

Standard Info	Personal Pronouns		
	Reference ID	EDS 4.28	Date 3/16/2021
	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.	
	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 “Personal Pronouns – Preferred”.</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 preferred gender, especially as pertains to diversity, equity, and inclusion.</p> <p>The initial recommended Master Data list was sourced from the University of California Davis https://lgbtqia.ucdavis.edu/educated/pronouns-on-2/23/2021.</p> <p><u>Modification to Master Data</u> Proposed changes to the Master Data list may be requested through the Data Steward.</p>		

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Definition (functional)	The personal pronouns by which a person wishes to be spoken about in the third person, including the Subjective, Objective, Possessive, and Reflexive.	
Also known as	Personal Pronouns	
Disambiguation	No like or similar data elements were identified as already in use at UofSC at the time this standard was drafted.	
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 Pronouns will be chosen from the currently accepted list of pronouns.</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	Single drop-down to choose among sets of values, each set containing 4 pronouns (Objective, Subjective, Possessive, and Reflexive) as Master Data items presented in standard alphabetical order, top to bottom beginning with the first word in each set. Exception needed for “call me by my name, please”.
	Field Length	TBD
	Keyboard/character set permitted	TBD
	OIM Field Technical Name	TBD
	OIM Table	TBD
	OIM Field Label/Functional Name	Personal Pronouns
	myaccount.sc.edu Field Technical Name	TBD
myaccount.sc.edu Table	TBD	

	myaccount.sc.edu Label/Functional Name	Personal Pronouns	
	Acceptable List of Pronouns	Co, co, cos, coself En, en, ens, enself Ey, em, eir, emself He, him, his, himself She, her, hers, herself They, them, their, themselves Xie, hir, hirs, himself Yo, yo, yos, yoself Ze, zir, zirs, zirself Ve, vis, ver, verself Call me by my name, please.	
Business Processes	Initial Collection	Any employee and/or student may submit a Pronoun – 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 Pronouns – Personal 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. 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.	
	<u>Stakeholder</u>	<u>RACI</u>	<u>Status</u>

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Acknowledged Stakeholders	Williams, Julian (VP-DEI) – Data Steward	Responsible	Accepted
	Marterer, Aaron (Registrar)	Consulted	Accepted
	Lee, Stacy (HR)	Consulted	Accepted
	Byers, Rick (DoIT)	Accountable (Custodian)	Accepted
	Malone, Shay (Student Life)	Consulted	Accepted
	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	3/17/2021
	Registrar	Marterer, Aaron	3/8/2021
	HR	Lee, Stacy	3/8/2021
	Student Life	Malone, Shay	3/8/2021
	DoIT	Byers, Rick	3/8/2021
	DoIT	Davis, Todd	3/8/2021
	Chief Data Officer (IT executive lead)	Kelly, Mike	3/16/2021
Change Log	<u>Date</u>	<u>Comments</u>	
	3/16/2021	Following discussion by Executive Sponsor’s project stakeholders concerning options for presentation, Exec Sponsor approved to move forward with sets of options as described herein – recognizing the design is limited and may need further development in the future.	
	3/5/2021	Revisions based on stakeholder review and comments, including using 4 columns for the pronoun lists ex. He, him, his, and himself.	
	2/23/2021	Circulated to working group on Preferred Name 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	The LGBTQIA Resource Center at University of California Davis provides an extensive online resource about pronouns, which UofSC data governance personnel consulted in preparing this standard. We acknowledge and appreciate their excellent work and the resources published at https://lgbtqia.ucdavis.edu/educated/pronouns as accessed on 2/23/2021.
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