GENDER TRANSITIONS AT UVA

A Guide for Our Community

Introduction

For many people, the way they identify or express themselves in relation to culturally defined "gender" behaviors or expressions aligns with the sex they were assigned at birth. Transgender (trans) and gender nonconforming (TGNC) individuals, however, have gender identities and/or gender expressions that do not match (or do not completely match) those assigned to them at birth and/or those stereotypically associated with the binary gender categories of woman and man.

TGNC individuals may undertake processes of aligning their life and physical body to better match their gender identity. For individuals who identify as trans, this process is often referred to as "transitioning." Transitioning can include one or more of the following: social transition, medical transition, and legal transition. Not all transgender people will transition; many people will transition in some ways and not others. Medical processes, such as hormone replacement therapy and surgical procedures, may be part of such transitions but are not required to transition. Some people choose not to, or cannot, undergo any medical processes, but this does not invalidate their gender identity.

This guide focuses primarily on supporting social transitions in our living, learning, working and patient care environments at the University of Virginia (University). Social transition is often the first step; the University is responsible for ensuring an environment free from discrimination, harassment, and retaliation on the basis of sex and gender identity and expression during social transition. However, support needed for social transitions often overlap with an individual's needs during legal and medical transitions; as such, information on those transitions is included as well.

The guide is divided into sections that address faculty, staff, and students, as well as overall areas of consideration for the University community.

For questions about University policy as it relates to gender transition or about information provided in this guide, please contact the University's Office for Equal Opportunity and Civil Rights (EOCR) at (434) 924-3200 or UVAEOCR@virginia.edu.

Note on terminology

In this document, we use "**transgender**" or "**trans**" as well as "**gender nonconforming**" - **TGNC** for short - as umbrella terms that include a broad range of gender non-binary identities. While broad-based terms can be useful, you should always ask for and use the language and identity terms identified by your transitioning and gender diverse students, faculty, staff, alumni, patients, and community members.

Use of this Guide

This guide is intended to be a living document and the resources provided offer an overall framework to support person-centered and flexible gender transition and gender expression at the University.

Contents

Key Terminology

When considering the following terminology remember that:

1) Definitions vary across communities and generations; not all TGNC individuals will agree with all of these definitions so please defer to the terms your individual students, faculty, staff, alumni, and patients use to describe themselves.

2) This is not intended to be an exhaustive list.

3) Terms and definitions change, so this list will be updated on a periodic basis as appropriate to reflect the self-determination of our community.

Sex/Sex-Assigned-At-Birth (SAAB): An assignment of Male or Female based on physical traits such as genitalia, gonads, chromosomes, and hormones.

Intersex: Someone whose physical traits do not fit the typical definitions of Male or Female.

Gender: A social category that associates sex-assigned-at birth with behaviors and social roles, often differentiated as man and woman.

Gender Identity: A person's internal experience and naming of their gender.

Gender Expression: External appearance of one's gender identity, usually expressed through behavior, clothing, haircut, or voice, and which may or may not conform to what is defined socially as being either masculine or feminine.

Cisgender (abbreviation: *cis*): Someone who identifies with their **SAAB**.

Transgender (abbreviation: *trans*): an encompassing term of many gender identities for those who do not identify or exclusively identify with their **SAAB**.

Bigender: Someone who identifies with two or more genders all or some of the time.

Agender: Someone who does not identify with any gender.

Genderqueer: Someone who does not conform to the conventional binary gender categories of man and woman.

Genderfluid: Someone whose gender identity fluctuates among genders.

Two-Spirit: An umbrella term used by some Indigenous peoples to describe their gender, sexual, and spiritual identity. It is a contemporary term that bridges Indigenous and Western understandings of gender and sexuality. There are many definitions and understandings of two-spirit and each is Indigenous-nation specific, marking a connection for Indigenous people to their cultural traditions, which historically have recognized more than two genders.

Non-binary: An umbrella term describing people who do not exclusively identify on the commonly used gender binary of man or woman.

Gender Nonconforming/Gender Expansive: Broad term referring to people who do not behave in a way that conforms to the traditional expectations of their gender or whose gender expression does not fit into a socially defined category.

Transitioning: The social, medical, and/or legal process of aligning one's life and physical characteristics to match their gender identity.

Social Transition: The social portion of a transition, in which a transgender individual makes others aware of their gender identity. Some parts of social transition can include informing others as to gender identity, whether or not they are aware of the individual's assigned sex and/or transgender status. This process may include using a different name, asking people to use different pronouns to refer to the person, changing gender expression, and/or using a different restroom. A social transition is not dependent on medical or legal transition status.

Legal Transition: A legal transition may involve legal procedures at various levels of government such as changing one's legal name and/or sex marker on one or more documents (e.g., driver's license, birth certificate). Aspects of legal transition may be inaccessible to some on the basis of their state of residence or other considerations.

Medical Transition: A medical transition may involve medical procedures such as hormone therapy and/or surgery to change the outward gender characteristics of one's body. Medical transition may require some institutional support in relation to providing time off or allowing breaks in academic status for surgeries and medical care in accordance with other policies.

FTM (female to male): Generally refers to someone assigned female at birth who identifies as male.

Someone who identifies as FTM may or may not be in the process of transitioning to male.

MTF (male to female): Generally refers to someone assigned male at birth who identifies as female. Someone who identifies as MTF may or may not be in the process of transitioning to female.

Medical Gender Affirmation: Refers to the many varied procedures and processes that a trans individual may undertake to better align their physical body with their gender identity.

Personal Gender Pronouns: The pronoun or set of pronouns that an individual uses (everyone has these) to describe themselves and that others should use when talking to or about that individual.

Transition Plan: A collaboratively sourced plan for the actions that will be taken in support of an individual's gender social transition.

Queer: A term some people use to identify themselves with a flexible and inclusive view of gender and/or sexuality. It is also seen in academic fields, such as queer studies or queer theory. Historically it has been used as a negative term for LGBTQ people. Some people still find the term offensive while some embrace the term as an identity.

Guiding Principles

o   University faculty, staff, students, volunteers, visitors, alumni, and patients should not experience discrimination, harassment, or retaliation on the basis of sex, gender identity or expression, or gender transition status.
o   University administrators, faculty, supervisors, managers, and other leaders have the responsibility to promptly address and report such discriminatory, harassing, or retaliatory conduct, comments, or behaviors.
o   When engaging with individuals who are transitioning, the agency, self-determination, privacy, dignity, and preferences of the transitioning individual must be of primary importance and given deference to the largest extent possible.
o   If there are spaces, programs, or activities that have sex-segregated standards or rules, transgender individuals must be permitted the opportunity to access spaces, programs, and activities in a manner consistent with their gender identity and privacy

expectations. Reasonable modifications may be necessary to ensure equivalent access and use.

Primary Contacts/Resources

UVA-Based
o   Office for Equal Opportunity & Civil Rights
o   The Office of the Dean of Students: Charlottesville | Wise
o   UVA Wise Office of Compliance & Inclusion
o   LGBTQ Center
o   LGBTQ Committee
o   The Maxine Platzer Lynn Women's Center
o   Counseling and Psychological Services (CAPS)
o   Faculty and Employee Assistance Program (FEAP)
o   UVA Student Health
o   UVA Health System: Transgender Health

Non-UVA
o   Transgender Law Center
o   National Center for Transgender Equality
o   GLAAD
o   Human Rights Campaign
o   Charlottesville Pride
o   Equality Virginia
o   LGBT Consortium of Higher Education

Transitioning Students

The University is committed to student success and seeks to establish an environment where all students feel respected, feel a sense of belonging, and are provided with the opportunity to thrive. Through the LGBTQ Center and the LGBT Committee, UVA-Charlottesville participates in continuous review of its services, policies, and practices. External benchmarking comes through its participation in the Campus Pride Index. In addition, the University has been ranked seventh in the list of the Best Colleges for LGBTQ Students in the United States.

There are faculty, staff, and peers at UVA and UVA-Wise, who are available and willing to support you as you consider gender transitioning while at the University. The following information is designed to help you with the process of a social transition and provides some other information that may be useful should you choose medical and/or legal transitions.

Name Changes

Most of the University's records are derived from centralized databases. For certain changes you may need to take action in multiple data systems. There are two types of name fields in most University systems, which are categorized as "**primary (legal) name**" (that which is listed on official government documents like your birth certificate or driver's license) and "**preferred name** or nickname/alias" (what shows up on class rosters).

At **UVA-Charlottesville**, you can change your **preferred name** online using the UVA-ITS Identity & Access Management Portal.

➢ [More Information on how to make Preferred Name Changes and where those changes will be visible in University systems.](#)

At **UVA-Wise**, you can contact the Office of Compliance and Inclusion to have your preferred name updated in the UVA-Wise Jenzabar Campus Information Portal.

No documentation is needed to change your **preferred name** in any of these systems.

When changing your **primary (legal) name**, which is used for identity management within the University and in the broader state/national context, you will typically need to take some legal action and provide documentation before updates in University databases can be made.

Information on laws and policies that apply to name changes in Virginia (as well as search options for other states) is available from the National Center for Transgender Equality.

➢ [ID Documents Center | Virginia](#)

Student ID Cards

The University ID Card Offices in Charlottesville (Academic and Health) and Wise, upon request and without a fee, will issue replacement ID Cards in the event of a **legal name change.** The ID Card Offices pull information from the University's centralized databases. Please note that ID Cards often use the full legal name and/or use initials for first and middle primary (legal) names and include the primary (legal) last name. For [students training in the UVA Medical Center](#), UVA

Health badges include two ID cards. One with the full primary (legal) name and one with the preferred first name. Once your **primary (legal) name** has been updated in the appropriate student information system, please make sure you contact the appropriate ID Card Office [(UVA-Charlottesville | UVA-Wise)](#) to verify that they see the updated name change in their system. The ID Card Offices require individuals to present a government-issued ID with a photo, as the ID Offices are seeking to verify identity for security reasons, since the ID Card allows students into locked facilities. The name on the government-issued ID needs to match the name (or be accompanied by a court-ordered name change letter if it has not yet been updated) in the student information system before a new University ID card can be issued. You also may wish to consider how your current appearance and the photo on your government-issued ID align if you have not recently updated your photo, to minimize any issues with the verification process.

"Gender" Markers on Student Records

In most cases, the recordkeeping related to a student's sex (listed in many systems as "gender") is only done for statistical purposes and, therefore, the University has no specific legal identity requirements for how changes are to be made to a gender marker. While the gende marker is not accessible to you for updates from your student information system dashboard, you can request that the gender marker be changed. At **UVA-Charlottesville**, you can contact the Office of the University Registrar (UREG) for information about that process at UREG@virginia.edu. At **UVA-Wise**, contact the Office for Compliance and Inclusion for information about that process. The University is working to have more gender expansive or non-binary options in its recordkeeping systems, where possible, but many systems used for required reporting to federal and state departments of education are limited in terms of what can be listed. There are a few circumstances where changing your gender marker may have implications beyond the University that you should be aware of and may need to consider. Some examples include:

- NCAA Player Eligibility | [Resource](#)

NCAA player eligibility rules may require a specific notation or medical waiver form related to hormone therapy in connection with a medical transition.

- Selective Service Registration | [Resource](#)

Federal financial aid programs require that individuals with the sex of male assigned at birth register for selective service – commonly called "the draft." When a gender marker is changed in University records that does not align with forms submitted to federal financial aid programs (e.g., FAFSA), the University will receive an error message. In such circumstances, UVA student financial services representatives may need to contact individuals to confirm their required registration.

Housing/Facility Access

The University offers housing and facility access consistent with an individual's gender identity. For questions about housing, you should contact Housing and Residence Life at UVA-Charlottesville or at UVA Wise. At **UVA-Charlottesville**, there are a number of upper class options designated as "open housing." For more information about these options, visit, Open Housing Options at UVA-Charlottesville.

Transgender individuals must be permitted to access sex-segregated spaces, such as restrooms and lockerrooms, consistent with their gender identity and in recognition of reasonable expectations of privacy. Reasonable modifications may be required to provide equivalent access and use. In addition, LGBTQ Student Services at **UVA-Charlottesville** maintains an interactive map that identifies a variety of single-stall and gender-neutral restrooms throughout UVA-Charlottesville, the Medical Center, on the Corner, Downtown Charlottesville, and other nearby areas. In addition, many All-Gender Restrooms have been marked around Grounds; look for the signage. At **UVA-Wise**, all single-stall restrooms have been marked with All-Gender signage and the Office for Compliance and Inclusion can provide a list of the locations of such facilities as necessary.

Healthcare and Insurance

The UVA Student Health Insurance plan managed by Aetna includes coverage for many health services related to medical gender transitions. Representatives from the Student Health Transgender Health Care Team can help to answer questions and provide services. The team provides confidential care and support for students navigating the gender transition process, including outpatient medical and psychological consultations and treatment. The team also provides

assistance in accessing alternative resources, such as longer term treatment in the community.

Students at UVA-Wise do not have access to a centrally managed student insurance plan. Equality Virginia provides several resources in relation to healthcare access and insurance considerations, including the Out2Enroll.org resource that covers important topics and can help students who need to find insurance.

Sex-Segregated Activities

The University strives to offer program and activity access and participation consistent with an individual's gender identity. UVA-Charlottesville has three types of student organizations: (1) CIOs—Contracted Independent Organizations – i.e., clubs/club sports; (2) FOs—Fraternal Organizations – i.e., fraternities, sororities, and multicultural groups with similar affiliations; and (3) Special Status Organizations—i.e., those organizations that perform some delegated functions on behalf of the University (e.g., Honor Committee) and non-delegated/independent functions. While CIOs and FOs are not agents of the University, they must agree to abide by the University's Notice of Non-Discrimination and Equal Opportunity Statement to be recognized as an approved CIO or FO. For more information, see Terms and Conditions for CIO and FO.

In the CIO/FO Agreements, it also specifically states that a student organization is ineligible for CIO/FO status when the organization restricts its membership, programs, or activities on the basis of sex (including pregnancy), sexual orientation, and gender identity, among other protected characteristics, although they may apply for an exception to the Office of the Dean of Students (ODOS). Moreover, a student member's failure to comply with the University's Policy on Sexual and Gender-Based Harassment and Other Forms of Interpersonal Violence (Title IX Policy) may result in the University severing ties with the CIO/FO. UVA also has a Multicultural Greek council that includes LGBT and multicultural fraternities and sororities. For questions about any student organization, please contact the Office of the Dean of Students (ODOS) at (434) 924-7133.

The University is committed to providing equal opportunity in athletics and follows the National Collegiate Athletic Association's (NCAA) Inclusion of Transgender Student-Athletes Policy on Transgender

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[Student-Athlete Participation](#). Please also see the [University's Student-Athlete Handbook](#) for participation requirements.

Student Transition Reflection Journal

The University has developed a student transition reflection journal that is intended to provide a framework for thinking through common topics that may arise and need to be considered with gender social transitions. The journal ([Download](#)) should be completed by the student and is the student's private document, though it may be a useful tool to guide additional conversations with University officials, peers, and others. We strongly recommend that individuals identify a primary point of contact to help them navigate the University's systems and offices.

Transitioning Faculty and Staff[1]

The University is committed to the success of its faculty and staff and seeks to establish an environment where all individuals feel respected, feel a sense of belonging, and are provided with the opportunity to thrive as they participate in and contribute to the University workplace. As an employee of the University, you have the right to express your gender identity without fear of discrimination, harassment, or retaliation. There are administrators, HR staff, and peers at UVA-Charlottesville and UVA-Wise who are available and willing to support you as you consider gender transitioning while working at the University. The following information is designed to help you begin the process of a social transition at the University and provides some other information that may be of use to you should you choose medical and/or legal transitions.

Name Changes

Most of the University's records are derived from centralized databases. For certain changes, you may need to take action in multiple data systems. There are two types of name fields in most University databases: "**primary (legal) name**" (listed on official government documents like your birth certificate or driver's license)

and "**preferred name** or nickname/alias" (what shows up on your employee profile in Workday).

At UVA, you can change your **preferred name** online using the UVA-ITS Identity & Access Management Portal. The Academic and Health System identity management systems are connected, so a change made through the portal should be reflected in both systems.

➢ [More Information on how to make Preferred Name Changes and where those changes will be visible in University systems.](#)

In all locations, no documentation is needed to change your **preferred name**.

When changing your **primary (legal) name**, which is used for identity management within the University and in the broader state/national context (including credentialing), you will typically need to take some legal action and provide documentation before updates in University databases, like Workday, can be made.

Information on laws and policies that apply to name changes in Virginia (as well as search options for other states) is available from the National Center for Transgender Equality.

➢ [ID Documents Center | Virginia](#)

Faculty/Staff ID Cards

The University ID Card Offices in Charlottesville (Academic and Health) and Wise, upon request and without a fee, will issue replacement ID Cards in the event of a **legal name change.** The ID Card Offices pull information from the University's centralized databases. Please note that ID Cards often use the full legal name and/or use initials for first and middle primary (legal) names and include the primary (legal) last name. For team members in the UVA Medical Center, UVA Health badges include two ID cards, one with the full primary (legal) name and one with the preferred first name. Once your **primary (legal) name** has been updated in Workday, please make sure you contact the ID Card Office [(UVA-Charlottesville | UVA-Wise)](#) to verify that they see the updated name change in their system. The University ID Card Offices require individuals to present a government-issued ID with a photo, as the ID Offices are seeking to verify identity for security reasons, since

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[1] The term "staff" in this document is inclusive of team members at UVA Health.

the ID Card allows faculty and staff into locked facilities. The name on the government-issued ID needs to match the name (or be accompanied by a court-ordered name change letter if it has not yet been updated) in Workday before a new University ID card can be issued. You also may wish to consider how your current appearance and the photo on your government-issued ID align if you have not recently updated your photo, to minimize any issues with the verification process.

"Gender" Markers on Personnel Records

In most cases, the recordkeeping related to an employee's sex (listed in many systems as "gender") is only for statistical purposes and, therefore, the University has no specific legal identity requirement for making changes to the "gender" marker. The University is working to have more gender expansive or non-binary options in its recordkeeping systems where possible, but many systems used for required reporting to federal and state agencies have limited selections.

In Workday, you can identify your sex assigned at birth and gender identity by accessing the "Personal" tab under the "View Profile" section. Your sex assigned at birth can be entered in the "Gender" field, and your gender identity in the "Gender Identity" field. You should consider a few common circumstances where changing your "gender" marker may have implications beyond UVA.

- Selective Service Registration | Resource

All U.S. employers are required to verify that individuals with the sex of male assigned at birth register for selective service – commonly called "the draft." When a gender marker is changed in University records that do not align with forms submitted for employment eligibility verification (e.g., I-9), UVA systems or external identity verification services may return an error message. UVA Human Resources may need to contact individuals to confirm registration, if applicable.

- Social Security Administration | Resource

The Social Security Administration (SSA) administers several programs used by employers to verify a person's identity in relation to withholdings. If a person's recorded "gender" with the submitting agency does not match SSA records, SSA may report this via a "no-match letter." As long as the other personal data matches with

SSA records, the employer can simply ignore the "no-match;" UVA Human Resources will maintain "no-match letters" confidentially and only pursue further identity verification steps if other personal data do not match.

- UVA Health Benefits | Resource

With many health plans, certain services are pre-authorized or considered standard on the basis of the gender identified in enrollment materials. Individuals on the UVA-Aetna plan can request a designation on their account to address cases where the gender marker between records may appear inconsistent. Contact the UVA Health Plan Ombuds for questions and assistance.

Facility Access

The University offers facility access consistent with an individual's gender identity. Trans faculty and staff must be permitted to access sex-segregated spaces, such as restrooms and locker rooms, consistent with their gender identity and in recognition of reasonable expectations of privacy. Reasonable modifications may be necessary to ensure equivalent access and use.

The LGBTQ Center at **UVA-Charlottesville** maintains an interactive map that identifies a variety of single-stall and gender-neutral restrooms throughout UVA-Charlottesville, the Medical Center, on the Corner, downtown Charlottesville, and other nearby areas. Many All-Gender Restrooms have been marked around Grounds; look for signage. At **UVA-Wise**, all single-stall restrooms have been marked with All-Gender signage and the Office for Compliance and Inclusion can provide a list of the locations of such facilities as necessary.

Healthcare and Insurance

The UVA Employee Health Insurance plan managed by Aetna includes coverage for many health services related to medical gender transitions. Contact the UVA Health Plan Ombuds for questions and assistance.

If a transgender employee is requesting medical leave in connection with their transition, UVA managers may only request the same documentation required from other employees seeking medical leave for any other reason. Requests should be treated as in any other circumstance where medical leave is requested. Gender identity-related health care needs may often include but are not limited to medical or counseling appointments, surgery, recovery from surgery, or other related procedures.

For wage employees who do not have access to the UVA-Aetna plan, Equality Virginia provides several healthcare access and insurance resources, including the Out2Enroll.org resource that covers important topics and can help individuals locate resources for assistance.

Sex-Segregated Activities

In the employment context, there are very few, if any sex-segregated activities. As one example, when travelling for work, individual lodging accommodations should always be provided without regard to gender or gender identity in alignment with individual privacy expectations and budgetary resources.

Faculty/Staff Transition Reflection Journal

The University has developed a Faculty/Staff transition reflection workbook, intended to provide a framework for thinking through common considerations arising during gender social transitions. The transitioning faculty/staff member should complete the reflection journal (Download) and it is their private document, though it may be a tool for introducing the transition and additional conversations with University officials, peers, and others. We strongly recommend that individuals identify a primary point of contact to help them navigate the University's systems and offices.

For Faculty: Inclusive Learning Environments

As noted above, with respect to gender, University students may identify among a broad range of genders, including trans, genderqueer, agender, non-binary, or gender nonconforming, among many possible others. Students may have an appearance that suggests a gender critique or they may have "traditional" gender expressions.

While generally unrelated to their scholarly potential and not the focus of the classroom environment, the fact is that the classroom is a social place even as it is a learning place. When individuals experience difference, including gender difference, from the majority of students and faculty around them, it can take a mental

and physical toll. When coupled with (often unintentional but still impactful) everyday bias, it becomes more difficult for students to remain open to and engaged with course content, discussions, and learning outcomes. While this is a new area of study, there are a few "promising practices" faculty can undertake to try and mitigate these negative effects in a manner that ensures everyone feels a sense of belonging and value in the learning environment, such as classrooms and labs.

Promising Practices for Inclusive Learning Environments

The following are a few recommended guidelines and promising practices[2] for supporting gender transition or gender nonconformance in the learning environment.

- o Do not call the roll or otherwise read the roster aloud until you have given students a chance to share their preferred name.
- o Allow students to self-identify their name and invite, but do not require, all in the class to identify their pronouns. Do not make assumptions based on the class roster or the student's appearance. A great way to accomplish this is to pass around a sign-in sheet with pronoun options.
- o If you are aware a student has a former name that they do not use--because you knew them before they changed it, because it is on the roster, or otherwise--do not use it or reveal it to others. Comments like, "I knew Gina when she was Bill," even if intended to be supportive, reveal deeply personal information about the student and unnecessarily draws attention to their trans identity.
- o Set a tone of respect. At the beginning of each semester when establishing the guidelines for class behavior expectations, include something like: "*It is important that this classroom be a respectful environment where everyone can participate comfortably. One part of respectful behavior is that everyone should use preferred names and pronouns. This includes pronouncing people's names correctly.*" Add specific guidelines for respect that you consider important, but make sure to include pronoun usage since individuals are often unaware of the issue.

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[2] Adapted from Spade, Dean. "Some Very Basic Tips for Making Higher Education More Accessible to Trans Students

and Rethinking How We Talk about Gendered Bodies." Radical Teacher, No. 92, Winter 2011, pp. 57-62.

o If you are in a situation where you realize that your students may not be out as trans in all contexts, avoid unintentionally outing them. This could mean refraining from using pronouns. Do not assume because they are out to you and out at school that they are out with their family or other social groups.
o Do not divide students into gender-based or binary groups for class projects or exercises.
o Consider modeling behavior around pronoun identification by including the pronouns you have chosen to use when you introduce yourself or in your email signature (or including a link to information on why this issue is important, such as Pronouns Webpage).

In terms of managing any potential peer-to-peer tension in the learning environment, note that the University is not asking individual faculty or students to hold any particular beliefs about gender identity. However, as a public institution of higher education and a professional place of employment with legitimate academic and business needs, the University must maintain a robust set of policies and practices related to the standards of conduct expected in the workplace and learning environment. In addition to its legal obligations, the University has we have the responsibility to ensure respectful conduct and interactions with and among students and others in the performance of one's professional responsibilities. The examples provided above, such as setting expectations for respectful and open dialogue through express statements in syllabi statements and verbally establishing and modeling behavior, are all effective ways to meet these expectations.

Promising Practices for Inclusive Curriculum

The University's Center for Teaching Excellence is a primary resource for building an inclusive syllabus along with UVA Faculty Development and your departmental colleagues (Note: The Center for Teaching Excellence is located in Charlottesville, but UVA-Wise faculty can participate in distance programs and seek consultation or in-person offerings).

Common considerations include:

o The case studies that are used (e.g., transgender public health data in a statistics course).
o Scholars and authors selected for critical analysis in the course.

o Marking the potentially gendered history of the discipline in its theoretical canon.

For more information on these topics, the following resources may be of interest to you:

o Lesbian, Gay, Bisexual, Transgender, Transsexual & Queer Studies programs in the USA and Canada
o Michigan Center for Research on Teaching and Learning
o Transgender Studies Quarterly, Duke University Press
o Harbin, Brielle. "Teaching Beyond the Gender Binary in the University Classroom." *Vanderbilt University Center for Teaching*.
o Spade, Dean. "Some Very Basic Tips for Making Higher Education More Accessible to Trans Students and Rethinking How We Talk about Gendered Bodies." Radical Teacher, No. 92, Winter 2011, pp. 57-62.

For Managers: Inclusive Workplaces

Creating a welcoming and inclusive work environment for TGNC faculty and staff requires fostering an open and collegial working environment long before an individual makes the personal decision to transition. In your professional role as a manager, you are a representative and extension of the University and, therefore, are responsible for ensuring compliance with the University's Notice of Non-Discrimination and Equal Opportunity Statement, and associated policies and procedures, which includes workplace protections on the basis of gender identity and expression, among other identities.

A preliminary proactive step you can take as a manager is to attend a Safe Space (Charlottesville | Wise) training as well as schedule one for your entire team. It is important to recognize it is not the responsibility of a TGNC employee to serve as an educator in support of their transition, or in preventing bias, discrimination, harassment, or retaliation in the workplace. You may also want to schedule a Respect@UVA session for you and your team to cover topics such as good communication practices and engaging across socio-cultural differences. Workday also provides educational opportunities available on the Learning app.

You also should familiarize yourself with and understand the guiding principles and resources outlined in this guide – as well as be prepared to engage

in good faith with employees as they consider and develop their transition and communication plans. You may want to review the transition reflection journal provided to faculty and staff (Download). As a manager, you will also need to monitor for potential bias, discrimination, harassment, or retaliation from co-workers and promptly report and address issues as necessary and required by University policies.

Here are a few additional basic tips:

o   If you are aware of a faculty/staff member's former name that they do not use—either because you knew them before they transitioned, because it is on their personnel record, or otherwise—do not use it or reveal it to others. Comments like "I knew Gina when she was Bill," even if intended to be supportive, reveal deeply personal information about the individual, and unnecessarily draw attention to their trans identity.
o   Set a tone of respect and model the behaviors. One part of respectful behavior is using preferred names and pronouns. This includes pronouncing people's names correctly.
o   Consider modeling behavior around pronoun identification by including those you have chosen to use when you introduce yourself or in your email signature (or including a link to information on why this is important, such as Pronouns Webpage).
o   If you are in a situation where you realize that your colleague may not be out as TGNC in all contexts, avoid unintentionally outing them. This could mean refraining from using pronouns.
o   Talk to your colleague to learn more about what makes them feel respected and use that information to inform your actions.
o   Do not show undue curiosity about someone's personal life.

In terms of managing any potential peer-to-peer tension in the workplace, note that the University is not asking employees to hold any particular beliefs about gender identity. However, as a public institution and a professional place of employment with legitimate academic and business needs, the University must maintain a robust set of policies and practices related to the standards of conduct expected in the workplace and learning environment. In addition to its legal obligations, the University has the responsibility to ensure respectful conduct and interactions with co-workers, customers, visitors, students, patients, and others in the workplace and during performance of an employee's professional duties.

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Should you have additional questions or need support in planning for support of gender social transition, staff in the Office for Equal Opportunity and Civil Rights (EOCR) and the University Human Resources Employee Relations division are available to you for one-on-one proactive coaching.

University Alumni

UVA is genuinely and actively engaged in working to improve our community, and this includes ensuring that the University reflects, welcomes, and supports gender diversity.

You may be interested in learning about the LGBTQ history project, "All the While We Grew Stronger: Queering the University," and/or connecting with other LGBT alumni through the UVA Serpentine Society.

If you have changed your name and are interested in having your diploma re-issued, or have other questions about what may be possible related to updating your academic records to reflect a name change or your gender identity, the Office of the University Registrar is available to assist you.

UVA-Wise Alumni should connect with the Office for Compliance and Inclusion to explore options related to name changes and to get information about the programs in place for LGBTQ+ students, faculty, and staff at UVA-Wise.

University Patients

University of Virginia Health System provides affirming, comprehensive healthcare for transgender patients. Through the multi-disciplinary Transgender Advisory Committee, UVA participates in continuous review of its services, policies, and development for healthcare providers through its participation in the Human Rights Campaign Healthcare Equality Index. UVA Health has been recognized as a Leader for LGBTQ Healthcare Equality. For more information on this topic visit the websites for Transgender Health Services and Teen & Young Adult Center.

Support Resources and Reporting Options

If you need assistance with or have questions about this guidance or the University's policies that prohibit discrimination, harassment, and retaliation, please contact the University of Virginia's Office for Equal Opportunity and Civil Rights (EOCR). Those at UVA-Wise also may contact its Office for Compliance and Inclusion.

LGBTQ Center
Newcomb Hall, Lower Level
180 McCormick Road
Charlottesville, VA 22903
(434) 924-9250
multicultural@virginia.edu
https://lgbtq.virginia.edu/about

EOCR Main Office
Washington Hall (Hotel B)
East Range
Charlottesville, VA 22903
(434) 924-3200
uvaeocr@virginia.edu
https://eocr.virginia.edu

EOCR Title IX Office
O'Neil Hall, Terrace Level, Room 037
445 Rugby Road
Charlottesville, VA 22903
(434) 297-7988
titleixcoordinator@virginia.edu

UVA-Wise Office for Compliance & Inclusion
Cantrell Hall – Upper Level
1 College Avenue
Wise, VA 24293
(276) 376-3451
https://www.uvawise.edu/student-life/diversity/

UVAHR Employee Relations
914 Emmet Street, P.O. Box 400127
Charlottesville, VA 22903
(434) 243-3344
https://hr.virginia.edu/employee-relations

Office of the Dean of Students
Charlottesville
Peabody Hall, Second Floor
190 McCormick Road
Charlottesville, VA 22903
(434) 924-7133
odos@virginia.edu
https://odos.virginia.edu/

Wise
Cantrell Hall, Lower Level
1 College Avenue
Wise, VA 24293
(276) 376-4517
https://www.uvawise.edu/student-life/dean-of-students/

Maxine Platzer Lynn Women's Center
1400 University Avenue
Charlottesville, VA 22903
(434) 982-2361
https://womenscenter.virginia.edu/

Faculty and Employee Assistance Program (FEAP)
1300 Jefferson Park Avenue
Charlottesville, VA 22903
(434) 243-2643
https://uvafeap.com/

UVA Ombuds
2015 Ivy Road, Room 305
Charlottesville, VA 22903
(434) 924-7819
ombuds@virginia.edu
https://eocr.virginia.edu/ombuds

Counseling and Psychological Services (CAPS)
400 Brandon Avenue
Charlottesville, VA 22903
(434) 243-5150
studenthealth@virginia.edu
https://www.studenthealth.virginia.edu/caps