



A Faculty and Staff Guide to Inclusive Practices for Gender and Sexual Diversity



■ Table of Contents ■

1. Introduction
2. Reports and Complaints from Students
3. Glossary of Terms
4. Points of Focus and Examples of Diverse Gender and Sexuality Inclusion
5. Positive Feedback from LGBTQ+ Students

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I . Introduction

In 2017, Waseda University announced its Promotion of Diversity Declaration to create an environment where the dignity, diverse values, and lifestyles of all university members are respected, allowing them to fully express their unique selves and skills.

However, it is also true that some students still experience pain and difficulties due to assumptions, prejudices, and a lack of basic knowledge about gender and sexuality.

In light of current trends, the Office for Promotion of Equality and Diversity, in cooperation with the Gender and Sexuality Center (GS Center), the Student Counseling Office and the Office of Compliance, has published and distributed “A Faculty and Staff Guide to Inclusive Practices for Gender and Sexual Diversity.”

We would like to see all faculty and staff use this guide to ensure a safe and secure living environment, free from anxiety, for all students, regardless of sexual orientation, gender identity, gender expression, and other factors.



2. Reports and Complaints from Students

The following concerns were raised by students at the GS Center.

*Some details have been modified to ensure anonymity.

I was instructed to,

“Split into groups and make sure the ratio of men and women is even.”



We often hear comments such as,

“There are LGBTQ+ people out there these days...”

as if these individuals did not exist before.



In class, the instructor made an **assumption** about my gender identity and said,

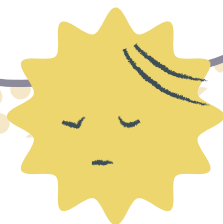
“That male student over there in the back.”



Students have also used **derogatory language** about **LGBTQ+ people** during seminars and at work, while faculty and staff have remained silent.



For the seminar camp, lodging arrangements were created **without consulting** the students.



Comments such as

“We live in an age where everyone goes on dates and falls in love”

were made, negating my friend's and my romantic orientation.



Reports and complaints are made not only by LGBTQ+ students but also by diverse students, including allies of LGBTQ+ students.

3. Glossary of Terms

Sexual Orientation

To whom a person is and is not sexually attracted.

Lesbian

A person who identifies as a woman or feels connected to womanhood and is sexually attracted to other women. Some lesbians consider their sexual and romantic orientations to be separate, while others do not.

Gay

A person who identifies as a man or feels connected to manhood and is sexually attracted to other men. Some gay individuals consider their sexual and romantic orientations to be separate, while others do not.

Bisexual

A person who is sexually attracted to two or more genders.

Heterosexual

A person who typically identifies with a binary gender and is sexually attracted to another binary gender that differs from their own.

Asexual

A person who is not or is infrequently attracted to others sexually.

Romantic Orientation

To whom a person is and is not romantically and emotionally attracted.

Lesbian

A person who identifies as a woman or feels connected to womanhood and is romantically attracted to other women. Some lesbians consider their sexual and romantic orientations to be separate, while others do not.

Gay

A person who identifies as a man or feels connected to manhood and is romantically attracted to other men. Some gay individuals consider their sexual and romantic orientations to be separate, while others do not.

Biromantic

A person who is romantically attracted to two or more genders.

Heteroromantic

A person who typically identifies with a binary gender and is romantically attracted to another binary gender that differs from their own.

Aromantic

A person who is not or is infrequently attracted to others romantically.

Some people are romantically attracted to different individuals than those they are sexually attracted to, or they may experience different degrees of romantic and sexual attraction, or lack thereof, toward others.

LGBTQ+

LGBTQ+ is an acronym for lesbian, gay, bisexual, transgender, queer, and questioning, with a “+” sign to recognize other identities that do not conform to gender norms. Similar terms include LGBTQIA+, LGBTQs, and gender and sexual minorities.

Ally

A person who actively supports LGBTQ+ people and related activism.

SOGI

SOGI (pronounced so-jee) is an acronym for sexual orientation and gender identity. SOGI is a widely used concept for comprehensively understanding elements of gender and sexuality.

An individual's gender and sexuality consist of several elements. Each element and its combinations are diverse, as are people's gender and sexuality.

Gender Identity

One's sense of their own gender.

Transgender

A person whose gender identity differs from the sex assigned at birth. A transgender person who identifies as a woman is a transgender woman or a trans woman, whereas a transgender person who identifies as a man is a transgender man or a trans man.

Cisgender

A person whose gender identity matches the sex assigned at birth. A cisgender person who identifies as a woman is a cisgender woman or a cis woman, whereas a cisgender person who identifies as a man is a cisgender man or a cis man.

X-Gender

A person who identifies their gender as being between a man and a woman, or someone without a gender, being both a man and a woman or having fluidity between men and women. The term originated in Japan.

Non-Binary

An umbrella term or identity of a person who identifies outside the gender binary system.

Questioning

A person who is uncertain or reexamines their own element(s) of gender and/or sexuality.

Queer

An umbrella term or identity used by some LGBTQ+ people who do not conform to gender norms.

Concepts used across various elements of gender and sexuality.

Gender Expression

The manifestations of a person's gender in society, including behavior, clothing, makeup, hairstyle, and language.

*Gender expression, sexual orientation, romantic orientation, and gender identity are distinct elements. Therefore, it is impossible to determine a person's sexual orientation, romantic orientation, or gender identity based on their gender expression.

Sex Assigned at Birth

Sex is often assigned based on the characteristics of the external genitalia at birth.

Coming out

The act of disclosing information about one's own gender and/or sexuality to someone else at one's discretion.

*This does not necessarily mean disclosing to an unspecified group or many people.

Outing

The act of disclosing someone else's gender identity, sexual orientation, romantic orientation, sex assigned at birth, and other identifying information without their consent.

Misgendering

Using language or treating a gender non-conforming individual, including transgender, non-binary, and X-gender individuals, in a way associated with a gender they do not identify with.

STOP!

Outing and misgendering are serious human rights violations that not only destroy trust, but also displace those affected from their safe spaces. In the worst cases, these actions can even be **life**-threatening.

4. Points of Focus and Examples of Diverse Gender and Sexuality Inclusion

1

Be mindful that LGBTQ+ students are always present in any space or situation

2

Be mindful that beliefs about gender are not universal

3

Avoid misgendering others.

Case 1

We often hear comments such as, “There are LGBTQ+ people out there these days...,” as if these individuals did not exist before.

① Example

Case 2

Students have also used derogatory language about LGBTQ+ people during seminars and at work, while faculty and staff have remained silent.

① Example

Case 3

Comments such as “We live in an age where everyone goes on dates and falls in love” were made, negating my friend’s and my romantic orientation.

① Example

Case 4

In class, the instructor made an assumption about my gender identity and said, “That male student over there in the back.”

①②③ Example

Case 5

When I was told to form groups with equal representation between men and women, I was totally taken aback.

①②③ Example

Case 6

For the seminar camp, lodging arrangements were created without consulting the students.

①②③ Example

Explanation

Key points of response

- Avoid making comments that deny the existence of LGBTQ+ students, regardless of place or context.
 - Speech based on the assumptions of gender binary, heterosexuality, and that all individuals are attracted to others can be interpreted as denying the existence of individuals who do not fit such descriptions.
 - In addition to obvious discrimination and malicious insults, refrain from derogatory remarks about LGBTQ+ individuals.
 - Keep in mind that discriminatory expressions and gestures may vary depending on the time and place.
- If you find yourself in a situation where someone is disparaging LGBTQ+ individuals, point out to the speaker that such language can be offensive and that they should not impose gender stereotypes on others.
- Making assumptions about a student's gender based on their appearance or name can lead to misgendering.
 - Whether a student is a member of the LGBTQ+ community is not determined by their appearance or name. For example, you cannot determine someone's gender or sexuality based on their name or the length of their hair.
 - When calling a student by their name, please use the common honorific, such as "-san."
 - You can also approach the person and say "you," or, when referring to someone else, point to the color or pattern of their clothing and say something like, "that person in purple."
 - Regarding titles for students in classes taught in a foreign language, such as Mx., Mr., Ms., or third person pronouns such as they, he, or she, students can be given the opportunity—either by email or through a paper questionnaire—to inform faculty how they prefer to be addressed.
- Instead of forming groups based on gender, students could be paired with others they don't usually interact with, or teachers could assign seating arrangements.
- When using the Seminar House for lodging purposes, inform students that the Student Affairs website provides information about how to seek assistance with room assignments and meal arrangement. For overnight stays outside of the Seminar House, provide students with the opportunity to express their individual needs regarding room assignments.
 - As the situations faced by LGBTQ+ students vary, including the extent to which they have come out, we need to respond to each student individually and respect their wishes. Moreover, handle the situation with discretion to avoid making it seem like you are trying to "out" the student.

If a student reaches out to you for consultation

Step 1

Clarify what is troubling them and how they would like to proceed.

Step 2

Communicate that you want to support them.

Step 3

Confirm and obtain consent on how much related information can be shared with the collaterals.

Please contact the GS Center for a consultation. The Gender and Sexuality Specialty Staff will support you.



5. Positive Feedback from LGBTQ+ Students

My instructor maintained the confidentiality of my personal information after I came out to them, which made me feel more at ease.

My teacher distributed a questionnaire requesting our chosen pronouns. This put me at ease and allowed me to focus on my studies.

As a transgender student, I was worried about attending seminar camps, so I consulted with the faculty regarding lodging and bathing arrangements. We produced a solution that was comfortable for me and allowed me to take advantage of the camp.

My career adviser informed me that they are an “ally,” which made it easier for me to consult with them.

I was worried that, as a transgender person, I would face obstacles during my training to become a teacher. However, I was able to succeed without difficulties, thanks to the support of the faculty and staff.

My instructor demonstrated awareness of and sensitivity towards the LGBTQ+ community, although it was not a gender studies class. That made me happy.

At a gathering for my seminar, the instructor reprimanded my classmates who were telling “gay jokes.” Thanks to my instructor, I enjoyed the gathering.

Counseling Services

Gender and Sexuality Center (Bldg. 30, 1st Floor and Bldg. 10, 2nd Floor)

Operating hours Mon-Fri *Please check the website for reception hours.

E-mail gswaseda@list.waseda.jp

Web <https://www.waseda.jp/inst/gscenter/en/>

*Reservations are required for faculty and staff consultations.



Health Support Center-Student Counseling Room (Bldg. 25-2 6th Floor)

● Responds to all concerns related to student life.

Operating hours Mon-Fri 9:15 am-5 pm

Tel 03-3203-4449

*Priority is given to those with reservations.

Web <https://www.waseda.jp/inst/hsc/en>



Office for Promotion of Compliance

● Counselors will exercise strict confidentiality in speaking with students. Consultations can also be made anonymously.

External NEC VALWAY, Ltd. (Contractor)

Operating hours Mon-Fri 8:30 am-7:00 pm

Sat 8:30 am-5:00 pm

Tel 0120-123-393

Web <https://koueki-tsuhou.com/WFcXVtaEFdCd/en/>

*English and Chinese support available



Internal Office for Promotion of Compliance

Web

<https://www.waseda.jp/inst/harassment/en>
(Harassment Prevention Committee Office website)

