

## Coming out to Faculty and Staff

Sending your professor an email can be a good way to let them know that you prefer to be called a different name and use different pronouns. Here are some suggestions on items to include in your mail message:

- Statement of the name/gender they have on class roster.
- State preferred name and gender (“I prefer to be referred to by \_\_\_\_ pronouns”).
- Brief explanation (“I identify as transgender, which means \_\_\_\_ to me.”).
- “I prefer for no one to know about my transgender status” vs. “I would be willing to talk about being transgender as it relates to class discussion” (depending on class and personal preference).
- Thank them for being understanding.
- Say they can email you if they have questions.
- Provide your contact information.
- Provide them with relevant websites for more information.

Here is a sample email:

Dear Professor \_\_\_\_,

I am a student in your (insert class name here). I am getting in contact with you to let you know that I identify as (insert identity here). My name will probably show up on your roster as (insert legal name here), but I would prefer to go by (insert chosen name here) and (masculine/feminine/neutral) pronouns. I will be putting (insert chosen name here) on my assignments and would appreciate it if you called me that in class. If you have any questions for me regarding this, please don't hesitate to contact me. My email address is (insert email address here) and my phone number is (insert phone number here).

Thank you very much for your understanding,

(sign with your chosen name)

If you don't feel comfortable communicating directly with your professors or staff, those of us on the Chancellor's Committee, in the Office of Diversity, or in the Gender and Sexuality Center are more than willing to send an email to the professor or staff member to let them know about your preferred name and pronoun.