



HARVARD COLLEGE

Women's Center

Recommendations for Administrative Offices on Inclusivity of Transgender and Gender Nonconforming Students and Staff

Harvard College Women's Center: Campus Education Committee

One of the goals of the Harvard College Women's Center Gender 101 workshop is to show members of student organizations and administrative offices ways in which gender impacts their daily lives, and how these daily experiences may be sources of trauma or difficulty for those who are not cisgender. As you read the following recommendations, we ask you to keep this in mind. By no means is this list an exhaustive one. We encourage all participants of a Gender 101 workshop to continue to look critically at the ways in which gender plays a role in their interactions with students, co-workers, and policies. By doing so, we hope that all participants will continue to find methods to improve and expand practices to make more inclusive environments for students and staff members of all gender identities.

1. Establish the practice of sharing Gender Pronouns as an office norm and encourage its continued use while also not pressuring people to do so if they feel uncomfortable.
2. Establish a culture where it is okay to ask people for their gender pronouns.
3. Establish an understanding that people make mistakes and that learning new pronouns can be difficult. Do not latch on to the fact that you misgendered someone, simply apologize and continue to try better.
4. Do not assume anyone's gender based merely on outside appearance or name.
5. Understand that people's pronouns and preferred names change and find ways to record these changes in student/staff profiles online and in print.
6. Allow students to name their own pronouns and gender identity during registration and make this information available to pertinent personnel such as teaching fellows, professors, deans, advisors, etc.
7. In all surveys, questionnaires, and forms, ensure that questions that ask someone for their gender have an open-ended input form instead of multiple choice. For example, forms or surveys that list options such as "Male, Female, Other" are considered somewhat insensitive.
8. Use a student's names or "the student," "students," "this professor," etc. instead of traditional gender pronouns on reports, profiles, or evaluations to avoid misgendering people if their pronouns are unknown.