

LOYOLA MARYMOUNT UNIVERSITY
POLICIES AND PROCEDURES

DIVISION: Marketing and Communications Rob Raichlen, Director of Internal Communications	
SUBJECT: Community Member Death Notice Announcement Protocol	Page 1 of 2
Policy Number: MC015	Supersedes: Death Notice Announcement Protocol
Effective Date: 06/15/16	Previously Issued: Sept 2015, August 2014, June 2004

I. STATEMENT OF POLICY

The university mourns the loss of its community members. The purpose of this protocol is to ensure that death notices are handled with the upmost care, consistency, and accuracy. These guidelines seek to streamline the eligibility and reporting process, and ensure that announcements are disseminated in a timely, dignified manner.

The university announces the passing of current community members, as defined below, from The Office of the President. Notification requests that do not meet the defined criteria are reviewed by MarComm on a case by case basis to determine formal and/or informal communications channels that may be considered and utilized.

II. DEFINITIONS

- A. For the purposes of this procedure, a "community member" is defined as a person belonging to any of the following groups:
1. a currently enrolled undergraduate or graduate student who is actively pursuing a degree program;
 2. a university employee defined as a current full-time or part-time faculty member or a current full-time or part-time staff member;
 3. a full-time contract employee in Campus Graphics, Dining Services or the University Bookstore who has been assigned to the university for five years or more;
 4. a member of the founding religious communities who holds a university position or has held a university position in the past 10 years (from the Society of Jesus, the Religious of the Sacred Heart of Mary, or the Congregation of St. Joseph of Orange);
 5. a faculty or staff member who served the university for 25 years; or, a faculty or staff member who has served the university for less than 25 years and has been retired from the university for five years or less;

6. a faculty member who has been granted emeritus status;
7. a current or emeritus member of the Board of Trustees or Board of Regents;
8. past university presidents; provosts; university officers (cabinet members);
9. a university alumnus or alumna who completed a degree program within the last six months.

III. POLICIES/PROCEDURES

A. Students

1. Student Affairs prepares notifies Marketing and Communications of the student death and provides biographical and other information pertaining to the student and his/her memorial arrangements and wishes as appropriate.
2. Marketing and Communications collaborates with the appropriate offices, including the Office of the President, to edit and distribute notices to the campus community.

B. Faculty

1. Community members should report the death of a faculty member to the Provost's Office and the faculty member's college/school Dean's Office as soon as possible.
2. The Dean's Office and/or the Provost's Office notifies Marketing and Communications with biographical, obituary, and other information pertaining to the faculty member and his/her memorial arrangements and wishes.
3. Marketing and Communications collaborates with the appropriate offices, including the Office of the President, to edit and distribute notices to the campus community.

C. Staff

1. Human Resources notifies Marketing and Communications of the death of a university employee with biographical and other information pertaining to the employee and his/her memorial arrangements and wishes as appropriate.
2. Marketing and Communications collaborates with the appropriate offices, including the Office of the President, to edit and distribute notices to the campus community.

REVIEWED/APPROVED BY THE UNIVERSITY POLICY COMMITTEE – N/A. Grandfathered