

Charge of the AI Innovation and Policy Council (AIIPC)

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Background

Amid the rapid expansion of generative AI (GenAI), in September 2024, Provost Peggy Agouris authorized the formation of the university's Artificial Intelligence Policy Initiative ("AIPI") to explore how William & Mary can harness this technology to foster innovation in teaching, research, and workforce preparation. The Initiative drafted a report that was shared with the Provost and the President in May 2025. The report underscored GenAI's potential to enhance learning and creative inquiry while also identifying risks to academic integrity and authorship. The report recommended the creation of the AI Innovation and Policy Council (AIIPC or Council) to support responsible use and guide innovative and ethical AI integration across the university. This document establishes the AIIPC.

1. Purpose and Charge

The AIIPC is established to guide William & Mary's institutional response to the opportunities, challenges, and responsibilities associated with artificial intelligence (AI), including the use of generative AI (GenAI) across research, teaching and operations.

By reference to the Framework for the Use of AI in Academic Settings, developed by AIPI and included in the May 2025 report,¹ the AIIPC is charged with:

- a. Facilitating a coordinated approach to AI governance, grounded in academic freedom, innovation and William & Mary's core values.
- b. Identifying emerging institutional needs and innovation opportunities related to AI use in academic and operational contexts.
- c. Encouraging development of AI literacy and workforce-relevant skills for students across disciplines.
- d. Supporting AI fluency and training opportunities for university staff, particularly in areas where AI intersects with operational, administrative, or professional responsibilities.
- e. Establishing an advisory mechanism to support ethical, responsible AI use across the university.
- f. Recommending focused, implementable policies, frameworks, or practices where warranted.
- g. Promoting academic integrity through clarity, education, and consistency in standards.
- h. Supporting pedagogical autonomy while enhancing and coordinating adaptable, discipline-sensitive resources for responsible and innovative integration of AI into teaching.

The AIIPC is not an enforcement body. It is a strategic, service-oriented entity that fosters innovation and supports university-wide coherence and school/college-level flexibility in the integration of AI. It

¹ See Appendix 1.

does not adjudicate disputes, review individual cases, mandate outcomes or replace existing governance or compliance processes.

2. Authority and Reporting

Convened by the Provost, the AIIPC will:

- Provide an annual written summary of its activities, findings, and recommendations to the William & Mary community.
- Present proposals for policies, guidelines, or institutional initiatives through established governance channels, as appropriate.

The AIIPC reports to the Provost, who will consult the President on initiatives that are likely to have institution-wide impact.

3. Composition and Leadership

a. AIIPC

The AIIPC consists of 8 members. This group provides operational leadership, sets strategic priorities, coordinates the AIIPC activities, and oversees the work of Thematic Working Groups. The Provost will appoint the members in consultation with other campus stakeholders, where appropriate.

The AIIPC is co-chaired by:

- One representative from the Office of the Provost.
- One academic representative (e.g., senior faculty member or associate dean).

The co-chairs are appointed yearly by the Provost.

b. Thematic Working Groups

The AIIPC shall commission Thematic Groups to address specific domains, such as:

- Ethics (*standing*)
- Innovation in Research & Scholarship (*standing*)
- AI Literacy and Innovation in Teaching & Learning
- Academic Integrity
- Workforce Preparation & Development
- Innovation in Infrastructure & Resources

Each group consists of approximately 4–6 members. When deemed necessary, the co-chairs can expand the size of a group. The groups are tasked with producing guidance, proposals, or other deliverables within defined topic areas.

The Provost delegates to the AIIPC the determination of the membership of each Thematic Working Group and the appointment of its chair. The Innovation in Research & Scholarship shall be chaired by the Vice Provost for Research or their designee.

Each Thematic Working Group reports its findings and recommendations to the AIIPC.

The Thematic Working Groups may be sunset, renewed, or repurposed based on evolving needs, except for the Ethics Working Group and the Innovation in Research & Scholarship, which shall remain standing groups of the AIIPC.

c. Meetings

The AIIPC shall meet bimonthly, or more frequently as necessary, to coordinate Council activities, review emerging issues, and oversee the work of Thematic Working Groups.

Each Thematic Working Group shall meet as appropriate to accomplish the deliverables established by the AIIPC. Meetings are expected to be outcome-driven and focused on advancing deliverables within each group’s area of responsibility.

d. Deliverables

The AIIPC will publish an annual report on its activities to be shared with the university community by June 30. It will maintain a webpage where resources, publications, and other materials corralled or produced by the Working Groups will be made available.²

Where appropriate, it will consult on policies, guidelines, or institutional initiatives that implicate faculty roles or academic governance through established governance channels.

e. Membership

	Membership	Meeting Frequency
AIIPC	<ul style="list-style-type: none"> • Office of the Provost (co-chair) • Faculty (co-chair) <ul style="list-style-type: none"> ▪ A&S³ ▪ CDSP⁴ ▪ One professional school and Batten/VIMS⁵ (rotating yearly)⁶ • Legal Counsel • Information Technology • University Libraries • One other admin appt. (rotating yearly) 	Bimonthly

² www.wm.edu/sites/ai/

³ The College of Arts & Sciences.

⁴ The School of Computing, Data Sciences & Physics.

⁵ The Batten School of Coastal & Marine Sciences & VIMS.

⁶ The William & Mary Law School, the Raymond A. Mason School of Business, and the William & Mary School of Education.

	Membership	Meeting Frequency
Thematic Working Groups	<p>The AIIPC will determine membership by Working Group topic, ensuring fair representation of faculty, staff, and students across all Thematic Working Groups.</p> <p>For instance, stakeholders likely to be involved in relevant Working Groups include:</p> <ul style="list-style-type: none"> • STLI in the Innovation in Teaching & Learning Working Group • University Human Resources in Innovation in Infrastructure & Resources • Office of Career Development & Professional Engagement and University Human Resources in the AI Literacy & Workforce Preparation Working Group 	As needed to achieve relevant deliverable(s)

4. Ethics Advisory and Consultative Role

The AIIPC fulfills its ethics advisory and consultative responsibilities through the standing Ethics Working Group, which serves as a resource for ethical guidance and practical consultation on the use of artificial intelligence across the university.

To fulfill this role, AIIPC shall:

- Maintain an advisory service where faculty, staff and students may raise questions or concerns related to AI use.
- Provide responses to inquiries.
- Coordinate, where appropriate, with institutional offices such as the Institutional Review Board, Compliance & Equity, and Office of the General Counsel.
- Develop and disseminate scenario-based guidance, FAQs, and other support materials to promote ethical awareness and principled decision-making.
- Collaborate with the AIIPC to ensure that ethical reflection and risk awareness are integrated into all other thematic areas addressed by AIIPC.

This advisory role is foundational to fostering trust, shared norms, and responsible AI use at William & Mary. The Ethics Working Group is not intended to replace, substitute for, or otherwise circumvent

any approvals or formal reviews required by applicable policies, governance structures, or regulatory frameworks.

5. Terms of Appointment

Members serve staggered terms of one, two, or three years to ensure continuity. Members may be reappointed no more than three times. Student members are appointed through coordination with the Student Assembly and Graduate Council.

Vacancies shall be filled in accordance with the relevant university, school, or college policies and procedures, as applicable.

Appendix 1

Framework for the Use of AI in Academic Settings

Framework for Use of AI in Academics

Goal: The use of AI in academic settings and academic support operations to support faculty to do their best work by amplifying faculty and student research, teaching and learning, and engagement in ways that are consistent with the discipline.

Strategy: Development of AI skills and literacy through professional development, disciplinary area workshops, and continuous learning about emerging technologies

