



Guidelines for Using Gender Inclusive Language

Consistent with style guidelines issued by Princeton's Office of Human Resources and Office of Communications, and as endorsed by the Institutional Equity Planning Group as a preferred University practice, HR has developed these gender inclusive style guidelines, to be utilized by all HR staff members in HR communications, policies, job descriptions, and job postings. These communication guidelines reflect the inclusive culture and policies at Princeton University.

DEFINITIONS

Gender-inclusive language is writing and speaking about people in a manner that does not use gender-based words.

Gender binary is the traditional view on human gender, which does not take into consideration individuals who identify as otherwise, including and not limited to transgender, genderqueer, gender non-conforming, and/or intersex.

TIPS

1. Replace gendered pronouns, e.g., he, him, his, and she, her, hers, by rewriting the text in the plural.

Example: *Each participant* must present *his* ID badge at the door.

Revised: *All participants* must present *their* ID badges at the door.

2. Eliminate the pronoun altogether.

Example: Each employee is expected to turn in his annual disclosure form by the deadline.

Revised: Employees are expected to turn in the annual disclosure forms by the deadline.

Example: The incumbent is expected to edit a variety of documents. *She* must also prepare weekly updates.

Revised: The incumbent is expected to edit a variety of documents and must also prepare a weekly update.

3. Repeat the noun.

Example: The student must submit the course registration papers by July 1. *Her* guidance counselor will send confirmation by mail.

Revised: The student must submit the course registration papers by July 1. The *student's* guidance counsellor will send confirmation by mail.

4. Use the second person voice, i.e., address your reader directly, using *you* and *your*.

Example: The tenant must keep *her* apartment clean and tidy.

Revised: *You* must keep *your* apartment clean and tidy.

- Use gender-neutral occupational titles and gender-neutral generic terms instead of the generic term *man*, generic words, and expressions that contain the word *man* and the use of *man* as an adjective or verb. Avoid expressions like *career woman*. Instead, be specific: *artist*, *director*, *doctor*, *professor*, etc.

The following table provides a list of gender-inclusive generic terms to use instead of the generic term *man*, generic words and expressions that contain the word *man*, and the use of *man* as an adjective or verb.

Example: Please get a clerk to *man* the front desk.

Revised: Please get a clerk to *staff* the front desk.

OCCUPATIONS	
Don't Use	Use
actress	actor
all forms of alumna/alumnus/alumni/alumnae	alum/grad, alums/grads
anchorman	anchor
businessman, businesswoman	businessperson, people in business
cameraman	camera operator
chairman, chairwoman	chair, chairperson, convenor
cleaning lady	office cleaner
coed	student
fireman	firefighter
forefathers	ancestors
foreman	foreperson, supervisor
freshman/freshmen	first-year students, frosh
headmaster, headmistress	director, principal
mailman	mail carrier, letter carrier, postal worker
male nurse	nurse
man (meaning any human being)	individual, person, people
managers and their wives	managers and their spouses
mankind	humanity, people
policeman, policewoman	police officer
salesman	clerk, salesclerk, sales associate, salesperson

spokesman	spokesperson
stewardess/steward	flight attendant
waiter/waitress	server
GENERIC TERMS AND EXPRESSIONS	
Don't Use	Use
average man	average person, ordinary person
best man for the job	best person for the job
layman	layperson, non-specialist
man (when referring to humanity)	human beings, humanity, humans, individuals, people
man and wife	spouses, partners
man hours	person hours, work hours
mankind	humankind
man made	artificial, handmade, manufactured, synthetic
manpower	personnel, staff, workers, workforce
to man	to operate, to staff
workmanlike	skillful

JOB POSTINGS

Use gender-inclusive language in all job postings.

Examples with Revisions

In the examples below taken directly from the Jobs at Princeton website, gender-based language is highlighted by **red font with strikethrough** and the corrected gender-inclusive language is highlighted by **green font**.

1. Senior Associate Director, Development, #1400753

Reporting to a senior associate director of Leadership Gifts, the senior associate director of Leadership Gifts plays an important role in the management, organization and planning of the activities for the Office of Leadership Gifts. ~~S/he~~ **The senior associate director** demonstrates strong performance and experience as a field officer, solicitor of gifts, manager of volunteers, and development team member. This senior development officer will also be expected to devote approximately 20% of ~~his/her~~ time to the administrative duties listed below.

The senior associate director will also be assigned one or more projects, which might include serving as the manager of a volunteer training program or screening program, as assigned by the director and/or the AVP or VP for Development.

The senior associate director may serve as the manager for a particular University fundraising priority, working with faculty and other project sponsors as assigned. In this capacity, ~~s/he~~ **the**

senior associate director develops fundraising and stewardship strategy for the project by identifying potential donors, assisting in the development of appropriate marketing materials by Development Communications, and organizing campus and alumni volunteers to assist in the fundraising process. Associated tasks may include organization and/or facilitation of meetings, strategic planning for new initiatives, and/or drafting of documents.

2. Senior Research Specialist I, Industrial Relations, #1400733

The successful candidates will assist a group of faculty members in all aspects of their research. ~~He or she~~ They will be expected to assemble and manage data sets, process and analyze survey and census data, and assist faculty members in the design, implementation, and management of surveys.

In addition, ~~he or she~~ candidates will be expected to write summaries of research, perform literature searches and reviews, and post and retrieve information from the Web. Additional duties as assigned. Graduating seniors are encouraged to apply.

3. Grants Manager, Department of Molecular Biology

The Department of Molecular Biology Grants Manager is a key member of the department's executive team with primary oversight for grant and research-related financial activity in the department. The Grants Manager performs pre- and post-award accounting, and financial administration for the Department's sponsored awards, which consists of more than 176 grants and contracts. The Grants Manager leads ~~her~~ the staff in assisting faculty in identifying and applying for grants (>150/year), with \$16-20 million in direct cost research awards annually. The Grants Manager monitors the corporate support and cost sharing accounts, and reviews the budget forecasts at the grant and PI level. In addition, the Grants Manager is responsible for developing plans to meet funding challenges, reviews all proposals in COEUS with emphasis on budget and compliance, represents the Department at national conferences, assists with internal audits, and develops training sessions for staff in response to changes in systems or in the grant application process.

The grants manager is a senior financial manager working with the Department Manager and Department Chair and ~~s/he~~ serves as a resource for faculty, students and staff on policy and procedural questions related to grants management and financial controls. The grants manager must combine a firm understanding of academic research, funding agency and department policy with a thoughtful, service- and detail-oriented approach to grants and funds management.

4. Real Estate Finance Lead

Capital Projects: The incumbent will establish, maintain and recommend improvements for RED project financials. During the course of the project, the incumbent will be expected to prepare and analyze financial statements and metrics for RED leadership. ~~S/he~~ The incumbent will also be responsible for assuring that vouchers/requisitions for all projects and operations are paid and assigned correctly. Preparation of documentation for Facilities Planning Group Committee meetings including financial statement and schedules will also be required.

Operations Support: The incumbent will assist RED with the effective management of approximately 40 commercial properties that vary in use and their relationship to the University. ~~S/he~~ The incumbent will have responsibility for such efforts as refining commercial property P&L portfolio statements and for interactions with third party consultants on the maintenance of pro-formas.