

**Appendix 1: Proposal to Evaluate Gendered Language**



**University Senate  
PROPOSAL FORM**

<b>Name:</b>	Michael Anthony Goodman ( <i>he, him, his</i> )
<b>Date:</b>	June 13, 2018
<b>Title of Proposal:</b>	A Recommendation to Evaluate Gendered Language
<b>Phone Number:</b>	405-630-0902
<b>Email Address:</b>	mgood@terpmail.umd.edu
<b>Campus Address:</b>	3125 South Campus Dining Hall, Undergraduate Student Legal Aid
<b>Unit/Department/College:</b>	Higher Education, Student Affairs, International Education Policy (College of Education)
<b>Constituency (faculty, staff, undergraduate, graduate):</b>	Graduate Student
<b>Description of issue/concern/policy in question:</b>	<p>Over the past year, I have observed multiple places where gendered language has hindered the opportunity for inclusion of individuals who identify as non-binary or another category outside of the rigid “male/female” gender identifiers. For example, website content and Graduate Assistantship offer letters often contain “he/she” and “his/hers” language when referencing students (see Appendix A). Further, onboarding documents are often written directly to “he/she” or “male/female” expectations, as <a href="#">illustrated in the incident that occurred earlier this year</a> with the Computer Science handbook.</p> <p>These are just a few examples, which initially led me to engage deeper with students and faculty on campus to understand if these were isolated incidents. Now knowing that they are not, I write this proposal to the University Senate to address a need for inclusion regarding how the University of Maryland perpetuates a gendered expectation in undergraduate, graduate, and faculty/staff capacities. This language sets a standard that students, faculty, staff, and alumni who do not identify as “male/female” or “his/hers” are not welcome or included in various university operations.</p> <p>After an initial email to The Graduate School, it was recommended that this concern be considered at a higher level, which has ultimately led to this University Senate proposal.</p>

<p><b>Description of action/changes you would like to see implemented and why:</b></p>	<p>I would like to see the University Senate address this concern campus-wide, which will ideally lead to a campus-wide review of documents, websites, resources, and communication.</p> <p>First, it should be mandated that all colleges lead a review of their documents, websites, resources, and correspondence. This includes, but is not limited to, the following:</p> <ul style="list-style-type: none"> <li>• Admissions advertisements and materials</li> <li>• Orientation materials</li> <li>• College, department, program handbooks</li> <li>• Job descriptions</li> <li>• Official Human Resources applications</li> <li>• Syllabi</li> <li>• Curriculum (PowerPoint presentations, handouts)</li> <li>• Website and online/social media content</li> </ul> <p>Departments and Colleges should remove any language exclusively citing, “he/his,” or “she/her,” and replace that language with, “the student,” or, “their/theirs,” framing.</p>
<p><b>Suggestions for how your proposal could be put into practice:</b></p>	<p>To review and address the categories listed above, Deans of the Colleges should appoint a Task Force within each college to oversee and manage the Department and College review. Each Task Force should be inclusive of individuals who are committed to equity and justice work, and involve students, staff, and faculty. Ultimately, each Task Force will operate as the accountability body for each College.</p>
<p><b>Additional Information:</b></p>	<p>The Graduate Student Government has taken steps to address this concern within our own body, and we would like the University to follow suit. For example, during the Spring 2018 semester, we passed <a href="#">legislation to edit our Bylaws in full</a>, and to be reflective of “they/them/theirs” pronouns, removing all gendered pronouns. Additionally, we passed a resolution urging The Graduate School to recommend correspondence to Departments to evaluate gendered language within GA/TA/RA offer letters, handbooks, and in-College onboarding websites and documents.</p>

# Appendix A

Graduate Assistants are, first and foremost, graduate students pursuing an education. The opportunity to work closely with faculty, staff, and students in teaching, research, or administrative environments is an integral part of that education. The University and the Adele H. Stamp Student Union – Center For Campus Life are committed to ensuring that GA assignments are productive, enhance student qualifications, meet funding support and workload goals, and are consistent with the educational objectives of the student and his or her program.

The University of Maryland and the Adele H. Stamp Student Union – Center for Campus Life are academic and collegial communities. Regular and clear communication between Graduate Assistants and their advisors and supervisors is essential to maintaining an effective educational environment. Occasionally, problems may occur. A GA who experiences workload-related problems is encouraged to consult with his or her advisor or supervisor. Should the need arise, a Grievance Procedure is detailed in the Policies for Graduate Assistantships linked above.

The screenshot shows the website for The University of Maryland Graduate School. The header includes the university logo, the text 'THE GRADUATE SCHOOL', and the tagline 'Advancing graduate education. Enhancing the student experience.' The main navigation bar contains 'Home', 'Graduate Programs', 'Courses', and 'Faculty'. A search bar is located on the right. The left sidebar lists various policy categories such as 'Catalog Home', 'General Policies', 'Appointments', 'Special Appeals Process', 'Duties and Time Commitments', 'Compensation', 'Parental Accommodation Guidelines', 'Conduct and Professional Behavior', 'Equal Opportunity Statement', and 'Grievance Procedure'. The main content area is titled 'Policies for Graduate Assistantships' and includes sections for 'I. General Policies', 'Categories', and 'Administration'. The 'General Policies' section states that Graduate Assistants (GAs) are first and foremost graduate students pursuing an education and that their assignments are productive and consistent with educational objectives. The 'Categories' section lists Graduate Teaching Assistants (TAs), Graduate Research Assistants (RAs), and Graduate Administrative Assistants (AAs). The 'Administration' section describes the supervision of GAs by the department, program, or unit.

The screenshot shows a survey form titled 'Exit Survey for Non-Teacher Certification Graduate Students'. The 'Demographics' section is highlighted with a red circle. It includes the following questions and options:

- 1. Gender
  - Male
  - Female
- Race/Ethnicity
  - American Indian
  - Caucasian

## Appendix 2: Overview of Inclusive Language Policies at Big 10 and Peer Institutions

Policy	Last Updated	Guidance on preferred names and/or pronouns?	What groups/ activities does the policy cover?	Guidance for faculty regarding syllabus?	Notes, Related Links	Style Guide? Addresses?
<b>University of Iowa</b> <a href="https://www.policy.iastate.edu/sites/default/files/resources/128/Policy-Inclusive%20Language%202018-02-26%20SECURED.pdf">https://www.policy.iastate.edu/sites/default/files/resources/128/Policy-Inclusive%20Language%202018-02-26%20SECURED.pdf</a>	2/26/18	There is a preferred name site where students can change your name on a number of official listings	<p>All university publications and communication, whether oral or written.</p> <p>Applies to all faculty and staff, whenever possible, selection of academic materials will also reflect efforts to uphold this university policy.</p>	<p>Policy is included in the Faculty Handbook. Includes information on sexual harassment and other social issues.</p> <p>Teaching center has guidance in inclusive classrooms, primarily focused on cultural diversity.</p>	<p><a href="https://uiowa.edu/ui-transition-resources/identity-terminology">https://uiowa.edu/ui-transition-resources/identity-terminology</a></p> <p><a href="https://teach.its.uiowa.edu/resources/collections/inclusive-teaching-and-diversity">https://teach.its.uiowa.edu/resources/collections/inclusive-teaching-and-diversity</a></p>	<p><a href="https://brand.uiowa.edu/sites/brand.uiowa.edu/files/ui_editorial_style_guide-9-12-2018.pdf">https://brand.uiowa.edu/sites/brand.uiowa.edu/files/ui_editorial_style_guide-9-12-2018.pdf</a></p> <p>Section on avoiding bias.</p>
<b>Indiana University</b> None	n/a	There is a preferred name site where students can change their name on a number of official listings.	n/a	Some guidance for faculty through Center for Innovative Teaching and Learning	<p><a href="https://lgbtq.indiana.edu/resources/transitioning-at-iu/IU-Transgender-Guide-Updated.pdf">https://lgbtq.indiana.edu/resources/transitioning-at-iu/IU-Transgender-Guide-Updated.pdf</a></p> <p><a href="https://kb.iu.edu/d/bfeo">https://kb.iu.edu/d/bfeo</a></p> <p><a href="https://studentaffairs.indiana.edu/glb-student-support-services/index.shtml">https://studentaffairs.indiana.edu/glb-student-support-services/index.shtml</a></p> <p><a href="https://diversity.iu.edu/about/campus-environment-toolkit/awareness.html">https://diversity.iu.edu/about/campus-environment-toolkit/awareness.html</a></p> <p><a href="https://citl.indiana.edu/teaching-resources/diversity-inclusion/">https://citl.indiana.edu/teaching-resources/diversity-inclusion/</a></p>	<p><a href="https://brand.iu.edu/messaging-strategy/editorial-style/style-guide/index.html">https://brand.iu.edu/messaging-strategy/editorial-style/style-guide/index.html</a></p>
<b>University of Illinois-Urbana Champaign</b> None	n/a	There is a preferred name site where students can change their name on a number of official listings.	n/a	<p>Any student who has suppressed their directory information pursuant to Family Educational Rights and Privacy Act (FERPA) should self-identify to the instructor to ensure protection of the privacy of their attendance in this course.</p> <p>Fairly extensive resources through Center for Research on Learning and Teaching</p>	<p><a href="https://www.uillinois.edu/about/policies/preferred_first_name_statement">https://www.uillinois.edu/about/policies/preferred_first_name_statement</a></p> <p><a href="https://oir.uillinois.edu/lgbt-resource-center/resources">https://oir.uillinois.edu/lgbt-resource-center/resources</a></p>	<p><a href="http://identitystandards.uillinois.edu/writingstyleguide/index.html">http://identitystandards.uillinois.edu/writingstyleguide/index.html</a></p> <p>Defines nonsexist language.</p>
<b>University of Michigan</b> None	n/a	There is a preferred name site where students can change their name on a number of official listings.	<p>University communications and reporting.</p> <p>Preferred names "can and should be used wherever possible in the course of university business and education."</p>	Fairly extensive resources provided for faculty.	<p><a href="https://spectrumcenter.umich.edu/article/designated-pronouns">https://spectrumcenter.umich.edu/article/designated-pronouns</a></p> <p><a href="http://www.crit.umich.edu/multicultural-teaching/inclusive-teaching-strategies">http://www.crit.umich.edu/multicultural-teaching/inclusive-teaching-strategies</a></p> <p>*\$16k Inclusive language campaign in 2015: <a href="http://sites.lsa.umich.edu/wp-content/uploads/sites/355/2016/06/Inclusive-L-Language-Campaign-pamphlet.pdf">http://sites.lsa.umich.edu/wp-content/uploads/sites/355/2016/06/Inclusive-L-Language-Campaign-pamphlet.pdf</a></p>	<p><a href="https://vpcomm.umich.edu/brand/style-guide/editorial">https://vpcomm.umich.edu/brand/style-guide/editorial</a></p>

	Policy	Last Updated	Guidance on preferred names and/or pronouns?	What groups/ activities does the policy cover?	Guidance for faculty regarding syllabus?	Notes, Related Links	Style Guide? Addresses?
<b>Michigan State University</b>	None	n/a	There is a preferred name site where students can change their name on a number of official listings.	n/a	Some guidance for faculty through the Academic Advancement Network.	<p><a href="http://www.inclusion.msu.edu/about/building-inclusive-communities.html">http://www.inclusion.msu.edu/about/building-inclusive-communities.html</a></p> <p><a href="https://natsci.msu.edu/sites/_natsci/assets/File/Faculty%20%26%20Staff/CDC-Inclusion.pdf">https://natsci.msu.edu/sites/_natsci/assets/File/Faculty%20%26%20Staff/CDC-Inclusion.pdf</a></p> <p><a href="http://lbgtrc.msu.edu/educational-resources/pronouns/">http://lbgtrc.msu.edu/educational-resources/pronouns/</a></p> <p><a href="https://diversity.natsci.msu.edu/resources/faculty-and-staff-resources/course-related-resources/inclusive-language-for-course-syllabi/">https://diversity.natsci.msu.edu/resources/faculty-and-staff-resources/course-related-resources/inclusive-language-for-course-syllabi/</a></p> <p><a href="https://aan.msu.edu/teaching-learning/resources-for-difficult-dialogues-in-the-classroom/">https://aan.msu.edu/teaching-learning/resources-for-difficult-dialogues-in-the-classroom/</a></p> <p><a href="http://d.umn.edu/sexuality-gender-equity-initiatives/education-advocacy/pronouns">http://d.umn.edu/sexuality-gender-equity-initiatives/education-advocacy/pronouns</a></p>	<p><a href="https://cabs.msu.edu/marketing/msu-editorial-style-guide.html?_ga=2.113834119.1891977233.1543849485-1978363882.1507660018">https://cabs.msu.edu/marketing/msu-editorial-style-guide.html?_ga=2.113834119.1891977233.1543849485-1978363882.1507660018</a></p> <p>Use "nonsexist writing," addresses pronouns.</p>
<b>University of Minnesota</b>	None	n/a	There is a preferred name site where students can change their name on a number of official listings.	n/a	Incorporates general guidelines on inclusivity and non-discrimination.	<p>Ambitious draft policy, never adopted: <a href="https://www.documentcloud.org/documents/4598811-Updated-Draft-Gender-Identity-Policy.html">https://www.documentcloud.org/documents/4598811-Updated-Draft-Gender-Identity-Policy.html</a></p> <p><a href="https://onestop.umn.edu/personal-information/pronouns-and-gender-identity">https://onestop.umn.edu/personal-information/pronouns-and-gender-identity</a></p> <p><a href="https://policy.umn.edu/sites/policy.umn.edu/files/appendix/upolicy_apph.pdf">https://policy.umn.edu/sites/policy.umn.edu/files/appendix/upolicy_apph.pdf</a></p> <p><a href="http://writing.umn.edu/sws/quickhelp/grammar/nonbinary.html">http://writing.umn.edu/sws/quickhelp/grammar/nonbinary.html</a></p>	<p><a href="https://university-relations.umn.edu/resources/editorial-style">https://university-relations.umn.edu/resources/editorial-style</a></p>
<b>University of Nebraska</b>	None	n/a	From Graduate Mentoring Guidebook: Avoid homophobic, gendered, sexist, or other discriminatory comments. For example, when talking about families, avoid talking as if every family were composed of a husband, wife, and children. Use words like spouse and partner instead of just spouse or husband or wife. These terms go a long way in letting GLBT students and unmarried students know they are represented in discussions.	n/a	No	<p><a href="https://www.unl.edu/mentoring/sexual-orientation-and-gender-identity">https://www.unl.edu/mentoring/sexual-orientation-and-gender-identity</a></p>	<p><a href="https://unlcmns.unl.edu/ucomm/styleguide/">https://unlcmns.unl.edu/ucomm/styleguide/</a></p> <p>Avoid gender-specific words, addresses stereotypes.</p>

	Policy	Last Updated	Guidance on preferred names and/or pronouns?	What groups/ activities does the policy cover?	Guidance for faculty regarding syllabus?	Notes, Related Links	Style Guide? Addresses?
<b>Northwestern University</b>	None	n/a	Not specifically but courses on cultivating a safe space for LGBTQA students are offered.	n/a	Relatively extensive guidance provided by the Searle Center.	<p><a href="https://www.northwestern.edu/searle/initiatives/diversity-equity-inclusion/inclusive-learning-environments.html">https://www.northwestern.edu/searle/initiatives/diversity-equity-inclusion/inclusive-learning-environments.html</a></p> <p><a href="https://www.northwestern.edu/msa/resources/lgbtqia-resources/trans-policies-resources/index.html">https://www.northwestern.edu/msa/resources/lgbtqia-resources/trans-policies-resources/index.html</a></p> <p><a href="https://www.northwestern.edu/diversity/initiatives/gender-queer,-non-binary,-transgender-task-force.html">https://www.northwestern.edu/diversity/initiatives/gender-queer,-non-binary,-transgender-task-force.html</a></p>	<p><a href="https://www.northwestern.edu/univ-relations/publications/resources/styleguide.html">https://www.northwestern.edu/univ-relations/publications/resources/styleguide.html</a></p>
<b>Ohio State University</b>	None	n/a	There is a preferred name site where students can change their name on a number of official listings.	n/a	Relatively extensive guidance provided by the Center for the Advancement of Teaching.	<p><a href="https://writingcenter.unc.edu/tips-and-tools/gender-inclusive-language/">https://writingcenter.unc.edu/tips-and-tools/gender-inclusive-language/</a></p> <p><a href="https://ucat.osu.edu/inclusive-teaching/ResidenceLife/senior-assistant-director-kelly-griffith-and-assistant-director-nick-pazdziorko-began-an-inclusive-language-campaign-in-2015-to-combat-racial-slurs-and-pronoun-preferences">https://ucat.osu.edu/inclusive-teaching/ResidenceLife/senior-assistant-director-kelly-griffith-and-assistant-director-nick-pazdziorko-began-an-inclusive-language-campaign-in-2015-to-combat-racial-slurs-and-pronoun-preferences</a></p> <p><a href="https://www.centredaily.com/news/local/education/penn-state/article53597300.html">https://www.centredaily.com/news/local/education/penn-state/article53597300.html</a></p> <p><a href="https://studentaffairs.psu.edu/campus-community-diversity/lgbtq-community/explore-lgbtq-resources/identity-based-resources/pronouns">https://studentaffairs.psu.edu/campus-community-diversity/lgbtq-community/explore-lgbtq-resources/identity-based-resources/pronouns</a></p> <p><a href="http://www.schreyerinstitute.psu.edu/tools/">http://www.schreyerinstitute.psu.edu/tools/</a></p>	<p>Password protected</p>
<b>Penn State University</b>	None	n/a	There is a preferred name site where students can change their name on a number of official listings.	n/a	Resources for faculty through Schreyer Institute for Teaching Excellence.	<p><a href="https://studentaffairs.psu.edu/campus-community-diversity/lgbtq-community/explore-lgbtq-resources/identity-based-resources/pronouns">https://studentaffairs.psu.edu/campus-community-diversity/lgbtq-community/explore-lgbtq-resources/identity-based-resources/pronouns</a></p> <p><a href="http://www.schreyerinstitute.psu.edu/tools/">http://www.schreyerinstitute.psu.edu/tools/</a></p>	<p><a href="http://visualeditorialstandards.psu.edu/editorial-style-manual/word-usage/">http://visualeditorialstandards.psu.edu/editorial-style-manual/word-usage/</a></p> <p>Avoid gender stereotyping, encourage "they."</p>
<b>Purdue University</b>	None	n/a	There is a preferred name site where students can change their name on a number of official listings.	n/a	<p>Purdue University is committed to maintaining a community which recognizes and values the inherent worth and dignity of every person; fosters tolerance, sensitivity, understanding, and mutual respect among its members; and encourages each individual to strive to reach his or her own potential. In pursuit of its goal of academic excellence, the University seeks to develop and nurture diversity. The University believes that diversity among its many members strengthens the institution, stimulates creativity, promotes the exchange of ideas, and enriches campus life.</p>	<p><a href="https://www.washingtonexaminer.com/purdue-online-writing-lab-quietly-changes-guidelines-around-sexist-language-again">https://www.washingtonexaminer.com/purdue-online-writing-lab-quietly-changes-guidelines-around-sexist-language-again</a></p>	<p><a href="https://owl.purdue.edu/owl/general_writing/grammar/pronouns/gendered_pronouns_and_singular_they.html">https://owl.purdue.edu/owl/general_writing/grammar/pronouns/gendered_pronouns_and_singular_they.html</a></p> <p><a href="https://owl.purdue.edu/owl/general_writing/academic_writing/using_appropriate_language/stereotypes_and_biased_language.html">https://owl.purdue.edu/owl/general_writing/academic_writing/using_appropriate_language/stereotypes_and_biased_language.html</a></p>

	Policy	Last Updated	Guidance on preferred names and/or pronouns?	What groups/ activities does the policy cover?	Guidance for faculty regarding syllabus?	Notes, Related Links	Style Guide? Addresses?	
						<a href="https://www.uwec.edu/kb/article/policies-gender-inclusive-language/">https://www.uwec.edu/kb/article/policies-gender-inclusive-language/</a> Policy from UW: Eau Claire <a href="https://www.chronicle.com/article/Colleges-Consider-Adopting-/233757">https://www.chronicle.com/article/Colleges-Consider-Adopting-/233757</a> <a href="https://www.wisconsin.edu/inclusive-excellence">https://www.wisconsin.edu/inclusive-excellence</a> <a href="https://lgbt.wiscweb.wisc.edu/wp-content/uploads/sites/175/2016/07/LGBTC-Gender-pronoun-guide.pdf">https://lgbt.wiscweb.wisc.edu/wp-content/uploads/sites/175/2016/07/LGBTC-Gender-pronoun-guide.pdf</a>		
	<b>University of Wisconsin - Madison</b>	None	n/a	There is a preferred name site where students can change their name on a number of official listings.	n/a	No		
	<b>University of Wisconsin - Eau Claire</b>	<a href="https://www.uwec.edu/kb/article/policies-gender-inclusive-language/">https://www.uwec.edu/kb/article/policies-gender-inclusive-language/</a>	8/2018	There is a preferred name site where students can change their name on a number of official listings.	Students, faculty, and staff.	Yes, password protected	Password protected	
	<b>Rutgers</b>	None	n/a	There is a preferred name site where students can change their name on a number of official listings.	n/a	No	<a href="https://socialjustice.rutgers.edu/safer-space-training-program/language-matters-campaign/">http://socialjustice.rutgers.edu/safer-space-training-program/language-matters-campaign/</a> Section on gender-neutral language, LGBTQA language (addresses pronouns). <a href="https://identity.berkeley.edu/downloads/berkeley-editorial-style-13.pdf">https://identity.berkeley.edu/downloads/berkeley-editorial-style-13.pdf</a>	
	<b>UC - Berkeley</b>	None	n/a	There is a preferred name site where students can change their name on a number of official listings.	n/a	No	<a href="https://campusclimate.berkeley.edu/students/ejce/geneq/resources/lgbtq-resources/definition-terms">https://campusclimate.berkeley.edu/students/ejce/geneq/resources/lgbtq-resources/definition-terms</a> Has section on avoiding gendered language	
	<b>University of North Carolina-Chapel Hill</b>	<a href="https://unc.policystat.com/policy/4745272/latest/">https://unc.policystat.com/policy/4745272/latest/</a>	8/1/2016	There is a preferred name site where students can change their name on a number of official listings.	University documents, websites and policies	Minimal, linked resources through Center for Faculty Excellence <a href="https://cfe.unc.edu/initiatives/diversity-and-inclusion/">https://cfe.unc.edu/initiatives/diversity-and-inclusion/</a>	<a href="https://writingcenter.unc.edu/tips-and-tools/gender-inclusive-language/">https://writingcenter.unc.edu/tips-and-tools/gender-inclusive-language/</a> Style guide for policies: <a href="https://policies.unc.edu/files/2018/02/UNC-Policy-Style-and-Development-Guide.pdf">https://policies.unc.edu/files/2018/02/UNC-Policy-Style-and-Development-Guide.pdf</a> <a href="https://www.lgbt.ucla.edu/Resources/LGBTQ-Terminology">https://www.lgbt.ucla.edu/Resources/LGBTQ-Terminology</a>	No
	<b>UCLA</b>	None	n/a	There is a preferred name site where students can change their name on a number of official listings.	n/a	<a href="https://equity.ucla.edu/wp-content/uploads/2016/06/CreatingaPositiveClassroomClimateWeb-2.pdf">https://equity.ucla.edu/wp-content/uploads/2016/06/CreatingaPositiveClassroomClimateWeb-2.pdf</a> <a href="https://www.uclahealth.org/gender-health/educational-materials">https://www.uclahealth.org/gender-health/educational-materials</a>	Password protected	



## Review of the University of Maryland, College Park Policy on Inclusive Language

(Senate Document #18-19-06)

Equity, Diversity, & Inclusion (EDI) Committee | Chair: Tom Porter

The Senate Executive Committee (SEC) and Senate Chair Walsh request that the Equity, Diversity, & Inclusion (EDI) Committee review the University of Maryland, College Park Policy on Inclusive Language ([VI-1.00\[C\]](#)) and make recommendations, as necessary.

Specifically, the committee is asked to:

1. Review the USM Policy of Non-Discrimination on the Basis of Sexual Orientation and Gender Identity or Expression ([VI-1.05](#)).
2. Consider the University of Maryland Policy of Non-Discrimination on the Basis of Gender Identity or Expression in the Use of Gendered Facilities ([VI-1.05\[A\]](#)).
3. Review the proposal entitled, *A Recommendation to Evaluate Gendered Language* ([Senate Document #18-19-07](#)).
4. Review the principles within the University's strategic plan for diversity, [Transforming Maryland: Expectations for Excellence in Diversity and Inclusion](#).
5. Consider whether the scope of the current policy aligns with the University's principles on diversity and inclusion, as well as with existing policies and procedures.
6. Review similar policies and procedures at Big 10 and other peer institutions.
7. Consult with a representative of the Office of Civil Rights & Sexual Misconduct (OCRSM).
8. Consult with a representative of the Office of Diversity & Inclusion (ODI).
9. Consult with a representative of the Office of Strategic Communications.
10. Consult with a representative of the Office of General Counsel on any proposed changes to the University's policy.
11. If appropriate, recommend whether the policy should be revised and submit recommended revisions for Senate consideration.

We ask that you submit a report to the Senate Office no later than **May 10, 2019**. If you have questions or need assistance, please contact Reka Montfort in the Senate Office, extension 5-5804.