In 2015, OHIO implemented a [Policy 12.021: Student Names](https://www.ohio.edu/policy/12-021), allowing students to be identified with the name and/or pronoun they use. This included updating the MyOHIO Student Center so that students could update their name and pronouns, as well as modifying other systems so faculty and staff could access that information.

In the Division of Student Affairs, we seek to refer to all faculty, staff and students by the name they use and utilize the pronouns with which they identify. The following guidelines were developed as a tool to help foster an inclusive community at OHIO.

For more information on why pronouns matter, click [here](https://www.cultureamp.com/blog/gender-pronouns-in-workplace). For frequently asked questions about Ohio University’s use of pronouns and preferred names, see: <https://www.ohio.edu/registrar/preferred-names-faq>.

**Staff Directory, Business Cards, Email Signatures, and Name Badges**

We encourage all faculty, staff and students to include their pronouns in highly visible locations where their name appears for the first time. Examples of this include staff websites, business cards, email signatures, permanent office name plates and name badges.

**Name Badges:**

Departments that issue name badges to staff should include an opportunity for staff to feature their pronouns. Departments that do not issue name badges to staff due to budget constraints, but wish to do so, should reach out to Ohio University's LGBT Center to explore potential funding solutions.

Name Badge Examples:

Jivanto P. van Hemert
He, Him, His

Director of Case Management & COVID Response Operations

Jim Sand (He/Him/His)

Assistant Director, Residence Life

**Other examples:**

Staff Website:

Drew Banks

He/Him

General Manager, Campus Cafés

Business Cards:



Megan M. Vogel

She, Her, Hers

Chief of Staff Cutler Hall, 212

T. 740.593.2580 1 Ohio University

F. 740.593.1243 Athens, OH 45701-2979

vogelm@ohio.edu [www.ohio.edu/studentaffairs](http://www.ohio.edu/studentaffairs)

Email Signature:

Taylor Bauer | she/they

Well-Being Support Manager

  

University Well-Being & Recreation | Office of Health Promotion

Baker University Center | Office 339

bauert@ohio.edu