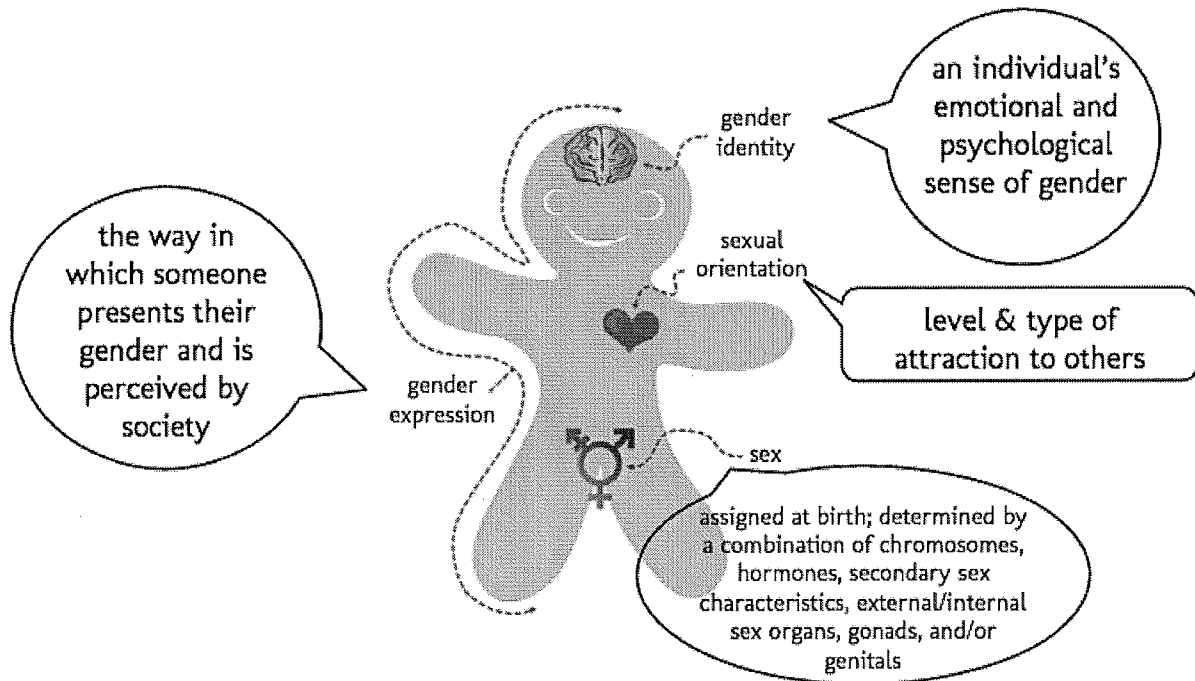


GENDER, SEX, & SEXUALITY: WHAT'S THE DIFFERENCE?



INCLUSIVE LANGUAGE

Using inclusive language means striving to understand the ways that language often unconsciously makes assumptions about people and reinforces dominant norms around gender and sexual orientation. Here are some basic guidelines for being inclusive in your language:

- Don't assume heterosexuality. For example, instead of asking a person if they have a husband or wife, ask if they are seeing or dating anybody. In the same way, ask about a person's parents, as opposed to mother and father.
- Don't assume that being married implies that someone is heterosexual – LGBTQ+ people can be legally married as well. Additionally, individuals who are bisexual may be partnered with someone who is of a different gender – this does not mean that they do not still identify as part of the LGBTQ+ community.
- Guard against language that assumes that a person is cisgender (not transgender). Likewise, don't assume that all intimate partners are cisgender.
- Ask for and use preferred gender pronouns rather than assuming the pronouns someone uses. In the same way we ask if someone has a nickname they would prefer to be called, we can also ask what gender pronouns they use. These could include: She/her/hers, He/him/his, They/them/theirs, Ze/hir/hirs, or the person's name.
- Use words that encompass all genders, rather than just two. For example, you can say "people" instead of "women and men"; "children" instead of "boys and girls"; "siblings" instead of "brothers and sisters."
- Maintain awareness regarding the difference between sexual orientation and gender identity. For example, if you are only talking about sexual orientation, say "lesbian, gay, bisexual" instead of the acronym "LGBT". Similarly, don't use "straight" to mean the "opposite of LGBT" (transgender people can be any sexual orientation, including straight).

Be Mindful

- Sexuality and gender identity are not always apparent, nor do they always align with our expectations. Give resources relevant to LGBTQ+ to everyone, not just individuals you perceive to be LGBTQ+.
- LGBTQ+ people carry a multitude of other identities, and vary widely in terms of their race and ethnicity, faith traditions, languages spoken, ages, and disability statuses (among other things)
- Someone's gender identity or sexuality may not be their most salient identity.
- Each person is a master of their own identity, and may use terms specific to themselves. Always mirror the language that an individual uses.

KNOW CAMPUS AND LOCAL LGBTQ+ RESOURCES

- Attend trainings offered by the Pride Center
- Educate yourself regarding terminology used in the LGBTQ+ community
- Be aware of the sexual orientation and gender identity/expression policies related to your specific office and the greater campus community
- Have a working knowledge of where gender-inclusive restrooms are located on campus and specifically in buildings where your office and offices you oversee are located – a map is located online at go.lehigh.edu/inclusive
- Contact the Pride Center for Sexual Orientation and Gender Diversity:
<http://studentaffairs.lehigh.edu/lgbtqia>
 - o Chelsea Fullerton, Director – cef215@lehigh.edu
 - o Kim Ketterer, Coordinator – kak210@lehigh.edu
- Contact Faculty and Staff Pride Network
 - o Andrea Barker, Co-Chair – anb413@lehigh.edu
 - o Mark Orrs, Co-Chair – mao312@lehigh.edu

ASKING THE QUESTIONS

On forms and applications, asking questions about sexual orientation and gender should always be done intentionally and inclusively. Asking oneself why this information is truly important can help to determine which questions are necessary to include. Collecting accurate information about gender and sexuality can be helpful for many reasons, including demonstrating the value of diversity in your organization to your applicant/employee, connecting to them to appropriate resources based on their identity, and identifying trends in application and hiring to ensure inclusiveness at every level.

Some examples for wording these questions are below; open-ended questions are always preferable to closed-ended ones, and if absolutely necessary, "check all that apply" options are better than those that confine someone to a single response.

SEXUALITY

I describe my sexual orientation as _____

OR

I DESCRIBE MY SEXUAL ORIENTATION AS (CHECK ALL THAT APPLY)

Lesbian

Gay

Bisexual

Queer

Questioning

Pansexual

Asexual

Heterosexual

Self-Identify:-----

GENDER

The gender I identify as -----

OR

I IDENTIFY MY GENDER AS (CHECK ALL THAT APPLY)

Woman

Man

Transgender

Self-Identify: -----

If you simply want/need to know how to refer to an applicant, then ask what pronouns they use. Example:

PRONOUNS

I use the following gender pronouns: -----

OR

WHAT PRONOUNS DO YOU USE (WHEN PEOPLE TALK ABOUT YOU IN THE THIRD PERSON HOW WOULD YOU LIKE THEM TO REFER TO YOU)? (CHECK ALL THAT APPLY)

She/her/hers

He/him/his

They/them/theirs

Ze/hir/hirs

Self Identify:-----