AI may assist with routine tasks such as sorting and indexing, but it may not be used to generate analytical outcomes or for evaluate compliance with affirmative action or DEI requirements.
2. Do not upload or enter any confidential sensitive information into an AI Tool unless it is specifically approved by the RF for that purpose and includes appropriate security protections. This includes protected health information, personal data, passwords or IT access credentials, non-public RF information, RF owned intellectual property, and information covered by confidentiality agreements.
3. Content produced by an AI Tool may not be presented as solely original work without proper review and attribution.
4. Do not attempt to install, embed, or integrate AI capabilities into RF-owned or approved hardware or software unless authorized.
5. Use only AI Tools that are administered through the RF network or approved by ITS. This includes avoiding unvetted free or shareware AI Tools.
6. Avoid entering offensive, discriminatory, or inappropriate content into any AI Tool.
7. Do not delete or alter prompt histories associated with AI Tools. Maintaining the history helps ensure transparency and responsible use.
8. AI Tools may not be used to engage in, support, or request activities that are illegal. This includes ensuring that the use of AI Tools does not violate copyright or other intellectual property laws.

Violations
Violations of this policy may result in disciplinary action under the RF's Progressive Discipline Policy, up to and including separation of employment.

Responsibilities
The following table outlines the responsibilities for compliance with this Policy:

Responsible Party	Responsibility
RF employees and representatives based at the RF Central Office	Use only authorized AI Tools to conduct RF business and ensure any AI use is consistent with this policy and the RF Code of Conduct.
Chief Information Officer	Approve any new AI Tools through the process outlined in the Central Office Technology Procurement Policy.

Definitions
Artificial Intelligence ("AI") - means the use of machine learning technology, software, automation, and algorithms to perform tasks and make rules or predictions based on existing datasets and instructions.

Artificial Intelligence Tool ("AI Tool") – means software that is developed with one or more of the following techniques and approaches:

- Machine learning approaches, including supervised, unsupervised, and reinforced learning, using a wide variety of methods, including deep learning;

- Logic and knowledge-based approaches, including knowledge representation, inductive (logic) programming, knowledge bases, inference, deductive engines, (symbolic) reasoning, and expert systems;

- Statistical approaches, Bayesian estimation, search, and optimization methods;

and can, for a given set of human-defined objectives, generate outputs such as content, predictions, recommendations, or decisions influencing the environments they interact with.

Related Information
RF Code of Conduct
Central Office Technology Procurement Policy

Forms
None

Change History

Date	Summary of Change
December 11, 2025	New Policy

Feedback
Was this document clear and easy to follow? Please send your feedback to webfeedback@rfsuny.org.