

## Guidance on Pronouns

- Pronouns are words that are used to refer to someone in place of their name.
- Pronouns are not indicative of a person's gender, but someone may identify with certain pronouns because they affirm their gender.
- Using the pronouns a person shares for themselves is a sign of respect and one step toward creating an inclusive environment for all community members.
- "Misgendering" is using an incorrect name, pronoun, or gendered term for a person.
- The 2019 *AP Stylebook* allows the use of *they/them/their* as singular, gender-neutral pronouns for people who identify as neither male nor female, though identity and gender expression are not indicative of a person's pronouns.
- Always *ask* what someone's pronouns are and if in a group setting, ask everyone, not just those you may assume to be gender nonconforming.
- Consider creating opportunities in the classroom and workplace to ask for or offer one's pronouns:
  - Interviewing process: Create a place to declare preferred name and pronouns.
  - Many Applicant Tracking Systems (ATS) are driven by legal name. Creating an opportunity to disclose preferred names is a recommended best practice not only for transgender people, but for anyone who uses a preferred (or "nick") name.
  - Onboarding process: Create a place to declare preferred name and pronouns. Use these as basis of introducing new employees.
  - Platforms or digital directories: Allow students or employees to self-ID preferred name and pronouns as part of their profile.
  - Include pronouns in email signature lines.
  - Make offering personal pronoun part of introduction process at the start of meetings or events.
    - Example:
      - "We're going to go around the room to introduce ourselves. Please say your name, the department you work in and your pronouns."
      - "My name is Jean Doe. I work in Quality Control. My pronouns are they, them, theirs."
  - Role model appropriate pronoun when introducing people to their new workgroup. Ex:
    - "Everyone I am pleased to introduce John Smith who is transferring over from Quality Control. They will be the lead person on the new product development project."

## Pronoun Visibility

You can make your preferred pronouns visible by adding them to your email signature or Zoom account.

- Adding pronouns to your email signature – here is an example of recommended language:  
**Name, degrees** (*pronouns*)  
Job Title  
Department (optional)  
Columbia University Mailman School of Public Health  
722 West 168th Street, Room #, New York, NY 10032  
212-123-4567 | FAX: 212-123-4567 (optional)  
ab1234@columbia.edu (optional)  
[www.publichealth.columbia.edu](http://www.publichealth.columbia.edu)
- Adding pronouns to your Zoom account provides an option for people to share more about themselves and be respectfully treated on the platform.
- With the pronouns feature, you can add your pronouns directly to your user profile:
  - [Customize your profile](#) to include your pronouns and choose when to share them during a meeting or webinar.
  - Sign in to the Zoom web portal.
  - In the navigation panel, click [Profile](#).
  - On the right side of your name, click **Edit**.
  - In the **Pronouns** field, enter your pronouns.
  - In the **How would you like to share your pronouns?** drop-down field, choose from the following options:
    - **Always share in meetings and webinars:** Your pronouns will appear next to your display name automatically in any meetings that you host or join, and any webinars that you're the host or panelist for.
    - **Ask me every time after joining meetings and webinars:** You will be asked if you want your pronouns to appear next to your display name in every meeting that you host or join, and any webinars that you're the host or panelist for.
    - **Do not share in meetings and webinars:** Your pronouns will not appear next to your display name in any meetings or webinars. You will have to manually choose to share your pronouns.
  - **Note:** Even if you choose not to share your pronouns in meetings or webinars, your pronouns will still appear in your profile card and be visible to your Zoom contacts if you have entered them in the **Pronouns** field.
  - Click **Save**.