

## Gender Inclusive Pronouns

The UCR Chancellor's Gender Recognition & Lived Name (GRLN) Committee recommends that all University written policies, web sites, marketing, and other communications use gender inclusive language. This will require replacing binary gender assumptions such as "he or she" and "men and women" with gender neutral pronouns and language that includes nonbinary and other gender identities. Below are resources to guide you.

More information on the use of "they/them/theirs" as a singular pronoun may be found online: <https://out.ucr.edu/pronouns-matter>

### UCOP Communications Guidance

- In general, try to avoid using pronouns for third person singular by repeating the noun (use "the employee" instead of "he or she," for example).
- Here's an example from Benefits: "In most cases, your domestic partner and ~~his or her~~ your partner's children do not automatically qualify as your dependents under the Internal Revenue Code (IRC)."
- You can also rework sentences to avoid using pronouns at all.
- If the occasional "they/their" makes the most sense, that's okay too.

### AP Stylebook Guidance

- In most cases, a plural pronoun should agree in number with the antecedent: The children love the books their uncle gave them. They/them/their is acceptable in limited cases as a singular and/or gender-neutral pronoun, when alternative wording is overly awkward or clumsy. However, rewording usually is possible and always is preferable.
- Arguments for using they/them as singular sometimes arise with an indefinite pronoun (anyone, everyone, someone) or unspecified/unknown gender (a person, the victim, the winner). Examples of rewording:
  - All the class members raised their hands (instead of everyone raised their hands).
  - The foundation gave grants to anyone who lost a job this year (instead of anyone who lost their job).
  - Police said the victim would be identified after relatives are notified (instead of after their relatives are notified or after his or her relatives are notified).
  - Lottery officials said the winner could claim the prize Tuesday (instead of their or his or her prize).

### Examples of Personnel Policies for Staff Members (PPSM) changes

- 1. PPSM 23: "The employee may add ~~his or her~~ their own comments to accompany the performance appraisal form."
- 2. PPSM 30: "A non-exempt employee must track all of the hours ~~he/she~~ worked in each ~~all of his/her~~ positions and be paid overtime at the premium rate for all hours of actual work..."

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