



<b>Title:</b>	<b>POLICY ON DEATH NOTICES</b>
<b>Approved:</b>	January 2007
<b>Audience:</b>	All Faculty of Medicine members
<b>Purpose:</b>	To provide guidelines in support of UBC Policy #39 in the event of the death of any member of faculty or staff.
<b>Contact:</b>	Dean’s Office Faculty Affairs

**Notice of Death**

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.”

**Process**

- In the event of the death of any member of faculty or staff, the Department Head, School Director, or Centre Director shall notify the Dean as soon as possible. The Dean’s Office will forward this information to the President’s Office and the Ceremonies Office immediately.
- As appropriate, a brief memorial minute, prepared by the Head/Director, should be provided to the Dean for approval and inclusion in the Faculty Executive minutes.
- Also as appropriate, Heads/Directors will also provide both information about the individual to assist with the Dean’s letter of condolence and the name and address of the appropriate family member to whom the letter should be sent.