

# Guide to Consideration and Treatment of Sexual Minority Students (for faculty and staff)

2<sup>nd</sup> Edition

April 2019  
Waseda University  
Office for Promotion of Equality and Diversity

In order to promote Waseda Vision 150 and realize true globalization, Waseda University officially announced the Waseda University Promotion of Diversity Declaration on July 1, 2017.

## Waseda University Promotion of Diversity Declaration

"Respect each other, respect equality and diversity"

Waseda University has since its foundation opened its gates widely to a great variety of people, both domestic and foreign. Moreover, in advance of the 150th anniversary of our foundation, which will be celebrated in 2032, the University formulated Waseda Vision 150, with the aim of dramatically improving the quality of education and research, while continuing to be Asia's leading university in our contributions to the world.

Nonetheless, as far as the promotion of diversity in education, research, and employment at the University is concerned, much remains to be done. If we are to make our new vision a reality, we must create an environment in which all members of the University, their dignity and their diverse values and lifestyles being respected, can make the most of their individuality and abilities, regardless of sex, disability, sexual orientation and gender identity, nationality, ethnicity, creed, age, and so on.

In order to achieve this aim, Waseda University hereby declares that it will conduct innovative education and research activities by gathering a wealth of knowledge; that it believes that contributing to the development of society is the University's mission; and that it will strive to respect and promote diversity.

### Basic Policies for the Promotion of Diversity

1. Waseda University will raise awareness concerning the promotion of diversity, and will strive to ensure that in its decision-making processes, the variety of opinion among all members of the University is respected.
2. Waseda University will provide an educational, research, and working environment in which work-life balance can be achieved, so that all members of the University are able to make the most of their individuality and abilities.
3. Waseda University will provide support systems for those members of the University who need reasonable accommodation.
4. Waseda University will promote the building of the University community and staff development from a diversity perspective.

July 1, 2017  
Waseda University

# Support for Sexual Minorities at Waseda University

At Waseda University, we have made the Promotion of Diversity and Gender Equality a key element of our medium to long-term university planning - the Waseda Vision 150 - and we continue to pursue a variety of diversity promotion initiatives that contribute to making true globalization a reality. Nevertheless, as the 158 consultations in 2017 and 240 consultations in 2018 provided by Waseda University's Gender and Sexuality (GS) Center show, misconceptions and biases relating to gender and sexuality still exist on campus, preventing those individuals who sought counseling, as well as sexual minorities in general, from feeling like they are full participants in the Waseda community.

In light of this situation, the Office for Promotion of Equality and Diversity compiled the first edition of this *Guide to Consideration and Treatment of Sexual Minority Students* in March 2018 and distributed it to all faculty and staff.

In November 2018 we surveyed university faculty and staff about attitudes towards, and the actual conditions of, diversity promotion at Waseda University, and based on the results of this, as well as the results of a year's worth of sexual minority support initiatives, we have now revised this guide, primarily with regard to the "Commonly Used Terms and Definitions" and "Consideration and Response" sections.

We believe that employing this guide when making contact with students will help create an education and research environment at Waseda University in which everyone can feel comfortable and where there is mutual respect for individuality.



## 1 Commonly Used Terms and Definitions

**LGBT** is an acronym made up of the initial letter of the following words; L: Lesbian (a female who is attracted physically and emotionally to other females), G: Gay (a male who is attracted physically and emotionally to other males), B: Bisexual (a person who is attracted physically and emotionally to both males and females), T: Transgender (a person whose personal and gender identity does not correspond with their biological gender or society's assumptions about their gender). However, sexual minorities comprise a diverse spectrum of identity which is not limited to just the four categories represented by LGBT. Based on the above, the phrase "sexual minorities" will be used in this leaflet instead of "LGBT".

**Sexual Orientation and Gender Identity** are important concepts for correctly understanding the various aspects of sexuality, and they must be understood as separate concepts. Sexual orientation refers to the sex of those to whom one is sexually and romantically attracted. Sexual orientation can be directed towards the opposite sex "heterosexual", towards the same sex "homosexual", towards both sexes "bisexual", or towards neither sex "asexual". Gender identity refers to one's own perception of having a particular gender. When a person has a gender identity that does not correspond with sex assigned based on physical characteristics, that person is usually identified as "transgender". The concept of gender identity does not take for granted that "gender is limited to male and female" (gender binarism), and there are individuals who identify with neither gender.

**Outing** is the act of revealing a person's gender or sexual orientation without that person's permission. It is a violation of privacy which puts the outed individual at great risk of discrimination. Examples of behaviors that would likely be seen as outing include telling a third party about someone coming out, despite not having permission to do so from the person who came out, or publicly revealing someone's gender identity information to which you have become privy. Great care and consideration is needed in this area, as there are unfortunately reports that this sort of outing takes place within the Waseda University.

- \* We plan to revise the contents of this guide periodically to reflect future research and the addition of various support services. Please direct questions and comments about this guide to the Office for Promotion of Equality and Diversity.
- \* In addition to this guide, please also utilize the Support Guide for Sexual Minority Students (on the Gender and Sexuality Center website).

## 2 Consideration and Response

The following considerations and responses are necessary. Each example references actual incidents reported to the Gender and Sexuality Center.

### 1 Interaction must be based on the premise that sexual minorities exist. No speech or conduct should deny the existence of sexual minorities or be premised on heterosexuality or gender binarism.

**Situation** The gender column on a questionnaire listed only male/female.

**Example Response**

When information regarding gender is necessary, change it to a free descriptive answer, and allow for responses other than male/female. Alternatively, make it a voluntary response.

**Situation** There was a person who began to talk, saying, "I believe no person here is like that type but...", on the premise that sexual minorities were not in the room.

**Example Response**

You should always assume the presence of sexual minorities. Even if you think there are no sexual minorities present, you should refrain from speaking in a manner that denies their existence.

### 2 Do not make assumptions about gender or sexuality based on names or appearances.

**Situation** As my appearance and behavior was somewhat androgynous, people expected me to act more effeminate. That made me uncomfortable.

**Example Response**

Do not hold a stereotypical impression of sexual minorities. Do not force anybody to act according to such a stereotype. Respect the fact that there are many different ways one can lead one's life.

**Situation** At a seminar retreat, rooms were assigned based on whether the student was male or female without asking the students themselves.

**Example Response**

Ask students about their preferences beforehand, or create an opportunity for students to make a request.

If you do find out that such a situation has occurred, talk with the student in question about how they have been affected and what sort of consideration and response are needed. The environmental context will vary from person to person (such as the extent to which they have come out); thus, a personalized response which respects the wishes of the affected person is essential.

### 3 When calling on students, use non-gender specific forms of address. Alternatively, use the title by which the student wishes to be addressed.

**Situation** Based on the perception of my appearance and name, I was addressed as *san* (or *kun*). I have awful memories of other students with whom I wasn't even acquainted identifying me with a gender other than the one I identified with.

**Example Response**

Don't use titles such as *san* or *kun*, instead use a non-gender specific form of address.

In the event it is necessary in a language class, for example, to differentiate using different linguistic forms of address, like "Mr./Ms.," "he/she," etc., ask the students themselves what terms they want to be referred to by. However, many students may feel intimidated at the thought of specifying their preference in front of their classmates or otherwise publicly; thus, it is crucial that you provide other opportunities for students to communicate their preference, such as by email. These sorts of discussions are often accompanied by the student coming out about their sexuality. Any such information that you become privy to must be handled with the utmost care and discretion.

### 4 Do not use words or gestures with discriminative nuances such as *okama* (fag), *homo*, *rezu* (lesbian), *otokoonna* (girlie man), or *acchi-kei/socchi-kei* (pansy). Instruct your students to refrain.

**Situation** While pressing the back of his right hand to his left cheek, somebody asked me, "Are you one of those?"

**Example Response**

Recognize words or gestures with discriminative nuances and don't use them.

**Situation** The other students in my seminar were using words like "*homo*" and "*rezu* (lesbian)", but the instructor didn't reprimand them.

**Example Response**

Instruct your students that words with discriminative nuances such as "*homo*" and "*rezu* (lesbian)" are taken as insults and should not be used. Do not turn a blind eye.

- ! In the event that you inadvertently behave in an inappropriate manner, you must apologize and correct yourself immediately, on the spot.
- \* Sexual minorities are not the only ones that are hurt by behavior that does not show consideration of gender and sexuality.
- \* Showing consideration for sexual minorities helps create an environment in which all people feel comfortable, no matter what their gender identity or sexual orientation.

### 3 Counseling Services



Waseda University has established the following counseling services, accessible to students, faculty, and staff.

| Name  | Consulting Subject Matter                         | Contact information   |
|---|---|---|
| <b>Gender and Sexuality Center (Bldg. 10, 2<sup>nd</sup> Floor)</b>                       | Gender and Sexuality Issues                       | Operating hours: Mon-Fri 10:00-11:30, 12:30-17:00<br>E-Mail: <a href="mailto:gscenter@list.waseda.jp">gscenter@list.waseda.jp</a><br>WEB: <a href="https://www.waseda.jp/inst/gscenter/">https://www.waseda.jp/inst/gscenter/</a> |
| <b>Health Support Center-Student Counseling Center (Bldg. 25-2, 6<sup>th</sup> Floor)</b> | All Student Counseling Issues                     | Operating hours: Mon-Fri 9:00-12:00, 13:00-17:00<br>Sat 9:00-13:00<br>TEL: 03-3203-4449 [Reservation Priority]<br>WEB: <a href="http://www.waseda.jp/hoken/">http://www.waseda.jp/hoken/</a>                                      |
| <b>Harassment Prevention Committee Office (Bldg. 28, 1<sup>st</sup> Floor)</b>            | Harassment covered in the University's guideline. | TEL: 03-5286-9824<br>E-Mail: <a href="mailto:stop@list.waseda.jp">stop@list.waseda.jp</a><br>WEB: <a href="http://www.waseda.jp/stop/">http://www.waseda.jp/stop/</a>   |

### 4 Management of gender information

For sexual minority students, gender information is extremely important information related to their personal dignity, values, and way of life. Except for a certain certificate and similar documents, Waseda has removed gender information from management documents, including attendance records. When collection of gender information is necessary, please handle it with the same strict confidentiality as the student's name.

#### \*Name and Gender on the Student Register

The gender listed in the student register is the same as that listed in the official family register, regardless of the student's gender identity, but by completing a registration procedure, a student can use an alias other than the name in the official family register.



According to the results of the survey conducted in 2018, at least 10% of faculty and staff have dealt with consultations related to issues of sexuality\*. As these sorts of discussions are often accompanied by students coming out about their sexuality, any such information that you become privy to must be handled with the utmost care and discretion.

### 5 Multipurpose restrooms, Waseda University Accessibility Map

We have installed multipurpose restrooms on each of our campuses and they can be used by anyone, regardless of gender. Please refer to the Waseda University Accessibility Map, where they are listed along with information about childcare and barrier-free facilities.

For reference: Waseda University Accessibility Map

[https://www.waseda.jp/inst/diversity/en/publication/accessibility\\_map/](https://www.waseda.jp/inst/diversity/en/publication/accessibility_map/)



▲“Multipurpose restroom sign”

Contact Information **Waseda University Office for Promotion of Equality and Diversity**

1 Chome-104 Totsukamachi, Shinjuku, Tokyo 169-8050, Japan

**TEL:** 03-5286-9871 (Internal: 71-5141) **FAX:** 03-5286-1429 **Mail:** [diversity@list.waseda.jp](mailto:diversity@list.waseda.jp)

**WEB:** <https://www.waseda.jp/inst/diversity/en/>

**Twitter Account:** @waseda\_univ\_PED **Facebook Page:** <https://www.facebook.com/waseda.diversity/>

\* This guide presents current efforts aimed at the consideration and treatment of sexual minority students.

Questions about information related to faculty and staff can be directed to the Office for Promotion of Equality and Diversity. Please use the help line listed above.