

Faculty of Arts and Humanities Gender Identity Policy (Updated May 2020)

This policy mirrors the Department of Philosophy's Gender Identity Policy (2020) to extend coverage to all staff and students in the Faculty of Arts and Humanities.

Scope:

In accordance with the glossary of terms provided by the University, this document understands the term 'Transgender' as an inclusive term describing all those whose gender expression falls outside assigned gender norms. It can often be the preferred term for those who change their identity permanently, as well as for those others who, for example, cross-dress intermittently. Those who live continuously outside gender norms, whether or not they have transitioned medically or legally, are covered by this term. Non-binary gender identities, such as 'gender-neutral, 'gender-fluid' or 'gender non-conforming' can fall under this umbrella term.

Stonewall (see link below to glossary) characterise trans as: *An umbrella term to describe people whose gender is not the same as, or does not sit comfortably with, the sex they were assigned at birth.*

Trans people may describe themselves using one or more of a wide variety of terms, including (but not limited to) transgender, transsexual, gender-queer (GQ), gender-fluid, non-binary, gender-variant, crossdresser, genderless, agender, nongender, third gender, two-spirit, bi-gender, trans man, trans woman, trans masculine, trans feminine and neutrois.

Gender identity and sexual orientation are not interchangeable terms and staff should not assume that a transgender person has a particular sexual orientation. To note: an individual who identifies and presents as heterosexual male or female may not feel very comfortable in an LGBT+ support group. HR or external support groups may be more appropriate (see below).

Commitments:

1. The Faculty of Arts and Humanities will operate in accordance with the University's commitment to Equality, Diversity and Inclusion, Excellence Through Inclusion policies and in compliance with the Equality Act (2010). This policy is supplementary to the University's Transgender, Guiding principles document and to the Students' Union trans policy.
2. We will ensure that all staff and students (including transgender people, staff and students associated with transgender people and people perceived to be transgender)

are treated with dignity and respect and will not tolerate any discrimination, harassment, bullying or victimisation. This relates to all transgender people, in line with their own identity and including those with non-binary identities, regardless of whether or not that person has transitioned legally or medically.

3. In line with The University's Transgender, Guiding Principles document, we will provide a supportive environment for staff and students who wish their trans status to be known. However, it is the right of the individual to choose whether they wish to be open about their gender identity.
4. The Faculty will act in accordance with the University's policy in ensuring to **respect the privacy of all transgender members of staff and students (including visiting staff and students)**. It will ensure that confidential and protected information (see below) relating to their gender identity is never disclosed without prior written consent from that individual. This includes information about whether they are or are intending to transition; previous pronouns or names, reasons for leave of absence from their studies, or that they are transgender.
5. Staff will aim to use individuals' correct pronouns, as determined by individuals' expressed preferences, and foster respectful classroom practice in line with the University's policies. This will be addressed through ongoing training for staff and students teaching in the Faculty.
6. Each department will appoint a trans students' tutor or assign this role to the departmental EDI representative (as appropriate). This member of staff can be contacted if any individual has concerns, complaints or wishes to receive further support. The trans students' tutor or EDI representative will liaise on a termly basis with the SU LGBT+ committee to be aware of any issues reported to them (that they have permission to share). The contact details of the member of staff responsible for supporting trans students will be made available on the Faculty EDI website and should be visible in departmental online and printed publications. This information will be reviewed each year to ensure that it is kept up to date.
7. Departments will ensure that all students are aware of support for transgender students outside of the Faculty, by circulating relevant information and advertising relevant information around the department. Personal tutors, Masters & PhD supervisors will be aware of information relevant to their students regarding relevant support mechanisms in the university. This includes:

- University policies on diversity and inclusion
<https://www.sheffield.ac.uk/hr/guidance>

- The students' union LGBT network
<http://lgbtsu.weebly.com>
- University level administrative support for trans students, including financial support for estranged students. (<https://www.sheffield.ac.uk/ssid/lgbt-students>). The contact in administrative support for students wishing to make changes to their records for 2019-2020 is Matthew Page (m.page@sheffield.ac.uk).
- Information about reporting, and support for students in relation to, hate crimes can be found here. <https://reportandsupport.sheffield.ac.uk>
<https://www.sheffield.ac.uk/ssid/sos/hate-crime>
- The Faculty will make available an anonymous form for feedback and concerns about the implementation of this policy to be raised with the Faculty EDI committee.

8. The Faculty will appoint a trans students' rep who can be contacted if any individual has concerns which they do not feel comfortable raising with staff. Each department may also wish to appoint their own rep, where feasible.

9. The department will ensure all incoming students receive information about the relevant university and departmental policies and resources above, e.g. by circulating information by email at the start of each term, by advertising such policies in the department, or by including within handbooks.

10. The Faculty EDI committee will annually review the publicity materials (for electronic circulation, and posters for display) and update as necessary. In particular, attention will be paid to staying up-to-date with preferred community terminology.

Relevant legislation

1. The Equality Act 2010 protects a trans person who intends to undergo, is undergoing or has undergone gender confirmation [referred to in the Equality Act as 'gender reassignment'] from the moment they decide to start the process. It is unlawful for the University, or anyone at the University, to treat a person less favourably because of gender confirmation, or to harass them because of it. The person also must not be treated less favourably by reason of their absence from work or study while transitioning, in comparison to someone absent due to illness or for some other similar reason.

II. The Gender Recognition Act 2004 allows trans people who meet certain criteria to apply for a Gender Recognition Certificate. This certificate allows people to obtain certain specific legal documentation, for example birth, death, and marriage certificates, in their new legal gender. There is no requirement for a person in possession of a gender recognition certificate to produce this in order to change any official documents other than a birth certificate. Additionally, the Gender Recognition Act makes it illegal to disclose someone's trans status to someone else without explicit permission from the trans person in question.

III. In addition, the public sector equality duty under the Equality Act requires public authorities to have due regard to the need to eliminate discrimination, harassment and victimisation against trans people, to advance equality of opportunity and foster good relations between trans people and others.

IV. Under the Data Protection Act, trans identity and gender confirmation constitute 'sensitive data' for the purposes of the legislation. Therefore, information relating to a person's trans status cannot be recorded or passed to another person unless conditions under schedule 3 of the Data Protection Act for processing sensitive personal data are met.

Other important resources:

- The University and Student Unions' ACT campaign:
<https://www.sheffield.ac.uk/act>
- Student Services support for LGBT students:
<https://www.sheffield.ac.uk/ssid/lgbt-students>

Some useful explanatory videos:

Basics, definitions and explanations of identities:

<https://www.youtube.com/watch?v=-3ZzpTxjgRw&feature=youtu.be>

On being trans and a person of colour in Australia and elsewhere:

<https://www.youtube.com/watch?v=pU5jKihv48k>

On pronouns:

https://www.youtube.com/watch?v=N_yBGQqg7kM

<https://www.youtube.com/watch?v=u2OHOadBxYg>

On making events less gendered:

https://www.youtube.com/watch?v=lkbmbPNgOcc&list=PLTdBCgZGXdHLjQ-xYXLc-E22Ko3M5_gfW&index=4

On dysphoria:

<https://www.youtube.com/watch?v=FiJQ2hDtZOw>

On harmful language and slurs (content warning for slurs):

<https://www.youtube.com/watch?v=Z50Rfgox7XA>

Personal experiences of homophobia casual and otherwise (content warning for homophobic slurs): <https://www.youtube.com/watch?v=AV7DbDyfmJ0>

And other resources:

Being an ally:

https://www.vice.com/en_uk/article/mbdx7n/100-ways-be-trans-ally-tips

A website where people can practice with pronouns they struggle with (which involves fun exercises!): https://www.practicewithpronouns.com/#/?_k=3kdvdi

Stonewall's glossary of terms:

<http://www.stonewall.org.uk/help-advice/glossary-terms>

A guide for using more gender neutral language:

<https://writingcenter.unc.edu/tips-and-tools/gender-inclusive-language/>

LGBT language dos and donts:

<http://thesafezoneproject.com/wp-content/uploads/2017/07/SZP-Language-DO-DONT-Handout.pdf>

The trans unicorn: <http://www.transstudent.org/gender/>