



GUIDANCE FOR LAST DETAILS PROCESS FOR DECEASED FACULTY

This information provides guidelines to departments and the college when settling the last details for deceased faculty. The Department Head should consult with the family regarding their wishes, particularly with regard to communication of the death to faculty, the community and other groups.

The list below is not exhaustive and not all issues will pertain to every faculty member. Sensitivity is important in some circumstance, such as retrieval of University property from home and transfer of personal effects in offices to the family.

Last Details Check List for Deceased Faculty

After consultation with the family, the Department Head should contact the Office of the Dean, the College of Arts and Sciences Director of Communications and the Vice President for Faculty Affairs

- Consider who would act as a media contact for that faculty member
- Consider referral of department members for grief counseling
- Consider college-wide or university-wide death announcement
- Consider request(s) to establish a development account for the faculty member
- Consider possible assistance with obituary details
- Consider honoring deceased faculty at a future college event

Department Head will consider details of current courses

- Arrange for departmental representative to meet with students
- Arrange replacement teaching; provide access to teaching materials and on-line course information (i.e., Canvas)
- Consider graduate student involvement (research supervision, committee membership)

Department Head will consider major university service roles (e.g. Faculty senate; search committee)

College IT will update email account to indicate appropriate “out-of-office” reply

- Archive email account(s)
- Scan servers and device drives; erase social security numbers and other confidential data

Department Head will see to updates of departmental web page

- Coordinate info with College of Arts and Sciences communication team
- Create scholarship account (if applicable)

Department Head will determine equipment inventory (consultation with college IT)

- Office
- Lab
- Home (consider issue of sensitivity for retrieval; consider appropriate timing)

Department Head will assess contents of faculty office

- Separate student identifiable records and handle as appropriate
- Identify research materials and arrange storage if needed
- Identify personal effects and arrange transfer of personal effects to family

Department Head will assess research, data and funding

- Archive lab and office devices and hard drive(s)
- Determine custody of grant data and consult with agencies, VPR and SRS offices
- Determine access of faculty/graduate student to project data

Department Head and Arts and Sciences research team will handle compliance issues

- IRB and IACUC

Department Head and Arts and Sciences HR team will settle outstanding benefits

- Sick leave account and other accounts