



CALL ME BY MY NAME FACULTY RESOURCE SHEET

VCU is excited to announce the launch of the Call Me By My Name initiative. On July 10, 2020, VCU incorporated “name of use/name”, “gender/gender identity”, and “pronouns” into the self-service eServices Personal Information page. For a detailed explanation of this initiative and points of consideration when changing a name and frequently asked questions, please refer to the main website: myname.vcu.edu

WHAT THIS MEANS FOR YOU AS AN EMPLOYEE

Specifically, you can now go to the Personal Information page of eServices and update your name of use (this impacts first name only), your gender/gender identity and pronouns. This information will be how VCU will know you, how faculty, staff and students will search for you and how VCU will address you in official communications.

Please note, employees’ information is also available to people outside of VCU through the online directory.

WHAT THIS MEANS FOR FACULTY, IN RELATION TO STUDENTS

All enrollment lists (Banner, Blackboard and Canvas) will utilize name of use. A student’s name will utilize their name of use and their legal last name.

We are in the process of adding pronouns to Blackboard and Canvas so faculty have access to student pronouns. Canvas already allows for students to input pronouns into their profiles directly (available under the edit profile function on the user’s page).

KEY POINTS TO NOTE

- VCU supports each person’s right to be recognized by their name of use, and the gender and pronouns with which they identify. Units are encouraged to develop their own practices and procedures to reflect appropriate names, genders and pronouns.
- Legal first names are considered private and should not be shared or made public.
- This is a institution wide initiative and thus will be implemented across all applicable systems.
- This is a VCU change only and does not constitute a legal name change.

We encourage faculty to include information on name of use in their syllabi, including information about the responsibilities that come with this process.

SAMPLE SYLLABI STATEMENT

VCU recognizes that individuals have the right to use names other than their legal name, to identify with the gender they know themselves to be and to utilize the pronouns that best fit them. Please visit myname.vcu.edu to update your information.

Entering a name of use other than your legal name into the VCU system comes with certain additional responsibilities. Specifically, it is important that you inform your faculty and others (such as recommenders) if you are using a name other than your legal name so that they can properly identify you if they receive communication about you which utilizes your legal first name (for example, if they are asked to provide recommendations/references for you).

