

School of Medicine Death Notice Policy

Death of Former Faculty or Current Staff

- Departments should draft and distribute to their respective faculty and staff notifications of deaths of former faculty members or current staff members.

Death of Current Faculty or Institutional Leader

- If the person is a current faculty member or an institutional leader (such as a chair or high-ranking administrative leader – *either past or present*) then the Dean's Office/Office of Strategic Communications will draft and distribute the notification to all School of Medicine faculty and staff.
- In such a case, the Dean's Office/Office of Strategic Communications traditionally does not publish the announcement on a public-facing website or share on social media, but rather sends the announcement internally via email. Relevant departments or units may choose to publish the announcement on their respective websites.

Duke Today Announcements and Lowering of University Flags – *Death of Current Faculty or Former Faculty Only*

- The Dean's Office/Office of Strategic Communications/Department Communicator will alert Duke University Communications (Geoffrey Mock) so an announcement or online obituary is published on Duke Today.
- Geoffrey Mock also helps facilitate the lowering of University flags in coordination with posting the announcement.