

OAKLAND UNIVERSITY

ADMINISTRATIVE POLICIES AND PROCEDURES

455 DEATH OF FACULTY, STAFF, RETIREE, AND STUDENT - NOTICES AND FLORAL TRIBUTES

SUBJECT: DEATH OF FACULTY, STAFF, RETIREE, AND
STUDENT - NOTICES AND FLORAL TRIBUTES

NUMBER: 455

AUTHORIZING BODY: STRATEGY COUNCIL

RESPONSIBLE OFFICE: OFFICE OF THE PRESIDENT

DATE ISSUED: AUGUST 2007

LAST UPDATE: APRIL 2021

RATIONALE: To provide appropriate acknowledgment by Oakland University and to avoid inadvertent omission and alleviate duplication of floral tributes.

POLICY: The Office of the President will notify the campus community regarding the death of a member of the faculty, staff or retiree. Notices will not be sent for the death of family members or students.

Only the Office of the President may incur expenses for the purchase of floral arrangements for the death of a member of the faculty, staff or members of their immediate family, retirees and students.

SCOPE AND APPLICABILITY: This policy is applicable to all faculty, staff, and students of Oakland University.

DEFINITIONS:

PROCEDURES: Human Resources should be notified of any qualified circumstances where a campus notification and/or floral tribute are requested by completing and submitting the Death Acknowledgement/Floral Tributes form.

Floral arrangements may also be sent for serious/terminal illness of a member of the faculty and staff by completing and submitting the Death Acknowledgement/Floral Tribute form. The information will be forwarded to the Office of the President and, if appropriate, a floral tribute will be sent from the President and respective Vice President on behalf of the University.

This policy applies only to arrangements sent in the name of the University and charged to University funds. It does not prevent student organizations that utilize agency funds derived from sources other than student assessments from purchasing floral arrangements.

Permission to send floral tributes for non-University employees (major donors, state officials, friends of OU, etc.) must be approved by the respective Vice President.

This policy does not preclude flowers being sent by faculty and staff that are paid for by personal contributions. Floral arrangements for the birth of a baby may not be purchased with University funds.

RELATED POLICIES AND FORMS:

Death Acknowledgement/Floral Tributes