



Approved By: Cabinet  
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Category: Human Resources/Affirmative Action  
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## **Affirmative Action – Neutral Language Policy**

### **POLICY**

Neutral, gender-free language should be used in all official publications, announcements, forms, catalogues, correspondence, and documents publicizing or providing information about the State University of New York, College at Geneseo.

### **PROCEDURE**

#### **Guidelines**

To eliminate language employing or suggesting the exclusive use of male gender, it is recommended that the following guidelines be used:

- a. Shift to plural pronouns unless their use would distort the meaning.
- b. If a singular form is needed --for example, in a discussion of a department head, dean or director--use such forms as: he or she, he/she, (s)he; his or hers, his/hers; him or her, him/her.
- c. Use titles that do not imply sex: chairperson or chair instead of chairman; worker instead of workman; labor or personnel instead of manpower.
- d. In instances where a woman's name is not accompanied by a given title. (i.e., Professor, Dr., Dean, Mrs., Miss), the neutral form of address "Ms." is deemed appropriate.