

Issued: September 18, 2019

Responsible Official: Executive Vice President for University Relations

Responsible Office: University Mktg and Communication

## POLICIES

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### Purpose

This policy establishes University of Memphis practice regarding memorials and tributes.

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### Policy

The University of Memphis recognizes the interest in memorializing faculty, staff and students upon their death. When a current (or former) student, faculty, administrator, staff member or trustee dies, the practice of holding a tribute and/or reception in memory of the deceased using on-campus facilities and services is often requested. Requests for space, amenities, food, services, etc. are to be made to the Office of Conference and Event Services by the deceased's family or other interested party. Costs related to the provision of space, personnel, flowers, food and other services for a memorial or reception meant to honor individuals who have died are not to be assumed by the University. State appropriations, student tuition and fees and foundation funds are not available to be used for this purpose. Rather, costs are to be paid for by private funds.

### University of Memphis Standard Practice

The University may provide acknowledgement of the individual, as appropriate:

- Purchase of flowers by the Department of Human Resources to honor employees, their immediate family members and students or retirees who have died.
- Publication of a notice of faculty and staff deaths in the HR Newsletter.
- Sending of a condolence card to the immediate family of alumni, friends and donors by the Alumni Association.
- Recognition of current students, faculty, staff, alumni and donors will be made in the subsequent issue of the *University of Memphis Magazine*.
- Lowering of the University of Memphis flag to coincide with the semi-annual publication of names of the deceased in the *University of Memphis Magazine*.

- In Memoriam web page maintained by the Alumni Association.
- Recognition on the homepage or department page of the website, as appropriate.

Those who desire to specifically honor an individual are encouraged to work with the Development Office to establish an endowment, scholarship or outright monetary gift in order to support a program of interest.

### FAQs

Who do I contact with further questions? [logo@memphis.edu](mailto:logo@memphis.edu) or 901.678.2843

### Links

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

GE2017 - Donations to the University of Memphis <https://memphis.policytech.com/dotNet/documents/?docid=427&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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>