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AI Literacy in Teaching and Learning: A Durable Framework for Higher Education

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Staff ALTL

Staff-Specific Definition

AI Literacy in Teaching and Learning (ALTL) for higher education staff involves a practical understanding of AI fundamentals and their applications in academic settings. Staff must be sufficiently familiar with AI tools to support their implementation in administrative, operational, and academic processes. This includes the ability to facilitate AI integration, assess its impact on institutional functions, and address ethical implications. Staff should be capable of developing AI-related policies, supporting AI-enhanced initiatives, and fostering a culture of responsible AI usage across the institution. This approach ensures that staff can effectively support AI adoption to improve institutional efficiency and effectiveness while upholding ethical standards and promoting informed decision-making in an AI-integrated educational environment.

Staff Competencies

Staff ALTL competencies are essential for advancing institutional effectiveness, student support, and administrative efficiency in the age of AI. These competencies are crucial because staff play a pivotal role in implementing AI systems, ensuring smooth operations, and supporting the institution's AI initiatives. Proficiency in AI fundamentals

and critical evaluation skills allows staff to integrate AI tools into administrative processes, enhance support services, and assist in developing AI-related policies effectively. Ethical considerations and vigilance in AI application ensure that staff maintain institutional integrity while harnessing AI's potential. By facilitating AI-enhanced workflows, supporting AI-driven student services, and promoting transparent AI usage, staff create an environment of innovation and efficiency across the institution. Mastering these competencies equips staff to lead in AI-enhanced operations, preparing the institution for an AI-integrated future while upholding ethical standards and fostering data-informed decision-making in higher education.

Technical Understanding

Competency	Description
Fundamentals of Generative AI	Staff must understand what GenAI is and what its potential impacts are on higher education. This includes basic knowledge of how GenAI works and what its applications are in various institutional contexts.
AI Platforms and Tools	Staff should be familiar with common GenAI platforms used for creating text, images, and audio/video. They should be able to evaluate and choose the most appropriate AI tools for specific institutional needs.
Hands-On Experience	Through practical sessions, staff will gain hands-on experience with GenAI technologies, enabling them to create basic content using AI tools and prompts.

Evaluative Skills

Competency	Description
Critical Assessment of AI Tools	Staff need to develop task-specific rubrics and assessment tools to critically evaluate the effectiveness and reliability of various GenAI tools for administrative and support functions.
Impact Analysis	Staff should learn to assess the impact of GenAI on institutional operations and student services, understanding both its benefits and potential challenges.
Ethical Evaluation	Staff must be trained to consider the ethical implications of using GenAI in higher education, including issues related to privacy, data security, and potential biases.

Practical Application

Competency	Description
Integration into Administrative Processes	Staff should be encouraged to integrate GenAI tools into their daily administrative activities, identifying ways to increase productivity and efficiency.
Support for Academic AI Initiatives	Staff should be capable of supporting faculty and students in their use of GenAI for academic purposes, facilitating responsible and effective use.
Policy and Guideline Development	Staff, particularly those in administrative roles, should contribute to the development of institutional policies and guidelines for GenAI use.

Ethical Considerations

Competency	Description
Responsible Use of AI	Staff must be educated on the ethical use of GenAI in their work, including understanding the importance of transparency and accountability in AI-assisted tasks.
Addressing AI Challenges	Staff should be prepared to address various challenges associated with GenAI, such as issues of academic integrity, data privacy, and equitable access.
Promoting Positive AI Use	Staff should be able to describe and promote responsible, positive uses for GenAI across the institution, fostering a culture of ethical AI adoption.

Suggested Staff Outcomes

Staff outcomes for ALTL are crucial for ensuring effective and responsible AI integration across higher education institutions. These outcomes provide clear benchmarks for staff development, guiding them toward practical understanding of AI fundamentals, critical evaluation skills, and ethical considerations in administrative contexts. By achieving these outcomes, staff members become adept at implementing AI tools to enhance institutional operations, support services, and policy development. This proficiency allows them to facilitate responsible AI use throughout the institution, improve efficiency, and address ethical challenges proactively. Well-defined outcomes also enable consistent assessment and improvement of staff AI literacy across departments. Ultimately, these outcomes prepare staff to drive AI-enhanced operations, fostering an institutional environment that leverages AI's potential while maintaining ethical standards and supporting the academic mission.

Technical Understanding

Competency	Outcome	Example Assessment
Fundamentals of Generative AI	Staff understand what GenAI is and what its potential impacts on higher education are.	Staff will design a short presentation explaining GenAI to colleagues who have no prior knowledge.
AI Platforms and Tools	Staff can evaluate and select the most appropriate AI tool for a specific institutional need.	Staff will develop a comparison chart of popular GenAI tools, highlighting the tools' strengths and weaknesses for different tasks.
Hands-On Experience	Staff gain practical experience with GenAI technologies.	Staff will complete a project using a GenAI tool to create content relevant to their work (e.g., an informative email for students, a social media post).

Evaluative Skills

Competency	Outcome	Example Assessment
Critical Assessment of AI Tools	Staff create rubrics for evaluating the effectiveness and reliability of AI tools for specific tasks in their area.	Staff will design a rubric for assessing a specific type of AI-generated content relevant to their work.
Impact Analysis	Staff identify both benefits and potential challenges associated with implementing GenAI in specific areas of their work.	Staff will develop a report analyzing the potential impact of using a GenAI tool for a specific student service (e.g., chatbots for advising, AI-powered tutoring).
Ethical Evaluation	Staff identify and discuss ethical concerns related to GenAI use, such as privacy, data security, and potential biases.	Staff will participate in a group discussion on ethical considerations surrounding a specific use case of GenAI in workplace scenarios.

Practical Application

Competency	Outcome	Example Assessment
Integration into Administrative Processes	Staff identify and implement ways to use GenAI tools to increase productivity and efficiency in their specific workflows.	Staff will develop a plan for integrating a GenAI tool into their existing administrative tasks, outlining expected time savings or improved outcomes.
Support for Academic AI Initiatives	Staff provide guidance and resources to faculty and students on responsible and effective use of GenAI for academic projects and research.	Staff will develop a workshop or training session on using GenAI tools for academic purposes (e.g., research assistants, student projects).
Policy and Guideline Development	Staff contribute to the development of institutional policies and guidelines for GenAI use.	Staff will contribute to a draft policy document outlining ethical and practical guidelines for using GenAI tools across the institution.

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