

BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

STANDARD OPERATING PROCEDURES

Title: Artificial Intelligence		SOP #: GA.027.01
Effective Date	4/23/2025	
Last Revision/Review	10.6.2025	

1. Purpose

This SOP establishes guidelines for the responsible use of Artificial Intelligence (AI) at Burrell College of Osteopathic Medicine (the College), ensuring AI enhances medical education, research, and operations while safeguarding personally identifiable information (PII), intellectual property (IP), and institutional integrity.

This SOP applies to all faculty, students, and staff utilizing AI in teaching, learning, research, admissions, finance, HR, IT, student services, facilities management, and other college support services.

2. Related Policy/Authority

- Policy B9040 FERPA (Family Educational Rights and Privacy Act)
- Policy B2050 Data Security
- Policy B2060 Acceptable Use
- Policy B5001 Code of Professional Conduct
- Policy B5041 Copyright Compliance
- Policy B8550 Intellectual Property Policy
- Student Handbook – <https://burrell.edu/student-handbook/>
- Employee Handbook – <https://burrell.edu/employee-handbook/>
- Faculty Handbook – <https://burrell.edu/faculty-handbook/>
- Institutional Copyright Guidelines - <https://burrell.edu/copyright-guidelines>
- Institutional Acceptable Use Guidelines - <https://burrell.edu/acceptable-use-guidelines/>
- Institutional AI Chat Educational Use Guidelines – <https://burrell.edu/ai-chat-educational-usage-guide/>

3. Faculty/Staff/Student Responsibilities

- Faculty, staff, and students must ensure AI-generated content aligns with academic integrity and institutional policies.
- Faculty, staff, and students must critically review AI-generated insights before application in medical education and research.
- IT staff must review and approve AI tools for security and compliance with institutional policies.

4. Definitions/Abbreviations

AI (Artificial Intelligence): Systems that perform tasks typically requiring human intelligence.

PII (Personally Identifiable Information): As defined in Policy B9040 FERPA

IP (Intellectual Property): As defined in College Policy B8550 Intellectual Property

5. Procedural Steps

5.1 AI Vendor and Tool Approval

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-The College's Office of Information Technology (IT) must review and approve all AI tools for security and compliance with institutional policies. The Office of IT reserves the right identify an AI institutional platform and require its sole usage unless otherwise approved.

-Only approved AI tools may be used for college activities.

- Faculty and staff must submit AI solutions for IT security and legal review.

5.1.1 Procedure for Requesting Approval for AI Solutions

- a. Initial Contact: Initiate the approval process by contacting the Burrell IT Chief Information Officer (CIO) to discuss the proposed use case and AI solution.
- b. Assessment of Existing Solutions: The CIO will review and communicate any existing solutions within Burrell that may fulfill the requirements.
- c. New Vendor Request: If no existing solution is suitable, the CIO will instruct the requester to complete the Burrell Finance New Vendor Request Form.
- d. Privacy and Security Review: Upon receiving the completed form, the IT team will perform an information privacy and security assessment of the proposed AI solution.

5.2 Ethical and Responsible AI Use

- AI should support, not replace, human judgment in academic and administrative decision-making.

- Users must understand AI limitations and validate AI-generated content.

5.3 Data Privacy and Security

- AI tools must not be used to process, store, or transmit any sensitive or confidential information (like student records, financial details, employee records, etc.) unless the College has provided explicit permission for those tools to do so.

- Only College-approved AI platforms may be used for official purposes.

5.4 Protection of Intellectual Property

- AI-generated content must be cited and reviewed for academic integrity.

- Students, faculty and staff must adhere to the College's Code of Professional Conduct and the College's Intellectual Property policy.

5.5 AI in Education & Clinical Training

- AI may supplement learning but must not replace faculty instruction or clinical reasoning.

- Faculty must review AI-powered clinical tools for accuracy and ethical application.

-The Office of IT will assist with resources for professional development sessions regarding AI use.

5.6 AI in Administrative and Operational Functions

- AI can support automation, scheduling, and decision-making but requires human oversight.

- AI-driven recruitment models must be audited for bias and align with diversity policies.

5.7 Avoiding Over-Reliance on AI

- AI should enhance, not replace, faculty-student interaction and professional development.

- AI-generated materials must always be validated by human expertise.

5.8 Regular Review of AI Policies and Procedures

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-The Office of IT will review AI Policies and Procedures as necessary to ensure compliance, but no less than annually.

6. Reports/Charts/Forms/Attachments/Cross References

- Finance Vendor Approval Form
- IT AI Vendor Approval Form
- IT Data Security Guidelines

7. Maintenance

This SOP will be reviewed annually or as AI regulations and institutional policies evolve.

8. Signature

Approved by

Chief Information Officer

10.6.2025

Date

9. Distribution List

Internal/External

10. Revision History

Revision Date	Subsection #	Summary of Changes	New/Cancellation/Replacement Procedure? (if applicable)	Approval Date
9.24.25	2	Cross Referenced the AI Chat Educational Use Guidelines		10.6.2025