



# The Universities

AT SHADY GROVE

## MEMORANDUM

To: USG Staff  
From: Office of Human Resources  
Date: June 12, 2018  
Subject: Gender Pronouns and University Business Cards Update

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USG embraces a culture grounded in respect, civility, and inclusion and therefore is committed to using language that honors the diversity of our employees. Consistent with these values, USG staff now have the option of articulating and including their gender pronouns on business cards. For greater clarity, a gender pronoun is a pronoun some individuals use as a form of self-identification.

We have attached a UMCP Printing Services [form](#) which lists the five sets of gender pronouns that are approved for use on our business cards. If you want to include gender pronouns on your business cards, we encourage you to contact the [Copy Center](#). However, please note, this is not a template requirement.

To learn more about the use of [gender pronouns](#) and current policies and support information, please refer to the following informational resources:

- [UMD Office of Diversity and Inclusion](#)
- [UMD Lesbian, Gay, Bisexual and Transgender Equity Center](#)
- [UMD Policy of Inclusive Language](#)
- [Explanation of Gender Pronouns](#)
- [Good Practices: Names and Pronouns](#)

If you have any additional questions, please feel free to contact the [Office of Human Resources](#).