

Chancellor's Associate for Institutional Artificial Intelligence Strategy Temporary Leadership Appointment

Position Summary

The Chancellor's Associate for Institutional Artificial Intelligence Strategy appointment is a time-limited internal leadership appointment supporting the strategic, responsible and effective adoption of artificial intelligence across the University of Illinois Springfield. The Associate will coordinate institution-wide efforts related to AI governance, guidance development, professional learning, community engagement and operational innovation while serving in their primary university role.

This position will provide visible leadership and coordination for AI initiatives currently occurring across multiple units and stakeholder groups. The Associate will work collaboratively with faculty, staff, students, campus leadership and the University of Illinois System to help ensure that AI implementation aligns with institutional priorities, compliance requirements and emerging best practices.

This role is designed to:

- Support coordination and advancement of university-wide AI strategy and implementation efforts led by campus leadership and governance groups
- Coordinate the development and maintenance of campus AI guidance, frameworks and recommended practices
- Coordinate institutional AI governance efforts and facilitate cross-campus decision-making
- In collaboration with university partners, increase AI literacy and engagement among faculty, staff and students
- Support exploration of operational efficiencies and innovation opportunities through AI
- Serve as the primary liaison between UIS and University of Illinois System AI initiatives and communities of practice
- Improve awareness, access, coordination and utilization of AI-related resources across campus
- Foster a campus-wide culture of experimentation, responsible innovation and knowledge sharing related to AI

Service-in-Excess Details

- **Appointment Type:** Temporary internal leadership appointment (0% FTE; stipend-supported)
- **Term:** 12 months, renewable annually up to a maximum of 3 years
- **Stipend:** \$3,000 annual stipend (gross) distributed in line with associate's current pay schedule (monthly/biweekly)
- **Eligibility:** Open to full-time faculty, academic professionals or exempt civil service staff; subject to HR eligibility requirements
- **Reporting Line for Leadership Role:** Chief of Staff and/or Director of Strategic Initiatives & Engagement
- **Home Unit:** Employee retains primary position and supervisor
- **Service-in-Excess:** This position would be compensated as a service-in-excess, and the timeframe spent on this leadership role would be defined through a written agreement among the Associate, home supervisor and Chancellor's Office representative. Primary position duties are still in place and should be met.

Key Projects

Strategic Coordination

- Serve as the university's primary coordinator for institution-wide AI initiatives.
- Advise campus leadership on emerging AI opportunities, risks and priorities.
- Monitor significant developments in higher education AI and share relevant updates with university stakeholders.
- Maintain awareness of AI-related projects, pilots and initiatives to improve coordination and identify opportunities for collaboration across the university.

Governance and Oversight

- Serve on the AI Steering Committee executive committee.
- Participate in the U of I System AI Exchange.
- Support institutional AI governance efforts through coordination and stakeholder engagement.

Training and Engagement

- Collaborate with campus units to identify, publicize and connect stakeholders to AI-related professional development opportunities

- Connect faculty, staff, and students with available AI resources, training, and support
- Support AI communities of practice and highlight promising use cases from across the university

Implementation and Innovation

- Identify and elevate opportunities for responsible AI adoption in academic and administrative operations.
- Facilitate discussions regarding operational readiness, risks and implementation considerations for proposed AI initiatives.

Communication

- Coordinate with the Department of Strategic Communication to ensure the AI@UIS website and related communications are kept current and promote awareness of AI guidance, approved resources and campus initiatives.
- Provide periodic updates to university leadership on progress, opportunities and emerging issues.

Deliverables

- **Biannual Plans** (due Oct. 1 and Jan. 15): Outline upcoming semester's initiatives, goals and strategies
- **Annual Report** (due June 1) summarizing accomplishments, challenges, and next-step recommendations for strategic priorities in the AI space

Required Leadership Attributes

- Full-time UIS employee in good standing
- Demonstrated leadership experience involving cross-functional initiatives
- Familiarity with AI technologies and their applications in teaching, research, student success or administrative operations
- Strong organizational, project management and communication skills
- Ability to work collaboratively across units and stakeholder groups