Sample of Best Practices

- Use the student’s correct pronouns
  - Using them correctly can determine within the first few minutes if they will feel respected and safe at UGA
- How to ask for someone’s pronouns:
  - “What are your identified pronouns?” or "Can you remind me which pronouns you use for yourself?"
  - In a classroom or meeting environment: “Tell us your name, where you come from, and your identified pronoun. For example, I'm Anna, I'm from Georgia, and I like to be referred to with she, her, and hers pronouns. So you could say, 'she went to her car' if you were talking about me."
- If you hear someone misgender a student, gently correct them without embarrassing the student
  - “I noticed that you were getting referred to with the wrong pronoun earlier, and I know that that can be really hurtful. Would you be okay with me taking them aside and reminding them about your identified pronouns? I want to make sure that this group is a safe space for you."
- If a fellow staff or faculty member consistently uses the wrong pronoun, don’t ignore it!
  - Actively respond to microaggressions when you witness them
  - Remember: you are in a position of power--use it!
- All materials and software should allow students to use their chosen name (not necessarily their legal name) and identified pronouns
- All materials should allow students to self-identify their gender and not use dichotomous wording (male/female)
- Be mindful of students’ privacy and confidentiality when contacting other staff/faculty members
- Information pertaining to students’ gender should only be collected when necessary

*Remember: using students’ birth name and/or pronouns that don’t match their gender identity risks outing the student*