



**KILIMANJARO CHRISTIAN MEDICAL  
UNIVERSITY COLLEGE**

(A Constituent College of Tumaini University Makumira)

**ARTIFICIAL INTELLIGENCE (AI) POLICY AND  
PROCEDURES**

**AUGUST 2024**

## POLICY INDEXING INFORMATION

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## **PREFACE**

In the rapidly evolving landscape of technology, artificial intelligence (AI) stands at the forefront of innovation, transforming industries, enhancing educational methodologies, and reshaping how we interact with information and each other. The Kilimanjaro Christian Medical University College (KCMUCo) recognizes the profound impact that AI can have on our academic, research, and administrative functions. As an institution dedicated to excellence in health education and research, we are committed to harnessing AI's potential while ensuring its application aligns with our core values of integrity, respect, and social responsibility.

The KCMUCo AI policy is a guiding framework for the responsible and ethical use of artificial intelligence in the College to address the unique challenges and opportunities presented by AI technologies in the context of health professions education, healthcare delivery, and research. Our aim is to create an environment where AI can enhance learning experiences, strengthen education administration, improve patient outcomes, and drive innovative research while safeguarding the rights and dignity of individuals and communities. The development of this Policy incorporated diverse perspectives and expertise to ensure that our approach to AI is comprehensive, inclusive, and reflective of our institutional mission. The Policy underscores our unwavering commitment to ethical AI practices, data privacy, transparency, and accountability, recognizing that the deployment of AI technologies must be guided by principles that prioritize human welfare and equity.

The field of AI is dynamic, and so is our Policy. It will evolve in tandem with advancements in AI and the changing needs of our institution and society. The College community should not just engage with the Policy, but actively shape it, ensuring AI is used ethically and effectively while respecting human rights and promoting the common good.

Prof. Ephata E. Kaaya

**Provost**

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## GLOSSARY OF TERMS

**“Artificial Intelligence (AI)”** refers to the development of computer systems capable of performing tasks that typically require human intelligence, such as speech recognition, reasoning, learning, decision-making, and problem-solving.

**“Generative Pre-trained Transformers (GPT)”** means a large language model that uses deep learning to generate human-like text, enabling applications such as chatbots, content creation, and question-answering.

**“AI Risks”** means the potential negative consequences associated with the development and deployment of artificial intelligence technologies.

**“Potential for AI bias”** means the possibility that an artificial intelligence system may produce results that are systematically unfair or prejudiced against certain groups of people. This can occur due to biased data, flawed algorithms, or the influence of human biases during the development and training of the AI. AI bias can lead to unequal treatment, discrimination, and inaccuracies in decision-making processes.

## **ABBREVIATIONS**

AI: Artificial intelligence

DLS: Director of Library Services

DQA: Director of Quality Assurance

GPT: Generative Pre-trained Transformers

IRB: Institute Review Board

IRB: Institutional Review Board

KCMUCo: Kilimanjaro Christian Medical University College

KPIs: Key Performance Indicators

M&E: Monitoring and Evaluation

TUMA: Tumaini University Makumira



## 1.0 INTRODUCTION

Artificial intelligence (AI) is rapidly transforming the landscape of medical sciences and healthcare, offering unprecedented opportunities to enhance patient care, optimize medical research, and improve educational outcomes. At Kilimanjaro Christian Medical University College (KCMUCo), the integration of AI into our academic and clinical environments has the potential to revolutionize how we deliver healthcare and conduct research. However, with these advancements come significant responsibilities and challenges, particularly in maintaining ethical standards, safeguarding patient privacy, and ensuring the integrity of medical education.

As a leading institution in medical education and research, KCMUCo recognizes the importance of proactively establishing comprehensive policies, procedures, and guidelines for the development, implementation, and use of AI technologies.

These regulations are intended not only to control the potential of AI but also to minimize risks, ensuring that its application aligns with our core values of ethical practice, transparency, and academic excellence. By setting clear standards, we aim to protect the privacy of our patients, promote responsible innovation, and uphold the highest levels of quality in both healthcare delivery and education.

This document serves as a foundational framework for the responsible integration of AI at KCMUCo. It outlines our commitment to fostering a culture of research creativity and academic originality while prioritizing the safety and well-being of our community. By establishing a baseline stance towards AI, we aim to create an environment where technological innovation can thrive in a manner that is both safe and aligned with the mission of our institution. The procedure contained herein will guide our approach to AI, ensuring that as we embrace the future

of medical technology, we do so with a focus on ethical responsibility and the highest standards of care.

## **1.1 Context**

KCMUCo is a medical sciences college integrating education, research, and healthcare services. Using AI technologies in medical research, diagnostics, treatment, and patient care can improve outcomes and enhance efficiency. However, ethical considerations, privacy concerns, and potential biases must be addressed to ensure responsible and equitable use of AI. Being a medical science university, the role of stimulating ideas through formative and summative assessment is crucial to be taken entirely by students. However, the role of facilitating teaching and mentoring students is equally important in ensuring students attain quality education. Technology is integral to ensuring easy accessibility to the diversity of digital information globally.

## **1.2 Rationale**

The policies, procedures, and guidelines outlined below aim to:

- (i) Promote responsible and ethical use of AI technologies.
- (ii) Ensure privacy and data protection.
- (iii) Prevent bias and discrimination in AI algorithms.
- (iv) Enhance transparency and explainability of AI systems.
- (v) Establish accountability and liability for AI development and use.

## **2.0 PURPOSE OF THE POLICY**

The AI policy aims to guide the use of AI in training, research, clinical care, and administrative settings.

### **3.0 THE SCOPE AND APPLICATION OF THE POLICY**

These policies, procedures, and guidelines apply to all faculty, staff, students, researchers, and external collaborators involved in developing, implementing, and using AI technologies within KCMUCo. This AI Policy applies to all AI-related research, development, training, clinical practices, and deployment activities undertaken at KCMUCo, including but not limited to:-

- (i) AI-powered chatbots and virtual assistants.
- (ii) (Machine learning models for medical diagnosis and treatment
- (iii) Natural language processing for content generation and analysis.
- (iv) Computer vision and image recognition for research and clinical applications.
- (v) Robotic and autonomous systems for healthcare and laboratory tasks.

### **4.0 POLICY STATEMENTS**

#### **4.1. Ethical Use of AI**

KCMUCo is committed to using AI technologies that uphold ethical principles of beneficence, non-maleficence, justice, and autonomy, respecting the competency needs of staff and students, and promoting the well-being of individuals and communities. This Policy obligates AI developers and users to avoid causing harm. AI systems must be designed, deployed, and used to minimize risks and protect against potential negative impacts or unintended consequences. Possible risks, benefits, and ethical implications of AI research projects shall be assessed before they are undertaken. KCMUCo ethics committees review AI policies and applications to ensure adherence to these principles, balancing innovation with ethical responsibility.

## **4.2. Privacy and Data Protection**

AI systems must comply with applicable privacy and data protection laws and regulations. Data collected and used by AI technologies should be anonymized, securely stored, and used only for authorized purposes.

## **4.3. Bias and Fairness**

- (i) The University College shall ensure that AI systems are developed and applied in a fair and equitable manner, without perpetuating biases or discrimination based on race, gender, ethnicity, religion, or any other protected characteristic as per the Tanzanian laws, regulations, and public Policy. The benefits and burdens of AI should be distributed fairly
- (ii) An equal distribution of benefits and burdens will be generated due to AI usage.
- (iii) There shall be no biases in terms of the development and synthesis of AI to allow for a fair and equitable manner.
- (iv) The College shall establish an audit framework for AI tools used by the College to ensure proper usage, integrity, and fairness.

## **4.4. Transparency and responsible use of AI**

- (i) AI systems should be designed to provide clear explanations of their decision-making processes.
- (ii) Users shall be able to understand how AI algorithms arrive at their conclusions and be provided with the necessary information to make informed decisions.
- (iii) Patients shall be informed about the use of AI in their care and clearly understand how it may impact their treatment and outcomes.

- (iv) Students shall clearly understand how AI is being used to support their learning, including the systems' capabilities and limitations.

## **4.5 Disclosure of AI Use**

Students must disclose when they have used AI in their work, such as for research, brainstorming, etc. This will allow instructors to assess the student's understanding and contribution. Researchers must be transparent about their use of AI in research.

## **5.0 PROCEDURES**

### **5.1. AI Governance Committee**

KCMUCo shall establish an AI Governance Committee responsible for overseeing AI technologies' development, implementation, and use. The Committee should consist of representatives from relevant departments and disciplines, including ethics, legal, IT, research, academics, and healthcare. The Committee shall oversee AI technologies' development, implementation, adoption, and use.

### **5.2. Responsible AI Development**

The College shall ensure that AI systems are developed in a responsible manner, adhering to ethical guidelines and best practices. Developers of AI should receive appropriate training and follow established protocols to ensure the responsible use of AI technologies.

### **5.3. Accountability and Liability**

KCMUCo shall clearly define roles and responsibilities for developing, implementing, and using AI systems, ensure that individuals involved are accountable for their actions, and establish mechanisms to address any liability issues that may arise.

### **5.4. Education and Training**

KCMUCo shall offer training programs and workshops to create an environment of ethical responsibility among faculty, staff, and students regarding AI and AI technologies. These initiatives will cover potential applications and risks while promoting awareness of responsible AI practices throughout KCMUCo.

### **5.5. Ethical Guidelines**

KCMUCo shall develop and disseminate ethical guidelines for the use of AI technologies. These guidelines should provide clear instructions on responsible data handling, bias mitigation, transparency, and accountability.

### **5.6. Risk Assessment**

The College shall conduct regular risk assessments to identify potential risks using AI technologies. Mitigation strategies shall be developed and implemented to address these risks. The Strategies shall include, among others:

- (i) *Interdisciplinary planning and governance:* The KCMUCo shall ensure that AI and training policies are developed and implemented through collaboration between functional units within the University to ensure a comprehensive approach.

- (ii) *Policies on equitable, inclusive, and ethical use of AI:* The University shall emphasize ensuring that AI is used ethically and inclusively, benefiting all stakeholders. The University shall develop policies that address issues such as bias in AI algorithms or access to AI tools.
- (iii) *Develop a master plan for using AI for teaching, learning, and assessment:* The University shall develop a comprehensive plan for using AI in various aspects of teaching and learning to ensure its effective implementation.
- (iv) *Pilot testing, monitoring and evaluation, and building an evidence base:* The University shall inculcate a culture of testing and evaluating the use of AI in teaching and learning within the College framework.
- (v) *Fostering local AI innovations for Teaching and Learning:* The University College shall encourage the development of local AI innovations in teaching and learning that meet the specific needs of its stakeholders. For example, the college should support local research institutions in developing new AI tools or applications.

## **5.7 Responsible AI Development**

The College shall ensure that AI systems are developed or adopted in a responsible manner, adhering to National and College ethical guidelines and best practices. Developers and AI users should receive appropriate training and follow established protocols to ensure the responsible use of AI technologies.

## **5.8 Responsibility of Staff and Students**

Staff and Students shall adhere to the policies, procedures, and guidelines while using AI technologies, ensuring privacy, and promoting responsible use of AI in education and research.

## **6.0 MANAGEMENT OF ARTIFICIAL INTELLIGENCE.**

Managing and controlling unwanted use of AI in a college setting involves a combination of policies, education, and technology. By using these strategies, the colleges can create an environment that encourages responsible use of AI while minimizing the risks associated with its misuse. Thus, in addition to this Policy, the College shall do the following:

### **6.1 Establish Clear Related Policies**

- (i) Develop and communicate clear guidelines regarding the acceptable use of AI tools. This includes defining "unwanted use" (e.g., plagiarism, cheating, unauthorized data access).
- (ii) Create a code of conduct that addresses the use of AI in academic work and outlines consequences for violations.

### **6.2 Educate Students and Faculty**

- (i) Conduct workshops and seminars to educate students and faculty about the ethical use of AI, including the potential consequences of misuse.
- (ii) Provide resources on academic integrity and the importance of original work.

### **6.3 Promote Academic Integrity**

- (i) Encourage a culture of honesty and integrity in academic work. Highlight the value of learning and personal effort over shortcuts.
- (ii) Implement honor codes that explicitly address the use of AI tools.



## **6.4 Utilize Technology to Detect AI or Non-original Data**

- (i) Use plagiarism detection software that can identify AI-generated content. Some tools are specifically designed to detect text generated by AI models.
- (ii) Monitor the use of AI tools in assessments and examinations using proctoring software or in-person supervision.
- (iii) Incorporate AI Literacy into Curricula.
- (iv) Integrate discussions about AI ethics, implications, and responsible use into the curriculum across various disciplines.
- (v) Teach students how to evaluate AI-generated content and understand its limitations critically.

## **6.5 Encourage Original Work**

- (i) Design assignments requiring critical thinking, creativity, and personal reflection make relying solely on AI tools more challenging.
- (ii) Use project-based assessments that involve collaboration and real-world applications, which are less amenable to AI shortcuts.

## **6.6 Understanding AI and Creating Reporting Mechanisms**

- (i) Establish anonymous reporting systems for students and faculty to report suspected misuse of AI tools.
- (ii) Encourage a community approach where peers can hold each other accountable.
- (iii) Collaborate with AI tool developers to understand their technologies and advocate for features that promote ethical use (e.g., usage tracking and educational tools).

- (iv) Continuously assess the effectiveness of policies and practices related to AI use and adapt them as necessary to keep pace with technological advancements.
- (v) Create forums for discussion about the role of AI in education, allowing students and faculty to voice concerns and share best practices.

## **7.0 ROLES AND RESPONSIBILITIES**

The management of artificial intelligence (AI) within a university setting involves multiple stakeholders, each with distinct roles and responsibilities. Here's a breakdown of the key stakeholders and their respective roles:

### **7.1 Roles and Responsibilities of University Administration**

The College administration shall: -

- (i) Establish and enforce policies regarding the ethical use of AI, data privacy, and security.
- (ii) Allocate funding and resources for AI research, development, and training programs.
- (iii) Integrate AI into the University's strategic goals and initiatives, ensuring alignment with the institution's mission.

### **7.2 Roles and Responsibilities of the Faculty/Researchers**

The Faculty members and Researchers shall: -

- (i) Conduct research on AI technologies, their applications, and implications, contributing to advancing knowledge in the field.
- (ii) Design and teach courses related to AI, ensuring that students are equipped with the necessary skills and ethical considerations.

- (iii) Collaborate across departments to explore the impact of AI in various fields (e.g., ethics, law, healthcare).

### **7.3 Roles and Responsibilities of the Students**

The College students shall:

- (i) Participate in AI policy and practice discussions, providing feedback on their experiences and concerns.
- (ii) Engage in learning opportunities related to AI, including coursework, projects, and internships.
- (iii) Advocate for ethical considerations in AI technologies, promoting responsible practices among peers.

### **7.4 Roles and Responsibilities of IT and Technical Staff**

The IT and Technical Staff shall:

- (i) Manage the technical infrastructure necessary for AI research and applications, including hardware, software, and data storage.
- (i) Provide support and training for faculty and students on AI tools and technologies.
- (ii) Ensure proper data management practices, including data privacy, security, and compliance with regulations.

### **7.5 Roles and Responsibilities of the College Ethics Committees**

The College Ethics Committee or Institutional Review Board (IRB) shall: -

- (i) Review AI research proposals to ensure they adhere to ethical standards and guidelines.

- (i) Provide recommendations for policies related to the ethical use of AI within the University.
- (ii) Monitor the implementation of AI projects and evaluate their impact on the university community.
- (iii) Assess the ethical implications of AI projects, conducting regular audits to prevent bias and ensure fairness.
- (iv) Provide clear instructions on responsible data handling and ensure transparency and accountability in AI practices.

## **7.6 External Stakeholders**

The College External Stakeholders (Industry, Government, Community) shall: -

- (i) Collaborate with the University on research projects, internships, and funding opportunities related to AI.
- (ii) Ensure that university practices align with external regulations and standards regarding AI.
- (iii) Engage with the community to promote understanding of AI technologies and their implications.

## **7.7 The Alumni**

The Alumni shall: -

- (i) Provide mentorship and guidance to current students in AI-related fields.
- (ii) Facilitate connections between students and industry professionals, enhancing career opportunities in AI.
- (iii) Offer feedback on the University's AI programs and initiatives based on their professional experiences.

## **7.8 Director of Library Services (DLS)**

The Director of Library Services shall: -

- (i) Curate and provide access to resources related to AI research, including databases, journals, and datasets.
- (ii) Offer training on information literacy, helping students and faculty navigate AI-related information and ethical considerations.

## **8.0 MONITORING AND EVALUATION (M&E)**

Monitoring and Evaluation (M&E) is a critical component of the KCMUCo. AI Policy. It ensures that the implementation of AI initiatives is effective, aligned with institutional goals, and adheres to ethical standards. This section outlines the M&E framework, including the objectives, key performance indicators, processes, and the roles and responsibilities of individuals and committees involved in the M&E activities.

### **8.1 Objectives of Monitoring and Evaluation of the Policy**

The primary objectives of the M&E framework for the KCMUCo AI Policy are to:

- (i) Evaluate the impact of AI initiatives on educational outcomes, administrative efficiency, and stakeholder satisfaction.
- (ii) Monitor adherence to ethical standards, data privacy regulations, and institutional policies related to AI usage.
- (iii) Identify areas for enhancement and inform decision-making processes to optimize AI applications.

- (iv) Provide transparent reporting to stakeholders, including faculty, students, and regulatory bodies, regarding the outcomes of AI initiatives.

## **8.2 Key Performance Indicators (KPIs)**

To effectively monitor and evaluate the implementation of AI initiatives, the following Key Performance Indicators (KPIs) will be established:

### **8.2.1 Educational Outcomes**

- (i) Changes in student grades, retention rates, and graduation rates attributable to AI tools.
- (ii) Student engagement and satisfaction levels with AI-enhanced learning experiences, measured through surveys and feedback.

### **8.2.2 Administrative Efficiency**

- (i) Evaluation of administrative processes (e.g., admissions, grading) before and after AI implementation.
- (ii) Reduction in time taken for administrative tasks due to AI automation.

### **8.2.3 Ethical Compliance**

- (i) Compliance with data protection regulations and effectiveness of measures to safeguard sensitive information.
- (ii) Evaluation of AI systems for potential biases and ensuring equitable outcomes.

## **8.2.4 Stakeholder Feedback**

- (i) Regular feedback from students, faculty, and staff regarding their experiences with AI initiatives.
- (ii) Levels of involvement from stakeholders in the development and implementation of AI projects.

## **8.3 The M&E Framework**

The M&E framework will consist of the following components:

- (i) Collect quantitative data through academic performance records, administrative process metrics, and usage statistics of AI tools.
- (ii) Gather qualitative data through surveys, interviews, and focus groups to capture stakeholder experiences and perceptions.

## **8.4 Data Analysis**

- (i) Summarize data to identify trends in educational outcomes and administrative efficiency.
- (ii) Evaluate the impact of AI initiatives against baseline data before implementation.
- (iii) Identify common themes and insights from qualitative data regarding stakeholder experiences with AI.

## **8.5 Reporting**

- (i) Prepare M&E reports (e.g., quarterly, annually) summarizing findings, insights, and recommendations for stakeholders.
- (ii) Create an M&E dashboard to provide real-time access to key metrics and performance indicators for decision-makers.

## **8.6 Feedback Loop**

- (i) Develop action plans based on M&E findings to address identified challenges and areas for improvement.
- (ii) Engage stakeholders in reviewing M&E findings and developing action plans to ensure collaborative problem-solving.

## **8.7 Roles and Responsibilities in M&E of AI Policy**

The Roles and responsibilities of M&E shall be as follows: -

### **8.7.1 M&E Committee**

The College shall appoint an M&E Committee of representatives from various departments, including faculty members, administrative staff, IT specialists, and student representatives.

#### *Responsibilities*

- (i) Oversee the implementation of the M&E framework.
- (ii) Ensure data collection, analysis, and reporting are conducted systematically and transparently.
- (iii) Review M&E findings and recommend actions for improvement.
- (iv) Facilitate stakeholder engagement in the M&E process.

### **8.7.2 AI Implementation Team**

The College shall appoint an M&E implementation team. The team will include faculty members, IT staff, and administrative personnel involved in deploying AI initiatives.

#### *Responsibilities*



- (i) Collaborate with the M&E Committee to provide necessary data and insights.
- (ii) Implement AI initiatives using the KCMUCo AI Policy.
- (iii) Participate in the collection of feedback from users regarding AI tools and applications.

### **8.7.3 The Responsibilities of Faculty and Staff in M&E**

The Responsibilities of Faculty and Staff shall be as follows: -

- (i) To actively participate in data collection efforts and provide feedback on AI initiatives.
- (ii) To engage in professional development related to the effective use of AI in teaching and administration.

### **8.7.4 Responsibilities of Students in the M&E**

The responsibilities of students in the M&E are as follows: -

- (i) To provide feedback on their experiences with AI-enhanced learning and administrative processes through surveys and focus groups.
- (ii) To participate in discussions regarding the effectiveness and impact of AI initiatives.

## **8.8 Compliance Monitoring**

The Director of Quality Assurance (DQA) shall regularly monitor the implementation of AI technologies to ensure compliance with policies, procedures, and guidelines. The DQA shall also conduct audits and assessments to evaluate AI systems' effectiveness and identify areas for improvement. Noncompliance incidents shall be subjected to the disciplinary procedures available within the College.

## **8.9 Reporting Mechanisms**

Establish reporting mechanisms for individuals to raise concerns or report any ethical or legal violations related to using AI technologies. Encourage a culture of ethical awareness, transparency, and accountability.

## **8.10 Continuous Improvement**

The M&E process will be iterative, allowing for continuous improvement of AI initiatives based on findings and stakeholder feedback. Regular reviews of the M&E framework itself will be conducted to ensure its relevance and effectiveness in assessing AI applications at KCMUCo.

## **9.0 KEY STAKEHOLDERS**

The key stakeholders of this Policy are KCMUCo staff, students, deans, directors, heads of departments, units, sections, and any other collaborating partners.

## **10.0 RELATED LEGISLATIONS**

This Policy shall be implemented closely with the following:

- (i) KCMUCo Charter and Rules, 2010
- (ii) KCMUCo Staff Regulations and Conditions of Service
- (iii) Employment and Labour Relations Act, 2004 (and its amendment)
- (iv) The KCMUCo Code of Ethical Conduct.
- (v) Information and Communication Technology Policy
- (vi) Research Policy and Procedures
- (vii) Anti-Plagiarism Policy

## **11.0 POLICY STATUS**

This is a new policy

## **12.0 REVIEW OF THE POLICY**

The AI Policy and Procedures shall become effective on the day approved by the University Council and reviewed every five (5) years or periodically as needed or as the Senate may direct to ensure its continued relevance and effectiveness. Updates shall also be made in response to technological advancements, regulation changes, or emerging ethical considerations.

## **13.0 APPROVAL DETAILS**

This Policy was recommended by the KCMUCo Academic Committee (CAC) on 06<sup>th</sup> September 2024.

This policy is approved by the TUMA SENATE this 25<sup>th</sup> day of September 2024.

**Submitted by:**

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Prof. Ephata E. Kaaya

**PROVOST**

**KCMUCo**

Date: 25<sup>th</sup> September 2024

**Approved by:**

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Rev. Prof. Dr. Joseph W. Parsalaw

**CHAIRPERSON**

**TUMA SENATE**

Date: 25<sup>th</sup> September 2024

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