

Title – Campus Death Notification Policy

Policy Abstract – Deaths, illnesses, births, and other life events will be communicated to the campus as “Community Concerns” via the Office of Religious Life and Office of Communications.

Responsible Office – Office of Religious Life/Office of Communications

Official – Julie Holly, Chaplain/Hannah Wolfson, Dir. Communications

Applies to – Campus

Effective Date – 6/1/2018

Revision Dates – New policy

1. Introduction/Background

The faculty and staff of Birmingham-Southern College are a close and caring community. The prompt notification of deaths, severe illnesses, births, and other life events among members of the campus community will enable members of the community to offer each other spiritual and social support. This information has long been conveyed effectively by the Chaplain with assistance from the Office of Communications. This policy continues the practice and outlines parameters for doing so.

2. Purpose

This policy is intended to outline the guidelines for which notice of deaths, births, and other life events should be shared to ensure consistency and fairness.

3. Applicable Regulations – n/a

4. Policy Statement

When a member of the college community becomes aware of the death of an employee, former employee, retiree, or their close relatives, the Chaplain and/or the Office of Religious Life will be notified and the following procedures implemented:

- The Chaplain will notify the Office of Communications and provide available details, including information pertaining to funeral arrangements, memorials, and requests for assistance, if applicable.
- The Chaplain will prepare a draft “Community Concern” email with relevant information and submit to the Office of Communications.
- The Office of Communications will edit the announcement and email it as a “Community Concern” to faculty, staff, and retired faculty and staff through the current mass emailing procedures and system of choice. Selected Community Concerns will also be sent to students if it is determined they will be of interest.
- The Office of Communications will email relevant follow-up updates as necessary with additional information (regarding health changes, funeral arrangements, etc.).

- The Office of Communications will determine according to editorial standards whether death notification or other life changes will be included in Class Notes portion of 'Southern magazine (i.e., if the person of concern was an alumnus/ae of the college or had a significant connection).

5. Details

The following events may constitute a Community Concern:

- Death or severe illness of a current employee of the college;
- Death or severe illness of the near family member (e.g., spouse, child, or parent) of an employee of the college;
- Death of a former employee of the college, especially a longstanding employee or retiree;
- Death or severe illness of a current member of the Board of Trustees;
- The death or severe illness of a close friend/significant supporter/former member of the Board of Trustees of the college;
- The birth or adoption of a child to a current employee of the college;
- Other events or information as deemed appropriate by the Chaplain and Office of Communications.

Marriages will not be reported as Community Concerns. Deaths, illnesses, and births/adoptions of or to an alumnus/alumnae will generally not be reported as Community Concerns but instead will be submitted to Class Notes in 'Southern magazine unless the person in question had a significant relationship with the campus community.

All reasonable efforts will be made to share Community Concern information as quickly as possible. It is up to the Chaplain and Director of Communications as to whether a requested Community Concern will be shared and when. Note that sharing any news or life event is at the discretion of the person or persons concerned; not all employees will choose to broadcast their news to the campus. Information that is not timely (i.e., more than two weeks have passed) may not be reported as Community Concerns.

7. Definitions – n/a

8. References – n/a