

UIC Policies and Procedures

Death of a Member of the Campus Community

Introduction

The death of a student, a member of the staff or faculty, active or emeriti, or a visitor of the University represents a loss for the campus community as well as for the family and friends of the deceased. On the human level, the campus response to such a death will vary based on the decedent's public prominence and the circumstances of the death. At the administrative level, the University's response will be based on the nature of the decedent's affiliation with the University.

The purpose of this policy is to establish certain responsibilities concerning the notifications that need to be made to the various campus administrative and service departments in the event of the death of a member of the campus community and to coordinate such actions expeditiously and sensitively with regard to the feelings of the family, relatives, and friends of the deceased. Coordination of the immediate professional response actions of campus police, health care professionals, or other campus emergency response personnel in the event of a campus death, or situations which may result in a death, is beyond the scope of this policy.

In general, the required notifications depend on the nature of the University affiliation of the deceased and are intended to set in motion administrative actions needed to settle accounts and close the academic and/or personnel records of the deceased. Campus administrative departments that receive notification of a death are responsible for confirming the circumstances of the death consistent with the nature of the administrative action that needs to be taken. Departments which require a formal death certificate before certain actions may be processed should seek to obtain such a certificate from the appropriate campus or civil authorities.

Official Notification to the Family

Official notification of a death is made to the next of kin by law enforcement (when the death is unknown, suspicious, accidental or a criminal cause), hospital personnel (for a natural death) or by the Cook County Medical Examiner.

On Campus Deaths

In the event that a unit learns of a death on campus (other than a natural death occurring at the hospital) the unit supervisor must immediately notify the UIC Police. UIC Police and the Cook County Medical Examiner will conduct an investigation to determine the cause and manner of death. Notification of next of kin will be made by UIC Police.

Institutional Response to a Death

The institutional response to a UIC Death entails a series of administrative actions to settle

accounts, resolve benefits issues, and close academic and personnel records. Notifications must be made to a number of campus units in order that the administrative actions can be taken in a timely manner. The particular notifications required depend on the nature of the affiliation of the deceased. In order that the appropriate offices are notified of actions that need to be taken, notification responsibilities are coordinated as follows.

Notification Responsibilities and Procedures

Student Deaths

The death of a student can be a traumatic event for members of the UIC community and for the student's family. The Office of the Dean of Students is responsible for notifying appropriate individuals and offices on campus of a student death. The Dean of Students will also notify the Vice Chancellor for Student Affairs who will inform the Chancellor.

Any individual or UIC department that receives the news of the death of a student should immediately contact the Office of the Dean of Students. The facts pertinent to the student's death should be shared and, if necessary, additional information may be requested. It is important that this information is communicated in a timely manner in order for a coordinated response from the Office of the Dean of Students.

Required Notification to the Campus

The offices listed below "need to be informed" about every student death and will receive an email notification simultaneously after an official verification of the death so that appropriate administrative services can be adjusted or terminated:

Academic College/School (academic records, faculty notification, degree progress issues)

ACCC (email accounts)

Campus Auxiliary Services (I.D. card, facility access, student organization involvement)

Counseling Center (support to grieving family, friends, and colleagues)

Financial Aid (cancellation of financial aid benefits)

Library (return of library materials, cancellation of fines)

Parking Office (cancellation of parking charges)

Records and Registration (adjustments to student records)

Student Accounts (bill/payment issues)

Student Employment (employer notification)

Student Health Insurance (cancellation of coverage)

In addition the Office of Development and the Alumni Association will receive a courtesy notification.

Notification to Campus (As Necessary)

The offices listed below will receive an email notification as necessary based on the student's campus affiliations or circumstances related to the death.

Campus Housing (roommate/friends/community support, arrangements for personal effects)

International Student Services (immigration, contact with governmental agencies, family travel)

Public Affairs (student death as a result of an event likely to receive publicity, i.e. fire, murder)

Student Development Services (involvement in student leadership positions)

University Counsel (student death as a result of a crime or accident on campus)
University Police (issues related to a particular case and any on-going investigation)

The Dean of Students will be responsible for notifying any additional campus offices that may need to be informed regarding a particular student death.

Contact with the Family

Special care should be given when contacting the student's family in order to avoid communicating inaccurate information and sending untimely correspondence. The reporting of a student death to the campus occurs at various times, sometimes months or years after the death. Circumstances surrounding the death may be sensitive and difficult. The student may have attended the university for a brief period of time or left the university in poor academic or disciplinary standing.

The Vice Chancellor for Student Affairs or designee, may contact the family by telephone, depending on the circumstances, to express sympathy on behalf of the campus.

The Dean of Students serves as the point of contact with the student's family, collects and shares pertinent information, meets with the family as requested, explains the University protocol and administrative procedures, answers questions, and offers support and assistance as appropriate. In the case of an international student death, the Dean of Students will contact International Student Services before any notification is made to the family.

The Dean of Students and the Chancellor will each send a letter of condolence to the student's family. The Chancellor and the Vice Chancellor for Student Affairs may send a joint letter of condolence to the family of the student.

Individual deans, faculty members, departmental chairs, and administrators may wish to send their own expression of sympathy based on their relationship/knowledge of the student.

Questions regarding these procedures should be referred to the Office of the Dean of Students, 3030 Student Services Building, (312) 996-4857.

Staff/Faculty/Visitor Deaths

The death of a staff member, faculty member, or visitor requires that certain actions be taken by responsible campus administrators to insure that proper notifications are made and personnel-related business matters are handled appropriately. These matters will vary based on the status of the deceased. Procedures will vary according to:

- a. Site of death (on-campus or off-campus);
- b. Current status of decedent's relationship to UIC (Active, Retired, Emeritus, or Visitor); and
- c. Citizenship; Citizens of other nations require involvement of consular officials.

The purpose of this procedure is to clearly outline steps to be taken for each specific scenario. This procedure applies to staff/faculty member/visitor death reporting; a separate procedure

exists for the reporting of student deaths. This document applies to active and emeriti academic and current staff and faculty members (including without salary) as well as visitors, and students who are University employees.

Notification Procedures

Off Campus Deaths

When any unit of UIC learns of an off campus death of a current staff member, faculty member, or visitor, or retired staff or faculty member they should immediately notify the following units:

Chancellor's Office

Employee's home department

Human Resources

OBFS Payroll

Media Relations

Development

****Office of International Services**

****In the event that the deceased is an International Staff or Faculty member please note that the Office of International Services may need to coordinate communication and other notifications with the appropriate consular officials.**

On Campus Deaths

In the event that a unit learns of an on campus death of a current staff, faculty, or retired staff or faculty member on campus they should consider the following:

If a physician is present, contact UIC Police immediately. Police will make a determination if an investigation is necessary. If so, the UIC Police will inform the Emergency Contact/Family. If not, the UIC Police and the physician will decide the best course of action for notification of family/emergency contact. If a physician is not present, the UIC Police will make a determination as to if an investigation is necessary, and will be responsible for informing emergency contacts/family of the deceased.

After contacting the UIC Police the unit should immediately notify the following units:

Chancellor's Office

Employee's home department

Human Resources

OBFS Payroll

Media Relations

Development

Office of International Services

****In the event that the deceased is an International Staff or Faculty member please note that the Office of International Services may need to coordinate communication and other notifications with the appropriate consular officials.**

International Students and Scholars

The response and reporting procedures for the death of an international student or scholar have been developed to:

- a. Assist campus individuals dealing with the death to respond appropriately in a timely manner;
- b. Provide coordination with external individuals and agencies;
- c. Provide communication within the University community;
- d. Assist with post-crisis support and resolution and;
- e. Provide an empathetic and caring voice from the University to friends and family of deceased.

Once it has been determined that a death involves an international student or staff /faculty member, the Executive Director of the Office of International Services should be notified. The Office of International Services will be responsible for regulatory issues and liaising with the foreign consulates/embassies to ensure completion of all required documentation in the event of a repatriation or medical evacuation. As part of the liaison work with the consulates/embassies, the Office of International Services, in consultation with the University Office of Government Relations, will develop a "meet and greet" program.

The Office of International Services will retrieve biographical information and emergency contact information in their data base and notify the Dean of Student's Office and/or the Office of Faculty Affairs or Human Resources. (Refer to the attached Death of an International Student or Scholar form and checklist).

Notification to the Campus

International Student Death

The Office of the Dean of Students will coordinate a conference call or convene a meeting of all the concerned academic and administrative departments to coordinate a plan of action. Refer to the student section of this policy for the notification protocols.

International Faculty/Staff Death

The Office of Faculty Affairs or the Vice Chancellor of Human Resources will inform the campus community of the death through the following contacts:

- Office of Public Relations, in case there is media interest in the death.
- The Office of International Services will be consulted about providing assistance to the deceased student's family and the international campus community.