

Policy Title: Death in the University Community Policy

Policy Approver: President
Policy Holder: President's Office
Executive Lead: President
Category: Administrative Operational Policy
Original Date: November 2023
Last Revised: n/a
Next Review: November 2025

Policy Statement

In the event of a death within the Yukon University community, this policy is intended to ensure the University's response is compassionate and respectful and that the necessary administrative procedures are carried out as efficiently and unobtrusively as possible.

Approval Statement

With the consent of the President's Executive Committee and approval of the President, this policy is hereby deemed in effect on November 22, 2023



Lesley Brown
President and Vice-Chancellor
Yukon University

November 22, 2023

Date

1. Purpose of Policy

The purpose of this policy is to ensure that the Yukon University's response to a death is considerate, respectful, and timely.

2. Scope

This policy applies to the Yukon University's response to any Student, Employee, or Community Member who has passed away.

3. Definitions

- **Community Member:** an individual with a standing or previous connection to Yukon University ("YukonU" or "University") including but not limited to:
 - Alumni
 - Past employees
 - Chancellors and members of the Board of Governors
 - Campus Committee members
 - Honorary credential recipients
 - Non-student occupants in Campus Housing
 - Yukon public or elected officials from federal, territorial, municipal, or indigenous governments
 - Yukon University Foundation members
 - University donors
 - Any other community member as deemed appropriate by the President.
- **Employee:** all current faculty, administration, staff, and contract employees of the University.
- **Next of Kin:** a person related by blood, adoption, marriage, common-law marriage, or a person identified by the individual as their next of kin.
- **President's Executive Committee:** the senior executive team of the University as determined by the President.
- **Student:** a student registered at the University.
- **Visitor:** means any individual who is a guest on a campus or off-campus at a university sponsored event who is neither a Student nor Employee.

4. Guiding Principles

Yukon University will respond with respect and compassion to any reported death of a Student, Employee, or Community Member.

Yukon University will not comment on the death of a Student, Employee or Visitor until the passing has been confirmed and the Next of Kin have been contacted. The University will not comment on the death of a Community Member unless either the Next of Kin have been contacted or the passing has been publicly reported on.

The University will communicate with the Next of Kin as needed through a dedicated contact person as set out in Policy.

The University's response to a death will be guided by the specific steps set out in Procedures to this Policy.

5. Other Related and/or Accompanying Documents

Death of a Student Procedures – SF 4.1

Death of an Employee Procedures – SF 4.2

Death of a Community Member Procedures – SF 4.3

Death of a Visitor Procedures – SF 4.4

6. Document History

Include all updates here, including non-substantive changes, beginning with formal approval.

<i>Date (Month DD, YYYY)</i>	<i>Update (Approver: change)</i>
November 22, 2023	President: approval of the new Policy and Procedures
January 2025	Code change from SS 4.0 to SF 4.0