

# Responding to an Academic Appointee Death

## (Procedure BAS-0004 Academic)

### I. Procedure Description

The following administrative procedures guide the institutional response to the death of an academic appointee with the goal of providing a caring and cohesive response for the family, friends, and the community. These procedures are intended to streamline the handling of required administrative actions, while minimizing the burden on grieving parties; facilitate crisis support as needed, and assist the community in returning to normalcy.

If the academic appointee is also an enrolled UCSC student, whether graduate or undergraduate, these procedures do not apply. Follow instead *Responding to a Graduate Student Death* or *Responding to an Undergraduate Student Death* procedures.

### II. Procedure Details

#### A. Coordination

If a death occurs on campus, the UC Police Department (UCPD) is in charge of the investigation and scene through the conclusion of the investigation. UCPD investigates the cause of death, and confirms the identity of the individual through the coroner's office. UCPD liaises with other law enforcement agencies and the coroner's office, as appropriate, to arrange notification to the family of the deceased. No campus representative shall communicate with the bereaved parties of the deceased without confirmation from UCPD and/or other investigating law enforcement agency that the coroner or appropriate agency has made required notifications. If the cause of death may be due to a criminal act, all communication with bereaved parties shall take place only after consultation with UCPD.

The family may be the first to notify the university a death has occurred. Under these circumstances, the procedures detailed in section II. C. Procedure for a Death Which Occurs Off-Campus shall serve as a guide.

#### B. Procedure for a Death Which Occurs On Campus or at a UCSC Owned or Leased Facility

1. The first person to the scene is responsible for informing the UCPD. Dial 911 from any campus phone, cell phone, or Blue Light phone.
2. A University Official direct against anyone entering or leaving the area or touching the victim or any property until the UCPD arrive. If someone enters or leaves the scene before UCPD arrives, this must be reported to the UCPD upon their arrival.
3. UCPD shall promptly notify the Associate Vice Chancellor, Risk and Safety Services (AVC RSS) that a death has occurred. As soon as practicable, the identity shall be provided to AVC RSS. In the absence of AVC RSS, UCPD shall notify the Vice Chancellor, Business and Administrative Services (VC BAS). Details about the nature of the death will be shared based on the nature of the incident, investigation (if applicable) and will be managed within all federal, state and local policies as applicable to law enforcement.
4. The AVC RSS will notify the VC BAS who will make notification to the Emergency Management Policy Group members.
5. The AVC RSS will notify the Executive Director, Environmental Health and Safety (EH&S) who will, when appropriate, coordinate notifications to OSHA within the required window for reporting (8 hours).
6. The AVC RSS shall notify the Academic Appointee's home department head (or designee) who shall serve as the Academic Incident Coordinator.
7. The Academic Incident Coordinator (or designee) shall:
  - (a) review Section III.B Communications, of the UC Santa Cruz policy on Responding to a Death;

- (b) coordinate communication with UCPD or the investigating law enforcement agency - NO CONTACT IS TO BE ISSUED WITHOUT COORDINATION WITH LAW ENFORCEMENT;
- (c) notify the Assistant Director Workman's Compensation, Risk Services;
- (d) verify that emergency contacts have been notified;
- (e) act as the primary point of contact for the family of the deceased (i.e., personal belongings, flowers, monetary contribution, etc.);
- (f) distribute the completed *Academic Appointee Incident Coordinator Worksheet* (see Sub Appendix A);
- (g) draft internal and external announcements (see sections II.D. Communication Plan and II.E. Procedure for Official Notice Deceased Academic Appointee Letter);
- (h) follow the Supervisors Checklist for Off-Boarding Employees (shr-1965)
- (i) distribute Employee Assistance Program (EAP) information to those in need of crisis and grief support services and to aid in the community's return to normalcy;
- (j) contact Campus Counsel to advise on Intellectual Property matters, grants, research records, laboratory status, and other ownership matters.

**C. Procedure for a Death Which Occurs Off Campus (Not at an owned or leased University facility)**

University officials receiving information about an off-campus death should notify the Academic Incident Coordinator who will initiate the University's response. (Return to section II., B.,7. within this procedure for continuation of process)

**D. Communication Plan (Public Communications)**

The Academic Incident Coordinator shall coordinate all communication with the family or emergency contact with UCPD and/or the investigating law enforcement agency. Once official notification to the family from the police or coroner's office has been made, the Academic Incident Coordinator shall be the point of contact for the family of the deceased and community members. The coordinator shall draft and disseminate a community announcement targeting the Academic Appointee's department/unit and colleagues. The coordinator shall forward the announcement to News and Media Relations for review and placement in the *In Memoriam* section of the campus [news website](#).

**E. Procedure for Official Notice Deceased Academic Appointee Letter (Internal Communications)**

The Academic Incident Coordinator provides the official *Notice of Deceased Academic Appointee Letter* (see Sub Appendix B) to:

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| • Academic Personnel Office                                | • News and Media Relations                 |
| • Alumni Office (if applicable)                            | • Risk Services                            |
| • Chancellor's Office                                      | • Payroll/Accounting Services              |
| • Employee Housing Program (if applicable)                 | • Transportation & Parking Services (TAPS) |
| • Information Technology Accounts Services                 | • UCPD                                     |
| • Library Circulation Desk (McHenry and Science Libraries) |  |

**F. Records Disclosure**

UCSC follows the related laws for deceased affiliates. Relevant offices will determine, what, if any, information should be released balancing privacy interests of the deceased's family and university [values](#) and obligations.

Information on beneficiary forms is confidential and should be kept confidential. Beneficiary information should not be shared with anyone, either before or at the time of a death claim. All inquiries regarding beneficiaries at the time of death may be referred to the UCSC contracted death benefits insurance carrier.

## III. Supporting Offices and Actions

**Benefits Office:** Notifies UC Office of the President's Retirement Administrative Service Center (known as RASC) and provides next-of-kin with RASC contact information of so that the calculation and distribution of any survivor benefits can be initiated. The campus Benefits Office also submits life insurance claims on in cooperation with the member's named beneficiaries.

**Campus Counsel:** Advises the campus on legal issues and is available to the Administrative Leadership Team for specific questions.  
**Divisional Human Resources:** Coordinates with unit to facilitate the release of remaining payroll and provides organizational guidance.

**Employee Assistance Program (EAP):** Behavioral health benefits such as counseling, grief support and other wellness programs.

**Information Technology Services (ITS):** Suspends the CruzID account and removes name from online directories.

**Library Circulation Desk (McHenry and Science Libraries):** Checks for outstanding book and sends information to the Academic Incident Coordinator.

**News and Media Relations:** Reviews campus community announcement, places an announcement in the *In Memoriam* section of the campus news site, and responds to inquiries including media relations and from other organizations.

**Payroll/Accounting Services:** Releases remaining payroll to the executor/executrix or next of kin.

**Privacy and Information Practices:** Administers the campus's response to requests for public and subpoenaed University records.

**Risk Management:** Coordinates Worker's Compensation claims.

**Transportation and Parking Services (TAPS):** Issues refund to the estate upon return of parking permit.

**University Official:** The staff member with the most seniority at the immediate scene who will control the area until the UCPD arrive.

**University Police Department:** Conducts investigations and liaises with other law enforcement agencies and the coroner's office.

## IV. Getting Help

If you need help with ...	Contact ...
...questions about this procedure	Director, Academic Personnel, Susan Fellows, <a href="mailto:sfellows@ucsc.edu">sfellows@ucsc.edu</a> ; 459-5032; <a href="https://apo.ucsc.edu">https://apo.ucsc.edu</a>
...questions regarding media relations	the Director of News and Media Relations, Scott Hernandez-Jason, <a href="mailto:shj@ucsc.edu">shj@ucsc.edu</a> ; 459-4347; <a href="http://urelations.ucsc.edu">http://urelations.ucsc.edu</a>
...crisis counseling and support services	Employee Assistance Program (EAP), <a href="https://www.liveandworkwell.com">https://www.liveandworkwell.com</a> UC Access Code 11280, 1-888-440-8225

## V. Applicability and Authority

This procedure applies to all academic appointees of UC Santa Cruz.

This policy supersedes the *Policy and Procedure For Responding to a Staff or Faculty Death*, dated May 1998.

The campus Vice Provost for Academic Affairs is the campus authority for the *Responding to an Academic Employee Death* procedures. These procedures were reviewed and approved by Campus Provost/Executive Vice Chancellor, Tromp on January 04, 2018. These procedures will be reviewed every five years.

## VI. References

### Related Forms

Sub Appendix A: *Death of an Academic Appointee Incident Coordinator Worksheet*

Sub Appendix B: *Sample Notice of Deceased Academic Appointee Letter*

Sub Appendix C: *Sample In Memoriam*

[Supervisor Checklist for Off-Boarding Employees](#)

Related Policies

BAS-004: *Responding to Death Policy*, dated January 04, 2018

*Outdoor Commemorative Installations* (tba)

[U.S. Flag Code](#)

Related Information

[Memorial Endowments](#)

[Memorial Gifts](#)

## Death of an Academic Appointee Incident Coordinator Worksheet

*Important: Send completed information to the Divisional Dean. Attach copies of community announcement, official Notice of Deceased Academic Appointee Letter, and any additional information (media announcement or obituary), if available.*

### STAFF INFORMATION

<b>Name</b>		<b>EID</b>
<b>DOB</b> (m/d/yyyy)	<b>Age</b>	
<b>Division</b>	<b>Department</b>	
<b>Employed from</b> (m/d/yyyy)	<b>to</b> (m/d/yyyy)	
<b>Department Chair Name</b>	<b>Department Chair Phone</b>	
<b>Date of Death</b> (m/d/yyyy)	<b>Death On or Off Campus</b>	

### EMERGENCY CONTACT / NEXT OF KIN / NEAREST AVAILABLE RELATIVE\*

Note: "Nearest available relative" sequence is spouse, parent, child 18 years or older, sibling, and other relatives.

<b>Name(s)</b>	
<b>Relationship</b>	
<b>Address</b>	
<b>Phone(s)</b>	<b>Email</b>
<b>Source of Information</b>	

### ACTIONS

- |   |  |
|---|--|
| <input type="checkbox"/> Emergency Contacts<br><input type="checkbox"/> Contact Divisional Coordinator<br><input type="checkbox"/> Inventory personal belongings<br><input type="checkbox"/> Follow off-boarding checklist <insert link><br><input type="checkbox"/> Collect equipment and electronic resources | <input type="checkbox"/> Contact Campus Counsel (IP, grants, research, lab.)<br><input type="checkbox"/> Notify Benefits Office<br><b>Communication:</b><br><input type="checkbox"/> Community announcement to News and Media elations<br><input type="checkbox"/> Official Notification of a Deceased Academic sent |
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### NOTES/COMMENTS

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### FOR THE UNIVERSITY REPRESENTATIVE COMPLETING THIS FORM

<b>Date of Campus Notification</b>		<b>Submitted by</b>
<b>Phone</b>	<b>Email</b>	<b>Date</b> (m/d/yyyy)



<date>

ACADEMIC PERSONNEL OFFICE, Director APO  
ALUMNI OFFICE, Director Alumni Engagement  
CAMPUS PAYROLL, Payroll Manager  
CHANCELLOR'S OFFICE, [chancellor@ucsc.edu](mailto:chancellor@ucsc.edu) and Executive Assistant  
EMPLOYEE HOUSING PROGRAM, Housing Manager  
INFORMATION TECHNOLOGY, Accounts Coordinator  
LIBRARY CIRCULATION DESK, Circulation Coordinator  
NEWS AND MEDIA RELATIONS, Director  
RISK SERVICES, Director  
TRANSPORTATION AND PARKING SERVICES, Director  
UC POLICE DEPARTMENT, Chief of Police

Subject: Deceased Academic Appointee

Our office has been notified of the death of <title>, <name of deceased>, on <date>. <first name> was a <faculty member, lecturer, etc. > from < year> to <year> in the <department name>.

Please take all of the necessary steps to change/amend your office's official records.

The Academic Incident Coordinator is designated to act as the single point of contact to the family for all university matters. Please let me know if your office has a business need to collect more information.

Sincerely,

<Academic Incident Coordinator>

<title>

<department>

University of California, Santa Cruz  
Santa Cruz, California 95064

In Memoriam: <Academic Appointee Name>

To: UC Santa Cruz Community

From: <Dean Name>, Divisional Dean;

<date>

It is with deep sadness that we write to tell you of the death of <Academic Appointee Name. <Academic Appointee Name> passed away in the early morning hours of <date>.

<Academic Appointee Name> came to UC Santa Cruz from <hometown or other institution>. <Area of study and interests>. The community mourns <his/her> loss.

Sad and shocking news can be difficult to process. We encourage students who wish to speak with someone to contact Counseling and Psychological Services (CAPS) at (831) 459-2628. Faculty and staff may wish to call the Employee Assistance Program at (866) 808-6205.

SAMPLE