

UC Policy on Gender Recognition & Lived Name

UCR Implementation



Gender & Sexuality

Gender Identity

What your internal sense tells you that your gender is? How would you tell someone what your gender is?

Gender Expression

How do you present yourself to society in clothing and mannerisms?

Sexual Orientation

Who are you physically and emotionally attracted to? Who have you had intimate relationships with? How do you identify your sexuality?



Gender

LEGAL GENDER: What is the legal gender on your documents, like driver's license/birth certificate?

ASSIGNED AT BIRTH: What is the gender you were assigned at birth?

Adapted from the National LGBT Health Education Center:
A Program of the Fenway Institute
www.lgbthealtheducation.org

GRLN Policy Overview

- The Gender Recognition & Lived Name Policy ensures all individuals are identified by their accurate gender identity and lived name on university-issued documents and in UC's information systems by providing guidance on the collecting and reporting of gender identity and lived name
- The policy also expands sexual orientation data collection guidance and encourages documentation of gender pronouns.
- Effective November 6, 2020, the systemwide policy must be fully implemented by December 31, 2023.
- The policy applies to all University students, employees, alumni, and affiliates.
- Full Policy & Appendix:
<https://policy.ucop.edu/doc/2700693/GRLN>

UCR Implementation Timeline

- September 2019:
In response to the Gender Recognition Act, Chancellor Kim A. Wilcox charged a steering committee (now the Gender Recognition and Lived Name Committee) under the leadership of Dr. Mariam Lam, Vice Chancellor for Diversity, Equity & Inclusion. The committee examined the use of gender across campus and began systematic changes, while raising awareness.
- November 2020:
The University of California released the Gender Recognition and Lived Name (GRLN) policy.

UCR Implementation Timeline

- 2021:
ITS designated a Project Manager to oversee an implementation strategy for the GRLN policy in UCR information systems. ITS began work on identifying central IT systems and downstream processes that would need to be remediated.
- 2022:
HR established UCR committees to oversee the implementation of the GRLN policy in human resources systems. The UCR Registrar initiated plans to update Banner, the Student Information System.

UCR Implementation Timeline

Ongoing: The GRLN Committee meets monthly to fulfill its objectives to:

- Review campus data systems, report templates, surveys/assessments, physical spaces, and policy language
- Implement inclusive changes to systems, policies and customer service practices
- Recommend training and resources to ensure appropriate implementation.

Policy on Gender Identity Data

- The policy officially requires us to include a minimum of three equally recognized gender options in all of our systems: **woman**, **man**, and **nonbinary**. The policy requires that we provide an efficient process to make updates for students, employees, alumni, and affiliates.
- The policy allows for two different options when collecting data on gender identity.
- Please note that an option to Decline to State is also provided when collecting information.

Policy on Gender Identity Data

Option A: Question - What is your gender identity?	Option B: Question - What is your gender identity?
Woman	Woman
Man	Transgender Woman/Trans Woman
Nonbinary	Man
Different identity*	Transgender Man/Trans Man
	Nonbinary
	Different identity*

**Forms or IT Resources should include an option open text box for "Different identity."*

UCR Records of Gender Data

The University of California will no longer collect “Certificate Sex” or “Sex Assigned at Birth” on the UC Admissions Application or the UC Employment Application.

UCR Records of Gender Data

- Student Information System (Banner)
 - Voluntary question on UC admissions applications
 - Students may update via R'Web Self-Serve
- UCPATH for Employees
 - Voluntary question on UC employment applications
 - Employees may update in UCPATH under Personal Information
- MyUCRChart for UCR health patients

UCR Records of Gender Data

- As a public research university, the collection of gender identity data is necessary for federal reporting and assessing gender equity.
- The GRLN policy thus provides guidance on the collection and reporting of gender identity to entities that only accept F/M options
- If your department collects gender data on intake, assessment, or other forms, determine whether you have a compelling reason to collect the data.
- Make sure your options meet the GRLN requirement of including Nonbinary.

UCR Records of Gender Data

- A tip sheet on [Gender Inclusive Forms](#) is available on the GRLN Committee web site
- The Registrar requires departments to document a need for student gender identity data requests. This is similar to the requirement for departments to document their need for race/ethnicity student data.

UCR Records of Sexual Orientation

- Although the policy title does not indicate that sexual orientation issues are addressed, the text of the GRLN policy does mention them.
- The policy expands our standard list to include asexual communities, one of the largest sub-groups we know exists at UC Riverside.
- Please note that the option to Decline to State is also provided when collecting information.
- You may expand the options beyond those in the policy on your forms.

Policy on Sexual Orientation Data

Question - Do you consider yourself to be:

- Asexual
- Bisexual
- Gay
- Heterosexual or Straight
- Lesbian
- Not listed above*

** Forms or IT Resources should include an optional open text box for "not listed above."*

UCR Records of Pronouns

- The policy also encourages, although does not require, the use of pronouns.
- UCR is implementing a way to voluntarily add pronouns to Profiles, class rosters, and iLearn with an ITS solution.
- The ITS Knowledge Base currently offers tutorials on how to add pronouns to Zoom and iLearn.
- You may request a presentation on Gender Inclusive Communications and Pronouns from the LGBT Resource Center to learn more about the importance of pronouns and the impact of misgendering people.

Pronouns – many options

	Nominative (subject)	Objective (object)	Possessive determiner	Possessive Pronoun	Reflexive
Traditional pronouns					
<u>He</u>	<i>He</i> laughed	I called <i>him</i>	<i>His</i> eyes gleam	That is <i>his</i>	He likes <i>himself</i>
<u>She</u>	<i>She</i> laughed	I called <i>her</i>	<i>Her</i> eyes gleam	That is <i>hers</i>	She likes <i>herself</i>
Gender-inclusive pronouns					
<u>Ze and Zir</u>	<i>Ze</i> laughed	I called <i>zir</i>	<i>Zir</i> eyes gleam	That is <i>zirs</i>	<i>Ze</i> likes <i>zirs</i> self
<u>They</u>	<i>They</i> laughed	I called <i>them</i>	<i>Their</i> eyes gleam	That is <i>theirs</i>	They like <i>themselves</i>

Policy on Lived Name

- The policy established "**lived name**" as the moniker for what we have consistently called "preferred name" at UC Riverside.
- The policy also expands what most people think of when considering lived names (which typically is first or middle name) to include last names.
- The policy now provides that **legal names should be kept confidential** if the legal name is different than the lived name, and that it can't be published or displayed.
- Legal names will be hard to access and use unless there is a clear business purpose.

Using Lived Name

- **Why we use lived names, not legal names:**
 - It is a nickname
 - It is a pen name an author uses
 - It is a name that reflects a cultural or familial preference/practice
 - It is an international scholar/student who selects another name for campus use
 - It is a name that accurately reflects a person's gender identity

Using Lived Name

- One of the ways we can now think about legal names is to think about when and how we use social security numbers. In general, that is not very often.
- We tend to be VERY protective of social security numbers because of what they can do if they are accessed and used inappropriately. This is now how we should treat legal names.
- **We should use legal names as rarely as we use social security numbers.**
- However, if a person does NOT use a lived name, then their legal name appears and can be used.

Confidentiality of Lived Name

What does "kept confidential" mean?

If you do have a legitimate business need to know a student or employee's legal name, you can not share that legal name with anyone else.

- For employees this includes: an employee's manager or supervisor, PI, teammates, or other colleagues.
- For students this includes: the student's faculty, advisors, lab mates, other classmates, or other staff and academic personnel who interact with the student.

Confidentiality of Lived Name

- In fact, even if you have a peer or equal within your area that ALSO has access to the person's legal name, you should not use it or share it.
- You should use the person's lived name in all conversation, communications and references unless there is a specific business need for the legal name to be used.
- Remember, think of the social security number analogy to begin to imagine what we should be considering in terms of training about sensitivity of legal names.

Confidentiality of Lived Name

A few exceptions exist where UC knows legal names are required, and they are specifically mentioned in the policy, including:

- Financial aid documents
- Payroll records
- Medical identification and records
- Federal immigration documents
- Tax forms (e.g., W2, 1095C, 1099)

Confidentiality of Legal Names

- This puts increased responsibility on university areas such as Payroll, Financial Aid, Health Services/Centers, Global/International Scholars, and others who have access to legal names.
- If you are granted access, a legal name must be kept confidential. Remember, it cannot be shared.
- In interactions with the student or employee, lived name should be used at all times EVEN IF the employee has access to legal names, or it is on a record or document.

Requesting Access to Legal Names

UC may only use legal names when:

- they are required by law
- they are the industry standard
- there's a legitimate business need

When legal name is required, those who need access to legal names will need to make a request. The request process is still in development and will be in place prior to full policy implementation.

Requesting Access to Legal Names

In preparation, please begin to identify:

- The university-related record, document, or IT system that should have access to legal names.
- The name and job description of the employee(s) who need access to this university-related record, document, or IT system.
- The relevant citation of law, documented industry standard, or ongoing legitimate business need.
- The department-specific training in place to ensure the careful use and disclosure of legal names when the record, document, or IT system is utilized.

Modifying IT Systems

- Our campus will begin to modify all student, employee, alumni and affiliate IT systems, including downstream systems, to accept lived name and the gender identity data fields, restrict legal name, include expanded sexual orientation options, and encourage pronouns.
- UC IT systems are interconnected to UC Riverside IT systems. For example, UCPath is connected with UC Riverside's Time and Attendance Reporting System (TARS) and Enterprise Directory.
- Identifying all of these IT systems, including downstream systems, and processes that require legal names or that should use lived names, and expanding gender markers and pronouns to be used will take time.

Modifying IT Systems

- Much of this work has been done on primary IT systems, but the Committee has identified over 200 applications that may require updating. The policy must be implemented by December 31, 2023.
- As the policy becomes fully implemented, in general most employees at UC Riverside will not have access to legal names. If you are seeing a “name” field in a data system or record that you are using to interact with a student or employee, that field should be populated with the lived name of the individual.
- (Please note that if an employee or student does not indicate a lived name, then their legal name will be displayed as a lived name.)

Accountability

- The onus is on the University to follow the policy, not the student or employee to correct the university when the policy is not followed.
- Although we will work diligently to update systems and educate our campus community, some people may experience noncompliance, and even harassment, concerning the usage of nonbinary gender identity, pronouns or lived names.

Accountability

- Anyone who experiences noncompliance with the policy, or harassment based on their gender identity or lived name, should contact UCR's Office of Title IX, Equal Opportunity & Affirmative Action at <http://titleix.ucr.edu/>.
- The LGBT Resource Center and other units will direct people to the Title IX Office as well.
- ITS is developing a portal to report IT systems that do not reflect lived name.

Online Trainings

Visit <http://ucrllearning.ucr.edu> to register and take this eCourse:

- **Gender Recognition: A Focus on Transgender, Nonbinary, and Intersex Awareness**

UC Riverside is making strategic and systemic changes to ensure inclusion of transgender, nonbinary, and intersex people. These changes include our data systems, policies, and creating greater awareness within our community. **To help build that awareness, this course will introduce you to terms and concepts related to gender and nonbinary identities, as well as best practices for name, pronoun, and title usage.**



Online Trainings

A Part 2 training is in development and will be released this summer as an eCourse at ucrlarning.ucr.edu:

- **UC Policy on Gender Recognition & Lived Name:**

UC Riverside is making strategic and systemic changes to ensure inclusion of transgender, nonbinary, and intersex people. These changes include our data systems, policies, and creating greater awareness within our community. **To help build that awareness, this course will introduce you to the concept of lived name, and provide an overview of the policy, implementing procedures, use, disclosure, confidentiality, access, and local procedures regarding legal name.**

Resources

Campus Committees and Offices

- [UC Riverside Gender Recognition & Lived Name Committee](#)
- [UC Riverside LGBT Resource Center](#)
- [UCR Office of Title IX, Equal Opportunity & Affirmative Action](#)

Resources

Policies

- [UC Policy on Gender Recognition and Lived Name](#) (See Section VII - Frequently Asked Questions)
- [UC Policy on Sexual Violence and Sexual Harassment](#)
- [UCR Privacy Program](#) (includes links to various policies relating to privacy of records and data)
- [California Gender Recognition Act](#)



Questions?

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