

Georgia Southern University
Intracampus Memo
Office of the President

Post Office Box 8033
Marvin Pittman Administration Building

TEL 681-5211
FAX 681-0598
TDD 871-1454

<http://welcome.georgiasouthern.edu/president/>

TO: Dr. Marc Cyr, Chair, Senate Executive Committee

FROM: Bruce Grube, President 

DATE: November 14, 2007

SUBJECT: **October 29, 2007, Faculty Senate Recommendation:
Notification of a Death in the University Community**

Following review of the recommendation adopted by the Faculty Senate at the October 29, 2007, Faculty Senate meeting, as provided in your memo of October 30, 2007, I have approved the motion below presented to the Senate by Dr. Jean-Paul Carton, Chair, Faculty Welfare Committee.

MOTION: The Senate Faculty Welfare Committee recommends that, upon notification of a death in the University community (current employee or retiree, student),

- an announcement of the death be issued by the President's Office, subject to the wishes of the individual and family;
- a notice of details regarding final arrangements be made to the University community should family members wish such details be made public;
- the counseling center be notified so that adequate staff may be available to help other members of the University community begin the grieving process and provide ways for emotions to be recognized and expressed;
- the individual's department head or department representative, after issuing condolence to the family, consult with them about an appropriate form of remembrance/memorial service from the GSU community should the family so desire;
- University administrators allow family members adequate time to collect the individual's personal belongings.

c: Dr. Linda Bleicken
Mr. Joe Franklin
Dr. Amy Heaston
Ms. Candace Griffith