

Gender Inclusive Forms

The UCR Chancellor's Gender Recognition & Lived Name (GRLN) Committee recommends that all forms (intake forms, registration forms, etc.) ask gender inclusive questions. This will require replacing binary gender assumptions. Below are resources to guide you.

Asking for Names – Before creating an intake form, consider whether you require someone's Legal Name, or if a Lived Name (also called Chosen Name or Name in Use) is sufficient. Invite people to share their Lived Name on all forms, regardless of whether you also request a Legal Name due to a compelling business reason. An explanation may help such as:

Lived Name (the name we should use when speaking with you or writing to you):

Full Legal Name (required by University policy):

Asking for Pronouns – We recommend that all intake forms include the opportunity to document pronouns. For example, many conference organizers include pronouns by presenters' names in program descriptions or invite conference attendees to add pronouns to their name badges. Below is one example for how to gather this information on forms.

Your personal pronouns for sharing in the printed program book by your name:

- he/him
- she/her
- they/them
- I do not want to share any pronouns
- Other (please specify) - for example: multiple pronouns, pronouns not listed above, or your name only: _____

The national resource **Pronouns Matter** is a recommended link to share when explaining online why you are requesting people provide their personal pronouns:

<https://www.mypronouns.org>

Asking for Honorifics – An **honorific** is a word or a title attached to a person's name in order to express respect. Common honorifics include Mr., Ms., and Dr. One gender neutral honorific is Mx. We cannot assume based on someone's name or perceived gender what honorific they use with their name. If you use honorifics in letter salutations, please ask individuals what honorific they use with their names when building contact lists.

Asking for Gender – Forms often ask for Sex or Gender, with the binary options of F or M, Female or Male. Before creating any form, ask if you need to know someone's sex or gender. Perhaps you only want to know what pronouns or what honorific they use, and you can ask for that information instead. Any time you for ask for Gender, include a Nonbinary option.

UC GRLN Policy – This Policy provides guidance on collecting gender data and reporting it to places that require binary information (such as the federal government). The Policy explicitly states that gender shall be collected from campus members without requiring legal documentation ("The gender option selected by an individual must be used within the University of California system in all settings and situations"). The Policy also states that Name by default means Lived Name. Legal Name may be used only when required by law, industry standard or legitimate business needs.

<https://chancellor.ucr.edu/gender-recognition-and-lived-name-committee>