

Reflection Journal: Faculty and Staff Gender Transition

The purpose of this document is to help your gender transition in the University of Virginia (University) workplace, including what your plan, timeline, and support requests of the University might be and/or how they may evolve. This document is for your private use, and it does not need to be shared with anyone, including anyone at the University.

We encourage you to seek a support resource or someone who can serve as a “Primary Point of Contact”¹ as you transition at UVA.

Below are prompts for reflection, space for your personal notes, and common issues that individuals who navigate their transition in the workplace may need to consider.

Beyond Institutional Social Support

Are family/friends/colleagues aware of your gender status? Regardless of who may be aware, from whom do you think you can draw the highest level of support? (Include names, notes, and strategies for finding support.)

If you feel the support level is low among those with whom you are closest, what considerations must be accounted for in implementing your personal transition plan at work or in other social settings?

Confidentiality, Privacy, and Disclosure

Do you want to be openly “out” as transgender at work? If yes, are there any contexts or circumstances where you would still want to limit knowledge of your trans identity?

How public or private will information about your gender identity and/or transition be with University administration? Do you want University Human Resources/Employee Relations to know about your plans from the beginning? What about your department chair or unit head? At what point do you want your supervisor/manager and/or colleagues to know?

¹ Faculty and staff who are transitioning have the opportunity to identify someone from among several available resources to serve as their primary point of contact with the University. This could be a healthcare provider, a friend, a UVA faculty or staff member, or another person.

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What will your response and/or strategy be if you believe that the level of privacy you have requested has been compromised? What type of action will you want the University administration to take?

Do you want support in making disclosures to colleagues, administrators, supervisor, students, etc.? Is there a particular order in which you want that to happen? Do you want to co-create the email or talking points for individuals who will be supporting such disclosures, if applicable, and with whom? How do you want that partnership to work?

Will you want transgender awareness literature and/or a learning session to be offered in support of the disclosure and/or transition for any group of individuals with whom you work? At what point in the process do you want that to happen? Are you interested in participating in those sessions; for instance, will you want to answer any questions or provide background on your own experience? (Note: You do not have to be the primary educator for individuals and there are resources at the University that can help in this area.)

Names, Pronouns, and Identity Records

What name and sex/"gender" marker are listed on your legal identity documents such as your birth certificate, social security card, driver's license, professional certifications or degrees?

Do these match University records? Do these match some records but not others? Do they all need to match for a legal reason (e.g., maintaining professional licensure)? (Note: Review the Gender Transition Guide to learn more about such considerations.)

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If the name and sex/"gender" marker do not match on some records, would you like for them to match? (Note: Review the Gender Transition Guide to learn more about the processes to engage to align the name and sex/"gender" marker in legal settings.)

Will you update your preferred name in all of the places where it can be updated without legal name change documentation?

Facility Access

In thinking about personal care spaces (e.g., restrooms, locker rooms, changing areas) available in your workplace, are any modifications, notices, or other actions needed to ensure open access consistent with your gender identity? Do you feel comfortable talking to your supervisor about this or will you need assistance from other resources?

Other Considerations

Are there any other considerations that you think should be explored with University officials, colleagues, or other professional contacts (e.g., name changes for citation standards, board memberships, or other professional activities)?

Summary of Action Items

If you have identified specific action items from this reflection, you can track them here. You are encouraged to think about who might need to be contacted to initiate an action (including yourself, where appropriate) and when you would like for that action to happen in support of your overarching transition and timeframes.

Action Item	Who?	When?