

LGBTQIA INCLUSIVE DATA COLLECTION & REPORTING

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BETTER PRACTICES FOR INCLUSIVE FORM & INSTRUMENT DESIGN

TERMINOLOGY

- **Legal Sex:** The Sex that is documented on your birth certificate when you are born; based on the appearance of genitalia, or currently on your documents as a result of a change of legal sex.
- **Gender:** internal sense of self, term that describes a combination of identity, expression, and social elements
- **Sexual Orientation:** refers to the sexual attraction and desire³ one has for other people

GUIDELINES

- When collecting demographic data, provide a rationale for why and explain how you'll use and protect this data
- When feasible, allow self-identification or description rather than forced choice response options; when not practice, include open-ended/self-identification option
- Prioritize questions about gender rather than legal sex unless required to report legal sex (e.g. by federal reporting guidelines); if collecting legal sex, provide a clear rationale for why and explain how you will protect that data
- Collaborate with campus LGBTQIA staff to understand most used identity labels in your campus community
- Collaborate with institutional research or assessment to ensure you are following state/federal guidelines (ie. EU limitations on sexual orientation).

SURVEY/QUESTIONNAIRE STEM AND RESPONSE OPTIONS

GENDER

Do you identify as transgender?

- Yes
- No
- Prefer not to disclose

Gender (select all that apply):

- Genderqueer/Gender Fluid
- Intersex
- Man
- Nonbinary
- Questioning/Unsure
- Woman
- Other (please specify):
- Prefer not to disclose:

Best practice for gender is to create a two-part question with one question focusing on trans identity and the other on gender identity. By dividing out these two questions we can identify transgender men/woman without creating a survey question that separates their identity from cisgender men/women. Selecting "all that apply" is essential because many people adopt more than one identity label to name their experience.

SEXUAL ORIENTATION

Sexual Orientation (select all that apply):

- Asexual/Aromantic
- Bisexual/Pansexual
- Gay
- Heterosexual/Straight
- Lesbian
- Queer
- Questioning/Unsure
- Other (please specify):
- Prefer not to disclose

Important to adjust this category based on data for your context. Many LGBTQIA people adopt more than one label so "select all that apply" allows for multiple identity labels.

LEGAL SEX

Legal Sex:

- Female
- Male

Reminder this should only be asked when legally required to do so. You may also need to identify what document you want their legal sex to be reported from as many documents require different things and could be updated in some locations but not others. Some drivers licenses and birth certificates might also have an X for legal sex to denote a intersex and/or nonbinary identity.

DATA REPORTING

RESEARCH FROM OTHERS

- Know whether transgender respondents are included in data about women/females or men/males.
- Include a "Limitations of this Research as it relates to LGBTQIA community" when needed.
- Understand participants and representation of LGBTQIA community when research is generalized.

ORIGINAL RESEARCH

- Discuss implications of low LGBTQIA response rate or participant numbers.
- Avoid using an aggregated "Other" or "Something Else" category in presenting data.
- Navigating the "check all that apply" and other ways to "group" gender and sexual orientation.
 - Establish a way to group participants when needed and be clear to the audience why and how you've grouped participants for data analysis and discussion.

ADVOCATING

- Advocate with campus partners to include gender and sexual orientation fields on their campus assessments and surveys.
- Advocate for the confidentiality of legal sex and sex assigned at birth.
- Normalize the inclusion of LGBTQIA participants in studies or assessments not specific to studies on queer or trans communities or issues.
- Advocate for an intersectional approach to working with data on LGBTQIA folks that intersects with other identities like race, disability, class, nationality, etc.