

1/15/2020

NAME PARTS:

There are 7 parts to an individual's name in the database:

1. **Title** – The salutation title used after “Dear” in a letter. (Ex: Mr., Judge, Reverend – see list below)
2. **Title 2** – The addressee title used in a name on an envelope (Ex: Mr., The Honorable, The Reverend – see list below)
3. **First**
4. **Middle**
5. **Last**
6. **Suffix** – Non-professional suffix (Ex: Jr., Sr., I, III)
7. **Suffix 2** – Professional credentials. (Ex: PhD, MD, DDS, USAF)

TITLE:

For names that use Mr., Ms., Mrs., Miss, Mx., and Dr., Title and Title 2 should match, unless specified otherwise in the Appendix below.

The proper pairing of Title and Title 2 varies depending on the person's office/rank/position. See the Appendix below for more details.

Title and Title 2 may both be blank, if the constituent requests that we do not use titles, or if we do not know the constituent's gender. A Special Information entry for Title should be entered to document this situation.

See the **Gender, Titles, and Pronouns** area below for more information.

SUFFIX:

Suffix and Suffix 2 should not match:

- Suffix should only contain Jr., Sr., I,II,III,IV,V,VI,VII,VIII,IX,X
- Suffix 2 should not contain Jr., Sr., I,II,III,IV,V,VI,VII,VIII,IX,X

Suffix 2 should be abbreviated with no periods, as different writing styles have different rules for these.

Multiple Suffix 2's are allowed with a comma and space between values. If there are multiple degrees, academic degrees are listed first, in the order in which they were received, followed by professional licenses and certifications. However, the constituent's preference is honored over this standard and should be documented in a Special Information entry for Suffix.

For military personnel:

- Academic/professional suffixes are not used.
- The branch of service for an active member of the military may be indicated by Suffix 2, but is not required.
- “Ret” may be listed as part of the branch of service Suffix 2 for retired military. (Ex: USN Ret)
- “Ret” may be used on its own if the branch of service is unknown.

If a Title or Suffix value must be added to the code tables, users should submit a Help Desk ticket. When a new value is added, it must adhere to Data Management Standards. For additional guidance regarding new values, see the Department of Defense Manual for Written Material (http://www.esd.whs.mil/Portals/54/Documents/DD/issuances/dodm/511004m_v2.pdf) and Robert Hickey's On-Line Guide to Forms of Address (http://www.formsofaddress.info/FOA_home.html).

Example of *incorrect* way to enter name:

Title: The Honorable

Title 2: Senator

First: JOHN

Middle: CJ

Last: SMITH

Suffix: Jr

Suffix 2: Ph.D.

Nickname:

Example of *correct* way to enter name:

Title: Senator

Title2: The Honorable

First: John

Middle: C.J.

Last: Smith

Suffix: Jr.

Suffix2: PhD

Nickname: CJ

GENDER:

A Gender value of Unknown is acceptable. The data may have come from a source that did not supply gender, the constituent may have chosen not to disclose gender, or the constituent may have requested that we not specify female or male.

A Special Information entry for Gender should be added in the following cases:

- Research is performed, and no gender can be found.
- A constituent chooses not to disclose gender or requests that we not specify female or male.

There is currently no standard for use of Other as a Gender in the database, so it should not be used until a standard is established.

See the **Gender, Titles, and Pronouns** area below for more information.

GENDER, TITLES, and PRONOUNS:

The most accurate source of information regarding gender and title is the constituent. Additionally, the gender information received from Admissions, the Registrar, and Human Resources is considered accurate unless we are informed otherwise by the constituent.

When researching a constituent, be sure that the source of information is current, verify with more than one source, and use caution to avoid assumptions regarding gender.

Gender and gendered titles should not be inferred solely by the person's first name.

Gender and gendered titles should not be inferred solely based on relationships in the database.

When adding a new record individually, in batch, or in a data load, if a gender or a gendered title is not provided, the Titles should remain blank and Gender should be Unknown. If a gendered title is provided, the appropriate female or male gender may be added. Conversely, if female or male gender is provided, the appropriate gendered titles may be added.

When updating a Title to a gendered or gender-neutral value, the database may change the Gender to the associated gender or to "Unknown," so data entry staff must take extra care to return the Gender to the accurate value.

When a change to gender or title is requested on an existing record in the database, consider the following:

- Verify the source of the information and the reason for the change.
 - Information that comes directly from the constituent is the most reliable.
 - Information that comes from research should follow the guidelines previously listed above regarding research.
- If a change is requested on any one of title or gender or pronouns, use caution when assuming the other items should change as well. Ask the requestor if the other items should be changed too.
- Verify if the change is correcting an error or if it is an actual change in gender or title.

- Update gendered or gender-neutral relationships if necessary. For example, if gender is changed from female to unknown, sister should be changed to sibling.
- Use the Special Information area to document these changes.
 - A separate entry should be added for each item that has been changed. If both gender and title have been changed, add a separate Special Information item for each one.
 - Be mindful of the language used in the Special Information Comment. Avoid language or detail that is too personal. “Per constituent request” is often sufficient.

Mx. is a gender-neutral title.

- Mx. should be used ONLY if self-reported by the constituent, such as through online giving or a direct request to University Development.
- Mx. should NOT be added to a record if gender is simply unknown and the constituent has not specifically requested the title.

If Mx. (or no title at all) is requested:

- Constituent is already in the database – Change (or remove) Title and Title 2, but don’t change Gender, unless specifically requested by the constituent. Add a Special Information item for Title.
- Constituent is new – Title and Title 2 are Mx. (or blank), and Gender is Unknown, unless specifically requested by the constituent. Add a Special Information item for Title. Add a Special Information item for Gender, if appropriate.

If a constituent requests to use specific pronouns, a Special Information item for Pronouns should be added.

Additional standards are being developed regarding gender and title concerns. Please submit a Helpdesk ticket if you have questions or encounter a situation not covered by this standard.

APPENDIX: Title and Title 2 Pairings

Title pairings below are based on research done using the Department of Defense Manual for Written Material (http://www.esd.whs.mil/Portals/54/Documents/DD/issuances/dodm/511004m_v2.pdf) and Robert Hickey's On-Line Guide to Forms of Address (http://www.formsofaddress.info/FOA_home.html). Please refer to these resources if more detail is needed. Contact the helpdesk if further assistance is needed with titles.

Additionally, in the tables below:

- Title is followed by the person's last name, unless otherwise specified.
- Title 2 is followed by the person's full name, unless otherwise specified.
- Several high-ranking positions use the person's title only, without the name, as listed below, so extra care should be taken when mailing to these individuals.
- When Notes indicate "Envelope includes" text, this should go on the line(s) below the person's name.

Executive Branch

The following titles are only used for those individuals currently holding positions in the US Executive Branch. Titles change after leaving office, as detailed in the Notes.

Person	TITLE (Salutation - Dear)	TITLE 2 (Addressee - Envelope)	Notes
US President	Mr./Madam President (no name following)	The President (full name)	After leaving office, Title (Mr./Ms./Dr./Senator, etc.), Title 2 (The Honorable)
US Vice President	Mr./Madam Vice President (no name following)	The Vice President (no name following)	After leaving office, Title (Mr./Ms./Dr./Senator, etc.), Title 2 (The Honorable)
Spouse of the US President or VP	Mr./Mrs.	Mr./Mrs.	For spouses of elected officials, this is a role, not an office. First Lady is not used as a Title in written communications.

Judicial Branch

After leaving office, all positions retain The Honorable as Title 2; changes to Title are detailed under Notes. Notes regarding what is included on the envelope refer to the address line immediately following the person's name; this is for informational purposes only and not required by the standard.

Person	TITLE (Salutation - Dear)	TITLE 2 (Addressee - Envelope)	Notes
Chief Justice (US Supreme Court)	Chief Justice (no name following)	The Chief Justice of the United States (no name following)	Envelope includes "The Supreme Court" After leaving office, Title reverts to Justice ***Contact the help desk if the person holding this office needs to be added to the system.***
Chief Justice (State Supreme Court)	Mr./Madam Chief Justice (no name following)	The Honorable (full name)	Envelope includes "Chief Justice Supreme Court of the State of <state>" After leaving office, Title reverts to Justice
Attorney General (US or State)	Mr./Madam Attorney General (no name following)	The Honorable	Envelope includes "Attorney General of the United States/<state>" After leaving office, Title reverts to Mr./Ms.
Judge	Judge	The Honorable	Both titles remain the same after leaving office
Justice	Justice	The Honorable	Both titles remain the same after leaving office

Legislators and Other Government Officials

After leaving office, all positions retain The Honorable as Title 2; changes to Title are detailed under Notes. Notes regarding what is included on the envelope refer to the address line immediately following the person's name; this is for informational purposes only and not required by the standard.

Person	TITLE (Salutation - Dear)	TITLE 2 (Addressee - Envelope)	Notes
Representative (US House)	Representative	The Honorable	After leaving office, Title reverts to Mr./Ms./Dr., etc.
Representative (state house/assembly)	Mr./Ms.	The Honorable	Envelope includes "<state> House of Rep/House of Delegates/Assembly" Both titles remain the same after leaving office
Senator (US or state Senate)	Senator	The Honorable	Both titles remain the same after leaving office
Secretary (executive cabinet)	Mr./Madam Secretary (no name following)	The Honorable	Envelope includes "Secretary of <dept>" After leaving office, Title reverts to Mr./Ms./Dr./Senator, etc.
US Ambassador to another country	Mr./Madam Ambassador (no name following)	The Honorable	After leaving office, Title becomes Ambassador (last name follows)
Foreign Ambassador to the US	Mr./Madam Ambassador (no name following)	His/Her Excellency	After leaving office, both Title and Title 2 become Ambassador
Consul/Consul General	Mr./Ms./Dr.	Mr./Ms./Dr.	Envelope includes "Consul" or "Consul General" in line after the name
Governor	Governor	The Honorable	Envelope includes "Governor of <state>" Title reverts to Mr./Ms./Dr./Senator, etc. after leaving office
Lieutenant Governor	Mr./Ms.	The Honorable	Envelope includes "Lieutenant Governor of <state>" Both titles remain the same after leaving office
Mayor	Mayor	The Honorable	Envelope includes "Mayor of <city>" Title reverts to Mr./Ms./Dr./Senator, etc. after leaving office
Sheriff	Sheriff	The Honorable	Title reverts to Mr./Ms., etc. after leaving office
Police Chief, Police Officer	<rank>	<rank>	For Chiefs, envelope includes the position ("Chief of Police" etc.)
Fire Chief	Mr./Ms.	Mr./Ms.	Fire Chiefs do not use rank

Military Ranks

Note that the Titles for certain ranks can vary by military branch. Retired military personnel retain their ranks and titles. Suffix 2 is used to designate that the person is retired, as in "USAF Ret"

Person	TITLE (Salutation - Dear)	TITLE 2 (Addressee - Envelope)
Admiral	Admiral	Admiral
Rear Admiral	Admiral	Rear Admiral
Vice Admiral	Admiral	Vice Admiral
General	General	General
Major General	General	Major General
Brigadier General	General	Brigadier General
Lieutenant General	General	Lieutenant General
Captain	Captain	Captain
Colonel	Colonel	Colonel
Lieutenant Colonel	Colonel	Lieutenant Colonel
Commander	Commander	Commander
Lieutenant Commander	Commander	Lieutenant Commander
Corporal	Corporal	Corporal
Ensign	Ensign	Ensign
Lance Corporal	Corporal	Lance Corporal
Lieutenant (Navy)	Lieutenant	Lieutenant
First Lieutenant	Lieutenant	First Lieutenant
Second Lieutenant	Lieutenant	Second Lieutenant
Lieutenant Junior Grade	Lieutenant	Lieutenant Junior Grade
Major	Major	Major
Master Chief Petty Officer	Master Chief	Master Chief Petty Officer
Senior Chief Petty Officer	Senior Chief	Senior Chief Petty Officer
Chief Petty Officer	Chief	Chief Petty Officer
Petty Officer First Class	Petty Officer	Petty Officer First Class
Petty Officer Second Class	Petty Officer	Petty Officer Second Class
Petty Officer Third Class	Petty Officer	Petty Officer Third Class
Private	Private	Private
Private First Class (Army)	Private	Private First Class
Private First Class (Marine Corps)	Private First Class	Private First Class
Sergeant	Sergeant	Sergeant
Command Sergeant Major	Sergeant Major	Command Sergeant Major
First Sergeant	First Sergeant	First Sergeant
Master Gunnery Sergeant	Master Gunnery Sergeant	Master Gunnery Sergeant
Gunnery Sergeant	Gunnery Sergeant	Gunnery Sergeant
Chief Master Sergeant	Chief	Chief Master Sergeant
Master Sergeant (Army, Air Force)	Sergeant	Master Sergeant
Master Sergeant (Marine Corps)	Master Sergeant	Master Sergeant
Senior Master Sergeant	Sergeant	Senior Master Sergeant
Sergeant First Class	Sergeant	Sergeant First Class
Sergeant Major	Sergeant Major	Sergeant Major

Person	TITLE (Salutation - Dear)	TITLE 2 (Addressee - Envelope)
Staff Sergeant (Army, Air Force)	Sergeant	Staff Sergeant
Staff Sergeant (Marine Corps)	Staff Sergeant	Staff Sergeant
Technical Sergeant	Sergeant	Technical Sergeant
Specialist (Army, all Specialist grades)	Specialist	Specialist
Warrant Officer (Navy)	Warrant Officer	Warrant Officer
Chief Warrant Officer (Army, Air Force, Marine Corps)	Mr./Ms.	Chief Warrant Officer
Chief Warrant Officer (Navy)	Chief Warrant Officer	Chief Warrant Officer

Person	TITLE (Salutation - Dear)	TITLE 2 (Addressee - Envelope)	Notes
Chaplain (military)	Chaplain	Chaplain	Military standards include the rank with the Titles of Chaplain, but this was impractical for inclusion in the database

Academic Positions

Notes regarding what is included on the envelope refer to the address line immediately following the person's name; this is for informational purposes only and not required by the standard.

Person	TITLE (Salutation - Dear)	TITLE 2 (Addressee - Envelope)	Notes
Chancellor/President	Dr./Mr./Ms.	Dr./Mr./Ms.	Chancellor or President of a university is a job, not a title. Envelope includes "Chancellor/President" with university below
Dean/Associate Dean without doctoral degree	Dean	Dean	Envelope includes "School of <what>" with university below
Dean/Associate Dean with doctoral degree	Dr.	Dr.	Envelope includes "Dean, School of <what>" with university below
Professor without doctoral degree	Professor	Professor	Envelope includes "Department of <what>" with university below Both titles revert to Mr./Ms./Mrs. after retirement
Professor with doctoral degree	Dr.	Professor (use Suffix 2 for credentials)	Envelope includes "Department of <what>" with university below Title 2 reverts to Dr. after retirement
Director	Dr./Mr./Ms.	Dr./Mr./Ms.	Director is a job, not a title. Envelope includes "Director of <what>"

Religious Orders

Titles may vary by denomination, and not all denominations are detailed below. Included are the most common titles. Notes regarding what is included on the envelope refer to the address line immediately following the person's name; this is for informational purposes only and not required by the standard.

Person	TITLE (Salutation - Dear)	TITLE 2 (Addressee - Envelope)	Notes
Catholic Archbishop	Archbishop	The Most Reverend	Envelope includes "Archbishop of <diocese>"
Catholic Bishop	Bishop	The Most Reverend	Envelope includes "Bishop of <place>"
Methodist Bishop	Bishop	The Reverend	Envelope includes "Bishop of <place>"
Mormon Bishop	Mr.	Mr.	Envelope includes "<name of church>"
Episcopal Presiding Bishop	Bishop	The Most Reverend	Envelope includes "Bishop of <place>"
Christian Orthodox, Episcopal (non-Presiding), or Moravian Bishop	Bishop	The Right Reverend	Envelope includes "Bishop of <place>"
Catholic Monsignor	Monsignor	The Reverend Monsignor	
Catholic or Christian Orthodox Priest	Father	The Reverend	
Episcopal Priest	Father/Mother	The Reverend	
Catholic Mother Superior	Reverend Mother (no name following)	Reverend Mother	
Catholic Sister	Sister (First Name only)	Sister	
Catholic Brother	Brother (First Name only)	Brother	
Episcopal Dean	Dean	The Very Reverend	Envelope includes "Dean of <place>"
Rabbi without doctoral degree	Rabbi	Rabbi	
Rabbi with doctoral degree	Dr.	Rabbi (use Suffix 2 for credentials)	
Minister, Pastor, Reverend without doctoral degree	Reverend	The Reverend	If a non-military "Chaplain," this is a job, not a title, and can be included on the envelope below the name
Minister, Pastor, Reverend with doctoral degree	Dr.	The Reverend Dr.	If a non-military "Chaplain," this is a job, not a title, and can be included on the envelope below the name

Special Titles

Titles for individuals who have been knighted in the United Kingdom, as well as royalty or individuals who hold hereditary titles in other countries, will not be stored in the Title fields in the database, due to the complexity of addressing these individuals. Proper methods of addressing such individuals should be managed by the Development Officer working with the individual and may be stored in the database by customizing the Name Formats on the record. Contact the helpdesk if further assistance is needed with special titles.