

Responsible AI Leadership Action Guide

Mandate responsibilities and a practical sequence for institutional work

Use this guide to establish a bounded institutional AI-policy project and prepare it for the appropriate approval process. Start by assigning executive ownership, confirming decision rights and matching the work to available capacity.

Set a bounded mandate

Define the institutional problem, the policy scope, the decisions needed and the first deliverables. Identify existing rules and governance bodies that already own part of the work. Give the task force authority to prepare recommendations and resolve only those matters actually delegated to it.

Resource the responsibilities

Approval queues, accessible services and meaningful human review require time and expertise. Identify the people who will perform privacy, security, academic, procurement, accessibility and legal review. Provide routes to shared, district or qualified external expertise when capacity is limited.

Resolve conflicts with options

When a disagreement reaches leadership, require a description of the affected people, applicable constraints, credible alternatives and consequences. Record the decision, its rationale, owner and review conditions. A decision should be visible to the people expected to implement it.

A mandate the institution can act on

- Purpose: the institutional problem and intended outcomes.
- Scope: the activities, people, information and systems included.
- Authority: what the task force may decide and what it must recommend.
- Deliverables: the policy, supporting arrangements and communications required.
- Participation: academic, operational, specialist, employee and student perspectives needed.
- Resources: time, expertise, tools and support capacity.
- Decision route: who reviews, who approves and how conflicts escalate.
- Completion: how initial work transitions to standing governance.

A proposed sequence to an approval ready package

Week 1 Establish the mandate

Confirm purpose, scope, authority, participants and existing obligations.

Result: A charter, decision owners and approval route.

Weeks 2-3 Compare and resolve

Read the model policy against current rules. Prioritize consequential uses and information safeguards. Resolve the substantive choices.

Result: A reconciled policy draft and a short list of decisions needing authority or specialist input.

Weeks 4-5 Test the operating model

Walk through advising, learning, vendor, incident and access cases. Test whether the rule, owner and remedy are clear.

Result: Implementation responsibilities, review findings and resolved inconsistencies.

Weeks 6-8 Prepare for approval

Complete consultation and specialist review. Prepare communications, support and staged implementation.

Result: An approval-ready package, implementation plan and standing review arrangements.

This six-to-eight-week sequence is a planning recommendation when scope and capacity are established, not an observed average or approval guarantee. Institutional calendars, consultation, bargaining and specialist review may require more time.

Prepare implementation before approval

- Publish approved uses and understandable restrictions.
- Assign service owners, review responsibilities and support contacts.
- Confirm privacy, security, accessibility, procurement and other relevant requirements.
- Provide role-appropriate preparation, including adjunct, part-time and noncredit contexts.
- Plan the transition for existing deployments, prioritizing consequential uses.
- Confirm incident response, human reconsideration and ongoing review.

Basis and institutional use

HumanSkills recommendations for institutional adaptation. Selected policy precedents and official guidance inform the guide; local authority, specialist review and implementation remain institutional.

Supporting sources

[Purdue University / Artificial Intelligence Use](#)

[River Parishes Community College / Use of Artificial Intelligence](#)

[Carteret Community College / Artificial Intelligence Policy](#)

[National Institute of Standards and Technology / AI Risk Management Framework](#)