
Last Details Summary for Deceased Faculty

This information provides guidelines to departments and the college as how to settle 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 would be important in some circumstances (such as retrieval of home IT equipment and transfer of personal effects to 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 Liberal Arts Director of Communications and the Dean of Faculties
 - Department should consider who would act as a media contact for that faculty member (Head, College of Liberal Arts Director of Communications, or other?)
 - Consider referral of department members for grief counseling to the Student Counseling Center
 - 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
 - The college will honor deceased faculty at the next Fall Reception
- Consider details of current courses (Head)
 - Arrange for departmental representative to meet with students
 - Arrange replacement teaching; provide access to teaching materials and on-line course information (i.e. eCampus)
 - Consider graduate student involvement (research supervision, committee membership)
- Consider major university service roles (e.g. Faculty senate; search committee) (Head)
- Update email account to indicate appropriate “out-of-office” reply (IT College)
 - Archive email account (IT College)
- Update departmental web page (Department)
 - Coordinate info with College Communications department
 - Indicate scholarship account (if applicable)
- Determine equipment inventory (IT and Department)
 - Office
 - Lab
 - Home (consider issue of sensitivity for retrieval; consider an appropriate time)
- Assess contents of faculty office (Dept):
 - Scan server and H drives for social security numbers (erase) (IT)
 - Separate student identifiable records (grades etc.)
 - Identify research materials (arrange storage if needed)
 - Identify personal effects (arrange transfer of personal effects to family)
- Grant data: archive lab and office hard drive(s)
 - Determine custody of grant data (Head consults with agency/VPR office)
 - Consider whether graduate students and other faculty should have access to faculty project data (Department consults VPR office)
- IRB Issues: contact IRB as to active protocols
 - Determine specific IRB issues (e.g. storage of informed consent documents; deidentified data?)
- HR Issues: Settle Outstanding Benefits (Dept and HR office)
 - Settle sick leave account
 - Settle annual leave account (*if any*)