Death of a Member of the University Community – University Response Policy

Office of Accountability: Office of the Provost and Vice-President (Academic)
Office of Administrative Responsibility: Office of the Provost and Vice-President (Academic)
Approver: Board of Governors
Scope: Compliance with this University-wide policy extends to all members of the University community.

Overview

The death of a member of the University community is a serious loss to the University of Alberta’s community. Due to the seriousness of such an occurrence, the Board of Governors has established this policy, along with the associated procedures, to ensure that the University responds appropriately.

Purpose

To ensure that when a member of the University community passes away, the situation is managed in an appropriate manner.

POLICY

1. Upon the death of a member of the University community, the University:
   - will ensure that all dealings with the member’s surviving family and estate are handled appropriately;
   - will properly acknowledge and commemorate, as appropriate, the contributions that member made to the University; and,
   - may fly the University Banner at half-mast, in accordance with the University’s Flag Policy.

2. When a student or staff member passes away, the death will be communicated to the appropriate parties in accordance with the applicable associated procedure.

DEFINITIONS

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use.

<table>
<thead>
<tr>
<th>Member of the University Community</th>
<th>Academic and non-academic staff, students, post-doctoral fellows, emeriti, alumni, members of the Board of Governors, members of the Senate, honorary degree recipients and retirees.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student</td>
<td>An individual currently enrolled (full-time or part-time) in undergraduate or graduate studies. This procedure also applies to individuals who were expecting to continue their program in the Fall term, but were not registered for courses in Spring and/or Summer term.</td>
</tr>
<tr>
<td>Staff Member</td>
<td>Refer to Appendix A and B of the Recruitment Policy.</td>
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</tbody>
</table>
RELATED LINKS
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Flag Policy (UAPPOL)
Lowering of University Banner as a Sign of Mourning Procedure (UAPPOL)
Posthumous Degrees Procedure (UAPPOL)

PUBLISHED PROCEDURES OF THIS POLICY
Death of a Staff Member - University Response Procedure
Death of a Student - University Response Procedure