



University of New Haven

Human Resources Policy

Policy / Procedure Title	Applicability / Scope	Purpose	Effective Date	Responsible Party	Pages
Gender Identity/ Expression & Chosen Name Policy & Procedure	All Employees	Provides all faculty and staff with UNH's commitment to gender identity and expression and the process for a chosen name	7/1/23	Associate Vice President Human Resources & Organizational Development	2

This document delineates the University's (UNH) policy regarding gender identity and gender expression. UNH supports an inclusive educational environment, which respects individual identities and the right of an individual to express themselves within the UNH community. This policy is intended to inform the faculty and staff of policies and procedures that support the freedom of expression for an individual's gender identity. This policy provides chosen name protocols and outlines the circumstances where an individual's legal name is still required.

For purposes of this policy, the following terms are defined below:

- **Gender Identity:** One's innermost concept of self as male, female, a blend of both or neither; how individuals perceive themselves and what they call themselves. One's gender identity can be the same or different from their sex assigned at birth.
- **Gender Expression:** How one presents oneself and one's gender to the world via gender cues. This may or may not coincide with or indicate one's gender identity. Many utilize gender expression to determine the gender/sex of another.
- **Biological Sex:** Assigned sex is a label that you are given at birth based on medical factors, including your hormones, chromosomes, and genitals. When someone is sexual and reproductive anatomy does not seem to fit the typical definitions of female or male, they may be described as intersex.
- **Chosen Name:** chosen first name is a name that you commonly use that is different from your legal first name.
- **Legal Name:** is the name that identifies a person for legal, administrative, and other official purposes. A person's first legal name generally is the name of the person that was given for the purpose of registration of the birth, and which then appears on a birth certificate (see birth name) but may change subsequently.
- **University community members:** any person who is a student, faculty, staff member, or University official and any other person employed or retained by the University.
- **University property:** Please refer to the University's Clery Act: Campus Safety & Security Policy (Policy 8601) for the definition of University property, specifically on-campus property, non-campus locations, and University controlled properties.

University community members are permitted to access University facilities that align with their gender identity. Access to campus facilities includes, but is not limited to, restrooms, locker rooms, and residence halls.

New faculty or staff may choose to identify a chosen first name on their application materials, as provided by the recruitment team. Current faculty or staff may notify the Human Resources Department of a request to add a chosen first name to their University records by completing the [Chosen Name Request Form](#).

Chosen first names will replace or co-exist with legal first names in the following University information systems:

- University issued identification cards (see procedure below)
- Canvas Learning Management System
- Display name for University email address.

UNH will periodically review the chosen name protocols with its information systems to ensure compliance with this policy. Changes will be made as necessary due to updates or modifications in regulation, costs, technical feasibility, or other factors.

UNH maintains the right to reject the use of a chosen name if it is deemed incendiary or otherwise inappropriate.

UNH identification cards are for internal purposes only and cannot be used as legal identification. The ID card will feature an individual's chosen name upon request. Faculty or staff who request a new card to accommodate a change in chosen name must contact the Campus Card Office to be reissued a new card. The Campus Card Office will maintain a list of campus community members for whom a new ID card has been issued under this policy.

There are certain on-campus offices, and circumstances, which require the use of an individual's legal name. The following offices, and circumstances, are listed below:

- **Human Resources Office:** including employment contracts if applicable, insurance documentation, etc.
- **Payroll Office:** The legal name shown on an individual's social security card will be used for establishing the individual into the payroll system. UNH will comply with all local and federal requirements. The employee's name on the social security card must match the name issued on all tax related documentation issued by the UNH.
- **Beckerman Recreation Center:** specifically, the contractual service agreement
- **Campus Police:** specifically, any documentation that must be processed by the Police Department for the legal/court system and/or documentation related to parking, arrest paperwork, misdemeanor summonses, and/or infraction complaints. This includes any emergency medical service and/or transportation.

The University recognizes that to support its faculty and staff, it must coordinate many policies and procedures related to the expression of an individual's identities within the community. Thus, the following is a collection of relevant documents and policies that are critical to the University's efforts to minimize discrimination and encourage the freedom of expression on its campus:

- Employee Handbook
- Faculty Handbook
- Non-Discrimination Policy
- Harassment Free Policy