

Issued: September 18, 2019

Responsible Official: Executive Vice President for University Relations

Responsible Office: University Mktg and Communication

## POLICIES

---

### Purpose

---

The death of a student, a member of the faculty or staff, active or emeriti, visiting Scholar or Fellow, donor or friend of the university represents a loss for the campus community as well as for the family and friends of the deceased.

Policy establishes certain responsibilities concerning the notifications that need to be made to the various campus administrative and service departments in the event of the death of a member of the campus community and to coordinate such actions expeditiously and sensitively with regard to the feelings of the family, relatives, and friends of the deceased. This policy is also intended to set in motion administrative actions needed to settle accounts and close the academic and/or personnel records of the deceased.

Efforts to coordinate professional response actions of units such as campus police, health care professionals or other campus emergency response personnel in the event of a death, or situations which may result in a death, are beyond the scope of this policy.

---

### Definitions

---

**Member of the University  
Community**

For the purposes of this policy, a faculty member, staff member, student, retiree (including emeritus or emerita), alumnus, parent, donor or other individual affiliated with the University.

**Employee**

Defined as anyone who at the time of death was receiving or was entitled to receive a payroll disbursement check, or was on a leave without pay employment status, including medical disability leave.

**Current Student**

Defined as one who is enrolled in a credit-bearing course at the University of Memphis at the time of death, or one who has completed the immediately preceding term and is eligible for re-enrollment, in the event that a death occurs during the recess period between semesters or the summer period.

**Inactive Student**

Defined as one who is not enrolled in the current semester that may have a federal loan or financial outstanding obligation due to the

University of Memphis at the time of death.

**Notification of Death**

The Notification of Death form is an internal notification to be used for university administrative purposes only. It is not a substitute for a medical death certificate that may be required for certain benefits processing purposes or in lieu of death certificate for student loan cancellation.

---

**Policy**

---

**Responsibilities**

All faculty and staff of the university are expected to make appropriate notification upon learning of the death of a member of the university community.

Notifications that may affect the legal rights of survivors, such as determination of beneficiaries for insurance purposes or final death payment purposes are the responsibility of University of Memphis Payroll or Human Resources department, or other central administrative departments ordinarily responsible for such matters.

The communication plan contained in the University of Memphis Crisis Management Plan will be followed in the case of a mass event where multiple individuals die during the course of a natural or unnatural occurrence.

Generally, in the case of a single event, the UofM will follow the university's Email Use Policy. The President and/or Provost (or their designee) may, at their discretion, issue an email to faculty, staff and/or students announcing the individual's passing and provide comments and details, as appropriate. It is the responsibility of the appropriate division head to coordinate the University's response with the President's Office and the Department of Marketing and Communication.

The President has the discretionary responsibility to authorize the dissemination of an official University of Memphis announcement of the death via social media, press release and/or the University of Memphis website. Any official communication to the University community, via social media, press release and/or the University of Memphis website will be made by the Department of Marketing and Communication. The Department of Marketing and Communication will, upon notification, include information on the deceased in the "In Memoriam" section of the University of Memphis Magazine.

**Process**

A member of the University community who learns of the death of a faculty, staff, current student, inactive student, alumnus, parent of a current student, donor or other individual affiliated with the university should notify the appropriate office(s), based on the

relationship of the deceased to the University. After appropriate verification, a [Notification of Death form](#) will be completed by the responsible office and forwarded to the appropriate offices to ensure the accuracy of the University's internal records:

- **Current student:** The Vice President for Student Academic Success is the responsible official and will forward the Notification of Death form to the University Registrar; Dean of Students; academic unit head; academic adviser; current instructor(s); Information Technology, Bursar, Financial Aid, Payroll and Human Resources, as appropriate;
- **Current or former faculty member:** The Provost is the responsible official and will have responsibility for forwarding the Notification of Death form to Human Resources, Payroll, Office of Advancement Services, Bursar, College Dean, and Information Technology, as appropriate;
- **Current staff member:** The Department of Human Resources has responsibility for forwarding the Notification of Death form to appropriate individuals within Human Resources, Payroll, the Office of Advancement Services, Bursar, College Dean, and Information Technology, as appropriate;
- **External affiliation – Former faculty or staff, current or former donor, alumnus/a parent, friend, inactive student or others not included in the previously stated designations who have a relationship with the university:** The Chief Development Officer, the Executive Vice President for University Relations and the Bursar have responsibility to forward the Notification of Death form to each other, as appropriate.

To facilitate the University's response to a death, the responsible division head will inform and coordinate with the units and departments, as appropriate, for attendance at the funeral or memorial service, correspondence with the family, etc.

The Department of Marketing and Communications will send out a campus-wide notification, as deemed appropriate.

Floral arrangements, memorials and provision of space for a memorial service will be made in accordance with the Memorial and Tributes Policy.

---

Who do I contact with further questions?

[logo@memphis.edu](mailto:logo@memphis.edu) or 901.678.2843

---

**Links**

---

Notification of Death Form <https://www.memphis.edu/bf/forms/notificationofdeath.pdf>

BF4012 - UofM Disbursements Policy <https://memphis.policytech.com/dotNet/documents/?docid=421&public=true>

Memorial and Tributes Policy GE2037

Email Use Policy <https://memphis.policytech.com/dotNet/documents/?docid=588&public=true>

---

**Revision Dates**

---

September 18, 2019

---

**Subject Areas:**

Academic	Finance	General	Human Resources	Information Technology	Research	Student Affairs
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>