

Standard Info	Gender Identity		
	Reference ID	EDS 4.25b	Date 3/12/2021
	Asset Classification <this document> link	Public Information	
	Data Classification <data element> link	Internal Use	
	Data Steward for Data Element	Vice President for Diversity, Equity & Inclusion	
	MDM / RDM	This data element is a candidate for Master Data Management (recommended).	
	Custodian of this Standard	Program Manager, Data Standards	
	Contact	Todd Davis	td25@mailbox.sc.edu
	Status	Approval Pending by Julian Williams	
Data Standard Overview	<p>This document establishes the parameters of the data field to be known as “Gender Identity”.</p> <p><u>Purpose and Use</u> This data element is to be made accessible for individual constituents across the UofSC System to self-record their personal preference by the end of Q2-2021. It will not be immediately possible to use the data element in any information system, and additional projects will follow to assess feasibility of integrating this data element into other university systems and data sources.</p> <p><u>Required Actions & Procedures</u> Changes to the parameters of the data element, and revisions to this standard, require consideration and approval by the Data Steward and/or a stakeholder group of that individual’s designation.</p> <p><u>Justifications</u> This data element fulfills longstanding administrative promises to enable persons to indicate their gender identity, especially as pertains to diversity, equity, and inclusion.</p> <p>The initial recommended Master Data list was sourced from UofSC Student Health Services’ MyHealthSpace field for “Gender Identity.” Director Beck believes the University Registrar was the likely source of values initially, per communication on 2/23/2021. Minor modifications were made by the Data Standards group assembled by the Data Steward.</p> <p><u>Modification to Master Data</u> Proposed changes to the Master Data list may be requested through the Data Steward.</p>		

Definition (functional)	The gender with which a person identifies.	
Also known as	Gender Identity	
Disambiguation	<p>Gender Identity is differentiated from Sex, also sometimes referred to as legal sex, or sex at birth, with the latter being generally a binary value imbued with legal and reporting requirements from birth. Note that sex is the category in which individuals will continue to be reported by the university as required by statute, regulation, or other mandatory reporting requirements beyond the university's purview to control.</p> <p>Note that UofSC does not control on-screen labeling of data elements in many information systems, nor data element technical names (often used as column headers in data exports) and it is a known issue that 'Gender' (and variations thereof) is often used as the label for what we otherwise refer to as binary concept of Sex (Female, Male). Care should be taken to ensure clarity wherever possible, enabling correct use and application of the Data Classification.</p>	
Caveats and Exceptions	<p>(1) The presence and visibility of the data element in university information systems will take significant time to accomplish, beginning in Q3-2021; each integration or data feed revision will be under a unique Demand # with DoIT.</p> <p>(2) The Data Steward and stakeholders should consider whether some user guidance/constraint is required for this field, such as the Preferred Gender will be chosen from a currently accepted list of genders.</p>	
System of Record	Oracle Identity Manager (OIM) with myAccount.sc.edu as user front end	
Data Cookbook Entry / Link	<<pending>>	
Metadata	Field Type	Text, List of choices
	Field Rendering on User Interface	Drop-down or radio button, with Master Data items presented in standard alphabetical order, top to bottom or left to right.
	Field Length	Currently 20 characters is the longest current gender in the recommended Master Data set.
	Keyboard/character set permitted	TBD
	OIM Field Technical Name	TBD
	OIM Table	TBD

	OIM Field Label/Functional Name	Preferred Gender
	myaccount.sc.edu Field Technical Name	TBD
	myaccount.sc.edu Table	TBD
	myaccount.sc.edu Label/Functional Name	Preferred Gender
	Master Data – List of Genders	Agender Genderqueer Gender nonconforming Intersex Intersex Man Intersex Woman Man Nonbinary Questioning Transgender Trans Woman Trans Man Woman
Business Processes	Initial Collection	Any employee and/or student may submit a Gender – Preferred through myaccount.sc.edu which will be transmitted and stored in OIM as the system of record, with a timestamp indicating the date and time submitted. No review or approval is required.
	User Change	Any employee and/or student may submit a different Gender – Preferred through myaccount.sc.edu at any time. Submitted values will be automatically processed into OIM with a timestamp. Prior values and their timestamp will be logged and retained in the system of record.
	Data Feeds & Integrations	A system owner (aka Receiving Data Steward) may request this data element be added to an existing or new data feed by submitting a Demand to DoIT through https://sc.edu/ithelp ; the earliest date such work is likely to start is July 1, 2021. The anticipated priority systems for integration are Banner, PeopleSoft HCM, Blackboard, and Office 365.

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		Requests will be forwarded to the Data Steward for this data element for consideration, including approval and prioritization/scheduling; other governance groups, including but not limited to the Student Systems Council and Administrative Systems Council, may need to approve, prioritize, and schedule the effort.	
	Metrics and Reporting	DoIT shall report the number of submissions received, by constituent type and date, and provide a summary dashboard with visualizations at analytics.sc.edu ; access to the reports will be at the direction of the Data Steward.	
Acknowledged Stakeholders	<u>Stakeholder</u>	<u>RACI</u>	<u>Status</u>
	Williams, Julian (VP-DEI) – Data Steward	Responsible	Accepted
	Marterer, Aaron (Registrar)	Consulted	Proposed
	Lee, Stacy (HR)	Consulted	Proposed
	Byers, Rick (DoIT)	Accountable (Custodian)	Accepted
	Malone, Shay (Student Life)	Consulted	Proposed
	Kelly, Mike (DoIT)	Accountable	Accepted
	Davis, Todd (DoIT)	Accountable (Facilitator)	Accepted
Approval Log	<u>Operational/Functional Area</u>	<u>Authorization</u>	<u>Date</u>
	VP-DEI – Data Steward	Williams, Julian	3/12/2021
	Registrar	Marterer, Aaron	3/5/2021 3/5/2024
	HR	Lee, Stacy	3/5/2021 3/5/2024
	Student Life	Malone, Shay	3/5/2021 3/5/2024
	DoIT	Byers, Rick	3/5/2021 3/5/2024
	DoIT	Davis, Todd	3/12 5 /2021
	Chief Data Officer (IT executive lead)	Kelly, Mike	3/12/2021
	<u>Date</u>	<u>Comments</u>	

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Change Log	3/12/2021	Revised data element name (formerly Preferred Gender and/or Gender - Preferred) and document name per meeting on 3/11/2021 to be Gender Identity. Acceptance of all prior revisions (Track Changes) and preparation for Data Steward final approval (indicate by date in Approval Log above, please).
	3/4/2021	Revisions based on stakeholder review and comments, including removing Two-Spirit from drop down, but leaving it as a valid value that can be used upon request.
	2/23/2021	Circulated to working group on Preferred Gender by Todd Davis, facilitated by VP-DEI Williams, for review, comment, and changes.
	1/26/2021	New Standard drafted by Mike Kelly
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See also	n/a	