

July 20, 2016

MEMORADUM FOR: Deans and Department Chairs
FROM: Winston Langley, Provost and Vice Chancellor for Academic Affairs
SUBJECT: Policy on Death Notices Issued by the Provost's Office to University Community

The Provost sends memos to the university community to announce the death of current and retired faculty members. The faculty member's department may draft this announcement, which will be edited and approved by the provost prior to distribution.

The loss of a colleague is a particularly stressful and emotional time for all involved. With this in mind, we have developed the following guidelines to be used by all departments when producing the draft of a death notice:

- No more than three to five brief paragraphs.
- Date and place of death, if known.
- Degrees earned (list institution and type of degree)
- Positions held at UMass Boston and the time period(s) worked
- Significant accomplishments (research, teaching, service, other) while a faculty member at UMass Boston
- A statement about what this person was like as a colleague, professor, etc. This may include quotes from colleagues or students.
- Information about surviving family members, if known.
- Information regarding any services or events being held to honor this person, if known.
- Address to send flowers or requests to make a donation in lieu of flowers, if known.

The draft and any questions should be sent to ProvostComm@umb.edu. Thank you for your help in preparing these important notices.