

Faculty/Staff Death Notification Protocol

George Mason University mourns the loss of any faculty or staff member. In the event of the death of an active faculty or staff member, the following guidelines should be followed, understanding that all actions are to be handled with tact and sensitivity. These guidelines may be modified should individual circumstances warrant. Please keep all involved apprised of any change to the procedure so family members and loved ones are not impacted.

The Department

The supervisor or designee is responsible for assisting the family with matters relating to the faculty or staff member's belongings on campus. The dean, director, department head or designee for the deceased employee's unit may arrange for a campus memorial service.

The university faculty or staff member who first learns of the death should inform the dean, director or department head to whom the faculty member or staff member reported.

It is the dean, director, department head or their designee's responsibility to promptly inform the Vice President of Human Resources & Payroll. Benefits at 703-993-2600 or benefits@gmu.edu.

Human Resources & Payroll Department

The Benefits team will:

- Assist the family and designated beneficiaries with matters relating to the university benefits plans.
- Share the availability of grief counseling services to the department and colleagues of the deceased.

University Police

University Police is in charge of the scene if the death occurs on campus and will not release the scene until their investigation as to the cause of the death is complete. Once they release the scene, Human Resources and Payroll will begin assisting colleagues and begin the process of dealing with the death.

Office of Strategic Communications

The Office of Strategic Communications is responsible for any statement issued from the university whether the death occurred on campus or off campus. All media inquiries shall be referred to the Office of Strategic Communications.