

AI Adoption Table (AIAT) Terms of Reference

Structure drafted with Anthropic Claude for Education. Human redrafted for alignment with Task Force report and institutional context.

1. Purpose and Context

The AI Adoption Table (AIAT) is established in response to the recommendations of the University of Toronto's [AI Task Force Report](#). The AIAT serves as an institutional committee and think tank to advise leadership on artificial intelligence decision-making and planning, ensuring that AI adoption and adaptation align with U of T's mission, values, and priorities, including academic freedom, scholarly excellence, and student-centered experience.

2. Mandate

2.1 Provide guidance and feedback on potential use cases to support responsible use that aligns with U of T's mission, values, and priorities.

The AIAT will provide advice focused on AI adoption and adaptation in units and offices where AI can impact staff, faculty, librarian, and student experience.

2.2 Develop institutional guidelines and frameworks for implementation within academic and administrative areas.

The AIAT will inform the development of the following:

- **Risk and impact assessment frameworks** for evaluating proposed AI projects
- **Quality assurance protocols** for testing AI tool outputs for quality, accuracy, and bias (e.g., for course tutor chatbots)
- **Prioritization framework** for assessing and prioritizing potential AI use cases and tools at the institutional level
- **AI competencies framework** for identifying foundational AI competencies for faculty, librarians, staff, and students, to be developed through AI literacy or training initiatives
- **Communication and transparency resources** for communicating about AI initiatives and the AIAT's work
- **Management decision tools** for supporting managers in exploring AI use within their units

The AIAT will advise academic and administrative leaders as they develop divisional and function-specific guidelines in multiple areas such as:

- teaching, research management, operations, administration, student services, etc.

The AIAT will work with other advisory bodies to inform the enhancement of existing technical, data, and procurement frameworks to support the scalability, security, role management, interoperability, and optimized data handling needed for AI projects.

2.3 Advise on External Engagement

Advise U of T leadership on AI issues or policies affecting the academic sector (e.g., changes to copyright or privacy legislation, collaborative data or technology projects, etc.) by supporting the following:

- Soliciting input from AI experts across the institution
- Providing input on external developments
- Keeping U of T at the forefront of discussions on norms and approaches
- Serving as a communication hub for information about emerging AI technologies, regulations, and trends

3. Collaboration and Integration

3.1 Subject Matter Experts

The AIAT will collaborate closely with:

- **Faculty members** who are relevant subject matter experts from academic units, when AI is applied to teaching and research
- **Administrative staff** who are relevant subject matter experts, when AI is deployed to support operational and administrative work
- **Librarians** who are relevant subject matter experts, when AI is applied to the professional practice of librarians and the functioning of library systems

3.2 Design Review Group

The AIAT operates in conjunction with the Design Review Group, which focuses on technical oversight and guidance.¹

3.3 Integration with Existing Structures and Frameworks

Through its Chair, the AIAT will coordinate and align with existing structures and frameworks, including but not limited to institutional data governance, information security, the Council of Indigenous Initiatives, research ethics, IT governance, procurement, legal and government relations.

4. Membership

4.1 Composition

Chair: Associate Vice-President & Vice-Provost, Digital Strategies

¹ As of December 2025 the Design Review Group the University is still in the process of establishing this group.

Members: The AIAT draws expertise from all three campuses including specialists in privacy, legal, ethics, data governance, information security, artificial intelligence, data and analytics, research data management, technology, business process optimization, and procurement.

The AIAT may access this expertise directly through its members, by collaborating with the Design Review Group, or by inviting input from non-member specialists as appropriate.

Student Representation: The AIAT shall include student input, either by appointing one or more students as members, or by seeking input from one or more existing or new student advisory groups.

4.2 Term of Appointment

All initial terms shall be for one year. Subsequent terms shall be renewable terms of one or two years, staggered to ensure continuity while enabling fresh perspectives.

4.3 Attendance and Participation

Members are expected to:

- Attend regularly scheduled meetings
- Review materials in advance of meetings
- Contribute expertise and perspectives relevant to their domain
- Consult with and support the AIAT's connections to their communities

5. Meetings and Operations

5.1 Meeting Frequency

The AIAT meets every other month between September and June (5 meetings per year), with additional meetings as needed.

5.2 Working Groups

The AIAT may establish time-limited working groups to address specific issues or develop particular frameworks. Working groups will report back to the full AIAT.

6. Reporting and Accountability

Through its Chair, the AIAT will provide regular updates on its work to the University of Toronto community, including to University governance bodies; IT and data governance bodies; and to administrative bodies convened by the President or Vice Presidents.

9. Resources and Support

9.1 Secretariat

The Office of the Associate Vice-President & Vice-Provost, Digital Strategies serves as the AIAT secretariat, providing:

- Administrative coordination
- Research and policy support
- Communications assistance
- Project management
- Documentation and knowledge management