



# Faculty of Medicine □ Dean's Office

317 - 2194 Health Sciences Mall □ Vancouver, BC □ V6T 1Z3 □ (604) 822-2421 (P) □ (604) 822-6061 (F)

## Faculty Death Notices Policies and Procedures

UBC Policy #39 on Death Notices states:

“In the event of the death of any member of faculty or staff, Administrative Head of Unit shall inform the President’s Office and the Ceremonies Office as soon as possible.”

Name of Faculty Member: \_\_\_\_\_

Date Deceased: \_\_\_\_\_

Department & Academic Rank: \_\_\_\_\_

**Department Head / School Director / Centre:**

1. Notify the Dean’s Office Faculty Recruitment and Appointments Manager.....
2. Provide information regarding:
  - the individual to assist with the Dean’s letter of condolence on behalf of the Faculty of Medicine ..
  - the name and address of the appropriate family member to whom the letter of condolence will be sent.....
3. As appropriate, a memorial minute prepared by the Head or Director should be forwarded for approval and inclusion in the Faculty Executive minutes.....

**Questions? Please contact Faculty Affairs at 604-827-3129**