New York University

UNIVERSITY POLICIES

Title: Change of Name, Pronoun, Gender, and Related Personal Information Policy and Procedure – New York, District of Columbia, and California

Effective Date: December 1, 2022

Supersedes: N/A

Issuing Authority: Executive Vice President

Responsible Officer: Human Resources

Statement of Policy

New York University recognizes that employees may use names (other than their legal names), a gender identity (other than a legal sex), and pronouns to identify themselves. This Policy affirms that, consistent with the New York City Human Rights Law, employees have the right to use, and have others use, their chosen name and pronouns regardless of whether that name is supported by identification or a court order, except where the use of the employee’s legal name is required by law (e.g., benefits-, payroll-, tax-, immigration-related documents). University systems will reflect the chosen name and pronouns to the extent possible and appropriate for that given change.

To Whom the Policy Applies

This policy applies to all employees of New York University in New York, Washington, D.C., and California (hereinafter, “the University”). This policy also applies to student employees, however, students should use these instructions to update name, pronoun, gender, and related personal information through the Office of the University Registrar.

Definitions

Legal Name is the employee’s name as recognized by law (e.g., the name that appears on an employee’s passport, driver’s license, birth certificate, official court document, or U.S. Social Security Card).

Chosen/Preferred Name is the name that an employee wishes to be known by that may be different from the employee’s legal name. Certain University systems may refer to this field as Preferred Name.

Pronoun is how an employee wants to be referred to in the third person.

Legal Sex is the gender marker currently indicated on a birth certificate, passport, or other official document. It may differ from one’s gender identity and/or sex assigned at birth.
Gender Identity is the gender with which a person identifies (i.e., whether one uses man, woman, non-binary, or more individualized terminology to describe oneself). One’s gender identity may or may not differ from one's legal sex.

**Policy and Procedures**

**Legal Name**

To update their legal name, employees must notify their Human Resources Officer/ Human Resources Business Partner or PeopleLink and provide a supporting legal document reflecting their new name, including but not limited to:

- Official Court Document;
- Marriage Certificate;
- Divorce;
- Passport;
- Birth Certificate;
- Revised U.S. Social Security Card; or
- U.S. Social Security Receipt.

Once an employee presents satisfactory documentation, the employee’s name will be changed accordingly.

**Chosen/Preferred Name**

Employees have the right to identify themselves with a Chosen/Preferred Name, except where Legal Name is required by law.

The University reserves the right to deny or remove, with or without notice, a Chosen/Preferred Name from University systems, if it is used for improper purposes, including but not limited to, misrepresentation or avoiding legal obligation.

To update their Chosen/Preferred Name in PeopleSync, employees must follow all of the steps in this tip sheet: [Change Your Preferred Name](#).

Once Chosen/Preferred Name has been updated in PeopleSync, University systems interfacing with PeopleSync (i.e., Albert, NYU Brightspace, NYU ID, NYU Directory, NYU Home internal directory, NYU ServiceLink) will be updated within 24 to 48 hours. For those University Systems not interfacing with PeopleSync, employees will need to change their Chosen/Preferred Name directly, as applicable.

**Pronouns**

Employees have the ability to add pronouns which they would like others to refer to them.

To update their Pronoun in PeopleSync, employees must follow all of the steps in this tip sheet: [Change Your Personal Information](#).
Once Pronoun has been updated in PeopleSync, University systems interfacing with PeopleSync (i.e., Albert, NYU Brightspace, NYU Directory, NYU Home internal directory) will be updated within 24 to 48 hours. For those University Systems not interfacing with PeopleSync, employees will need to change their pronouns directly, as applicable.

**Legal Sex**

To update their legal sex in PeopleSync, employees must follow all of the steps in this tip sheet: [Change Your Personal Information](#).

Submission of this information is voluntary and refusal to provide it will not subject the employee to any adverse treatment. Responses will remain confidential within University Human Resources (HR), OEO, and Institutional Research, as applicable, and will be used only for purposes of the University’s affirmative action planning and to satisfy reporting requirements. When reported in the aggregate, data will not identify any specific individuals.

**Gender Identity**

Employees have the ability to indicate a gender identity that may be different from the gender marker listed on government-issued documents.

To update their gender identity in PeopleSync, employees must follow all of the steps in this tip sheet: [Change Your Personal Information](#).

Submission of this information is voluntary and refusal to provide it will not subject the employee to any adverse treatment. Responses will remain confidential within University Human Resources (HR), OEO, and Institutional Research, as applicable, and will be used only for purposes of the University’s affirmative action planning and to satisfy reporting requirements. When reported in the aggregate, data will not identify any specific individuals.