

Policy Number/Title:	10.2.1 Protocol for the Death of a Campus Constituent
Effective Since:	10/01/2016
Last Revision Approved:	10/01/2016
Responsible Office:	University Communications and Marketing

1. Scope:

The provisions set forth below apply to all full- and part-time employees who would need guidance on reporting and/or appropriately communicating the death of a constituent to the campus community.

2. Definitions:

This section was intentionally left blank.

3. Policy:

Winthrop University recognizes the impact the loss of a valued colleague and friend has on the campus community. Therefore, the following steps have been developed to help ease the notification process and expedite communications during this difficult time.

Notification Procedure for Death of a Current Employee, Current Student, Current Member of the Board of Trustees, Retiree or Former Employee

Current Employee

In the event of the death of a current employee, notification typically comes from a variety of sources. The following offices should be informed as soon as possible in order to coordinate response:

- Divisional Vice President of employee
- Office of the President
- Office of Human Resources
- Office of University Communications and Marketing



The divisional Vice President or his/her designee will:

- 1) contact the employee's department office;
- 2) gather or verify information regarding arrangements and next of kin including whether or not the family wishes to have the information released;
- 3) verify arrangements with funeral home;
- 4) send communication of condolence to family and department;
- 5) provide next of kin information to President's Office for condolence letter;
- 6) identify representative to attend funeral/memorial service as appropriate.

In the event of a death of a current employee, the divisional Vice President will notify the campus community via e-mail after consultation with the next of kin.

Specific information about an employee's illness, hospital stay, etc., should not be included in the communication. Suggested wording if applicable, "John passed away on XX,XX after a brief (or extended) illness."

The following information may be considered for inclusion in the communications:

The university has lost an important member of our community. Our thoughts and prayers go out to family, friends and colleagues.

- * Name, title (if applicable), and department of employee
- * Years of service
- * Information about the calling hours and/or funeral/memorial services
- * Information about any scholarship or memorial funds

The Office of University Communications and Marketing will post a news release on the website, including a photo of the deceased if available. The black ribbon graphic will be placed on the homepage for approximately one week and will link to the release. The graphic will include the deceased's name and birth/death dates. The Office of University Communications and Marketing also will respond to any media contact regarding the death.



Current Student

In the event of the death of a current student, the Division of Student Affairs should be notified as soon as possible. This office will confirm the report and notify the following departments:

- for all students: The Dean of Students and the Vice President of Student Affairs
- for resident students: The Director of Residence Life

The above will coordinate the university's response including notifying the following:

- 1) Next of kin, if necessary
- 2) Office of the President
- 3) Office of University Communications and Marketing
- 4) Appropriate campus chaplain after student's religion is determined
- 5) Roommate and Residence Hall Director, if applicable
- 6) Academic Dean
- 7) Registrar
- 8) Counseling Services

The Vice President for Student Affairs will:

- 1) gather or verify information regarding arrangements and next of kin including whether or not the family wishes to have the information released;
- 2) verify arrangements with funeral home;
- 3) send communication of condolence to family;
- 4) provide next of kin information to President's Office for condolence letter;
- 5) identify representative to attend funeral/memorial service as appropriate.

In the event of a death of a current student, the Vice President for Student Affairs will notify the campus community via e-mail after consultation with the next of kin. The following



information may be considered for inclusion in communications:

The university has lost an important member of our community. Our thoughts and prayers go out to family and friends.

* Name

* Information about the calling hours and/or funeral/memorial services

* Information about any scholarship or memorial funds (if available)

* Additional information about major, class, etc.

The Office of University Communications and Marketing will post a news release on the website, including a photo of the deceased if available. The black ribbon graphic will be placed on the homepage for approximately one week and will link to the release. The graphic will include the deceased's name and birth/death dates. The Office of University Communications and Marketing also will respond to any media contact regarding the death.

In the event that a current student's death is not made known to the Division of Student Affairs for some time after the student's passing, it will be up to the Vice President for Student Affairs to determine whether or not the campus is notified of the student's death after the fact.

Current Member of the Board of Trustees

In the event of a death of a current member of the Board of Trustees, the Office of the President will notify the campus community via e-mail after consultation with the next of kin. The following information may be considered for inclusion in communications:

The university has lost an important member of our community. Our thoughts and prayers go out to family, friends and colleagues.

* Name

* Years of service, positions held, alumni status

* Information about the calling hours and/or funeral/memorial services

* Information about any scholarship or memorial funds (if available)

The Office of University Communications and Marketing will post a news release on the



website, including a photo of the deceased if available. The black ribbon graphic will be placed on the homepage for approximately one week and will link to the release. The graphic will include the deceased's name and birth/death dates. The Office of University Communications and Marketing also will respond to any media contact regarding the death.

Retiree or Former Employee

In the event of the death of a retiree or former employee, the Office of University Communications and Marketing should be notified as soon as possible. This office will confirm the report, typically through a published obituary, and include the obituary in the weekly news briefs.

The divisional Vice President or his/her designee shall, if appropriate:

- 1) contact the former employee's department office;
- 2) gather or verify information regarding arrangement and next of kin including whether or not the family wishes to have the information released;
- 3) verify arrangements with funeral home;
- 4) provide next of kin information to President's Office for condolence communication;
- 5) identify representative to attend funeral/memorial service as appropriate.

In the event of a death of a retiree or former employee, the divisional Vice President may notify the campus community via e-mail after consultation with the next of kin. The following information may be considered for inclusion in communications:

The university has lost an important member of our community. Our thoughts and prayers go out to family, friends and colleagues.

* Name, title (if applicable), and department of employee

* Years of service

* Information about the calling hours and/or funeral/memorial services

* Information about any scholarship or memorial funds

For retirees, the Office of University Communications and Marketing will include an obituary in the weekly news briefs that are distributed to faculty/staff and posted on the



Winthrop in the News web page or other internal communications publication. The office also will respond to any media contact regarding the death.

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Obituary

Obituaries for current employees and members of the Board of Trustees, as well as retirees, will appear in the Winthrop Update or other type of internal communication publication and/or the Winthrop Magazine. Obituaries for former employees, former board members, or friends of the university will be considered on a case-by-case basis. The Director of University Communications, along with the Associate Vice President for University Communications and Marketing, will assess the news value of those obituaries based on such factors as the deceased's years of service, length of time that has elapsed since the deceased was associated with Winthrop, and the individual's impact on the university.

The time, date and location of a memorial service or burial will be included in an obituary when known. If applicable, obituaries will include information about memorial or scholarship funds established in memory of the deceased.

Press Release

A press release will be written by Office of University Communications and Marketing staff, published to the Winthrop website, shared on the university's appropriate social media outlets and distributed to media outlets for the death of current employees, students or members of the Board of Trustees. Press releases for retired or former employees, former board members, or friends of the university will be considered on a case-by-case basis. The Director of University Communications, along with the Associate Vice President for Communications and Marketing, will assess the news value of those press releases based on such factors as the deceased's years of service, length of time that has elapsed since the deceased was associated with Winthrop, and the individual's impact on the university.

The time, date and location of a memorial service or burial will be included in a press release when known. If applicable, press releases will include information about memorial or scholarship funds established in memory of the deceased.

Homepage Black Ribbon

In the event of the death of a current employee, student or member of the Board of Trustees, the black ribbon graphic will be placed on the Winthrop homepage for approximately one week and will link to a press release. The graphic will include the deceased's name and birth/death dates.



Miscellaneous Other Protocols

Memorial Services Space Use

It shall be the policy of Winthrop University to provide space free of charge for memorial services at the request of the family of current employees, students or members of the Board of Trustees upon their death. For all other memorial service space requests, the procedures and costs reflected in the Winthrop University Space Use Policy shall apply.

Flag Lowering

Although it is generally believed that the U.S. flag should not be flown at half-staff except as a sign of national tribute, however, according to the U.S. Flag Code (Title 36, Code 10, Section 175), there is no prohibition against flying the flag at half-staff on appropriate occasions. Therefore, the Office of the President will authorize the lowering of the federal and state flags in front of Tillman Hall for one day in observance of the death of a current employee, student or member of the Board of Trustees.

Memorial Gift

The Winthrop University Foundation and/or the Office of Development will work with individuals (family, friends and colleagues) who may wish to establish an appropriate memorial fund in memory of the deceased employee, student, retiree or trustee. This assistance includes counsel regarding the appropriate public notification of the memorial fund.

4. Procedures:

This section was intentionally left blank.

5. Resources:

This section was intentionally left blank.

6. History of Revisions:

10/01/2016 Policy first established



7. Approvals:

Responsible Officer Signature/Date:

Vice President/Senior Administrator Signature/Date:

President Signature/Date: