

## Academic Staff Memorial Resolutions Guidelines

**Policy:** Memorial resolutions shall be considered for deceased academic staff who retired from the UW-Madison, with or without emeritus or distinguished service status, or who died while still employed or on leave. Former employees who left the UW for other employment are not eligible for this recognition.

**Discussion:** Information regarding the death of current or former staff members reaches UW-Madison campus officials through a variety of sources. Academic Staff Assembly Representatives and other participants in academic staff governance are especially encouraged to notify the Secretary of the Academic Staff when learning of the death of a colleague. Another source of information is the audit of the obituaries in the official State newspaper, the Wisconsin State Journal, by a staff member in the Office of the Secretary of the Faculty. In addition, members of the campus community are encouraged to contact the Secretary of the Academic Staff at 263-2985 whenever learning of the death of any individual for whom a Memorial Resolution may be appropriate.

**Procedure:** The Secretary of the Academic Staff, upon learning of the death of a current or former academic staff member, will contact the appropriate staff member of the Office of Human Resources to determine the employment status of the individual at the time of death.

If it is determined that the status of the individual qualified him/her for recognition under the Memorial Resolution policy, the following steps will be taken as soon as practicable:

- A. Staff of the Office of the Secretary of the Academic Staff contacts the office of the appropriate Dean or Director for the names of three to six Memorial Resolution Committee members. It is preferred that Committee membership be limited to current or retired academic staff and faculty, although alumni, outside friends, and other interested individuals can be valuable Committee resources. The nominees for Committee membership will receive:
  - ◇ a letter from the Secretary of the Academic Staff confirming the appointment
  - ◇ a copy of "Academic Staff Memorial Resolutions Guidelines"
  - ◇ the academic staff Memorial Resolutions Checklist (copy attached)
- B. The Committee prepares a memorial resolution and an abstract.
  1. The Memorial Resolution has no limitation on length and will be a part of:
    - ◇ the agenda materials distributed in advance of the Academic Staff Assembly meeting at which the individual is to be recognized
    - ◇ the individual's personnel records
    - ◇ the packet provided to next of kin
  2. The Abstract is limited to 100 words, and is:
    - ◇ an excerpt from a longer Memorial Resolution or a document created specifically for presentation to the Academic Staff Assembly
    - ◇ read at an Academic Staff Assembly meeting
    - ◇ included in the packet provided to next of kin
- C. When the Resolution and Abstract have been completed, the Committee notifies the Office of the Secretary of the Academic Staff, forwards a copy of each to the Office of the Secretary, and identifies the individual (usually the Committee chair, but may be any Committee member) who will present the Abstract to the Assembly. At this time, arrangements will be made for electronic submission of the Resolution and the Abstract.
- D. Staff of Office of the Secretary of the Academic Staff then:
  - ◇ schedules the Academic Staff Assembly presentation at the first available opportunity
  - ◇ notifies the next of kin of the scheduled presentation
  - ◇ prepares a packet for the next of kin that includes a copy of the Memorial Resolution, the Abstract, and a cover letter (sample attached)
- E. Approximately one week before the Assembly meeting, staff of the Office of the Secretary of the Academic Staff contacts the Committee Chair to verify details:
  - ◇ Date, time and location of Assembly meeting
  - ◇ Notification of next of kin and arrangements for visit to campus for the presentation, as appropriate
  - ◇ Assembly check-in procedure and seating location for presenter
    - Arrive 10 minutes early and check in with the Secretary of the Academic Staff
    - Sit at the front of the auditorium on the right side, facing the platform
- F. If a representative of the next of kin is unable to attend the presentation to the Academic Staff Assembly, staff of the Office of the Secretary of the Academic Staff will transmit the packet to the survivor(s) as soon as practicable following the Assembly presentation.

**OFFICE OF THE SECRETARY OF THE ACADEMIC STAFF  
MEMORIAL RESOLUTIONS CHECKLIST**

**Name:**

**Dean or Director of Most Recent Employment:**

**Date of Death:**

**Name and Address of Next of Kin (if available):**

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1.  Check appointment system (APPI) to verify eligibility under the "Academic Staff Memorial Resolutions" policy guidelines.

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  2.  Contact appropriate Dean or Director to request nominations for a Memorial Resolution Committee and Committee Chair.

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  3. Confirmation of appointment to Committee:
    - Prepare letter confirming appointment of Chair (Letter A) and Committee members (Letter B)
    - Enclose with each a copy of the "Academic Staff Memorial Resolutions Guidelines"
    - Retain one copy for reference
    - Send a copy to Dean or Director and department chair

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  4.  Contact Committee Chair if Memorial Resolution and Abstract are not received in a timely fashion (usually beginning two months after Committee is formed).

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  5. Upon receipt of Memorial Resolution and Abstract:
    - Review the Abstract and check length for compliance with guidelines
    - Obtain in appropriate electronic format
    - Identify the first available Assembly meeting at which the Abstract can be presented
    - Note the name and UW affiliation of individual presenting the Resolution
    - Consult with Committee Chair to determine how the next of kin will be notified of the upcoming presentation (may be notified by the Committee, or Secretary's staff may be asked by the Committee to take this responsibility)
    - Prepare a folder for the next of kin that includes a cover letter (copy to be retained by the Secretary of the Academic Staff) and copies of the Resolution and the Abstract

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  6. Approximately one week before the Assembly meeting, contact the Committee Chair to verify details:
    - Date, time and location of Assembly meeting
    - Notification of next of kin and arrangements for visit to campus for the presentation, as appropriate
    - Assembly check-in procedure and seating location for presenter
      - Arrive 10 minutes early and check in with the Secretary of the Academic Staff
      - Sit at the front of the auditorium on the right side, facing the platform

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  7.  Following the Assembly meeting, if the next of kin representative is unable to attend the presentation to receive the next of kin packet, forward it to the survivor(s) as soon as practicable following the presentation.
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**LETTER A**  
**MEMORIAL RESOLUTION COMMITTEE CHAIR**

Dear Colleague:

Thank you for agreeing to serve as the Chair of the Memorial Resolution Committee in recognition of           (name of deceased)          . The Committee is charged with the responsibility to develop a Memorial Resolution and Abstract for presentation to the Academic Staff Assembly. To enable us to recognize our colleague promptly, please convene this Committee in the near future and send me copies of the Memorial Resolution and the Abstract you develop. Technical details are described in the enclosed "Academic Staff Memorial Resolutions Guidelines" document and sample copies of Memorial Resolutions are available from my office.

The individuals serving with you as members of this Committee are \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

Your participation in this important activity to recognize our colleague is greatly appreciated. If you have any questions, please contact me by telephone at X-XXXX, or by e-mail at \_\_\_\_\_.

Thank you.

Sincerely,

(Secretary of the Academic Staff)

enclosure

**LETTER B**  
**MEMORIAL RESOLUTION COMMITTEE MEMBERS**

Dear Colleagues:

Thank you for agreeing to serve as members of the Memorial Resolution Committee in recognition of  (name of deceased) \_\_\_\_\_ will chair the Committee, which is charged with the responsibility to develop a Memorial Resolution and Abstract for presentation to the Academic Staff Assembly. Technical details are described in the enclosed "Academic Staff Memorial Resolutions Guidelines" document.

Your participation in this important activity to recognize our colleague is greatly appreciated. If you have any questions, please contact me by telephone at X-XXXX, or by e-mail at \_\_\_\_\_

Thank you.

Sincerely,

(Secretary of the Academic Staff)

enclosure

**LETTER C  
NEXT OF KIN**

Dear     (next of kin)    :

    (name of deceased)     was honored at the University of Wisconsin-Madison Academic Staff Assembly meeting held on     (date)    . Enclosed are copies of the Memorial Resolution distributed to Assembly Representatives and the Abstract that was read at the Assembly meeting. These materials were prepared by     (name of deceased)    's colleagues and reflect the regard in which (he/she) was held by our University community.

Please contact me if you have any questions or would like additional copies.

Sincerely,

(Secretary of the Academic Staff)

enclosures

