



HUMBOLDT STATE UNIVERSITY

General Faculty Condolence Donation & Recognition Policy

GF XX-21/22

General Faculty

Applies to: Members of the General Faculty Assembly (GFA)

Purpose of the Policy: To provide guidelines for the use of GFA funds to recognize the death of a GFA member or their family.

Policy Details:

As a matter of practice, the General Faculty Assembly will send condolences to the family or observe a moment of silence in the event of any loss that is reported through this system. Under some circumstances, the GFA will also make a donation in honor of the deceased to the preferred charity of the family (or, if the charity is not formally approved through the University, flowers will be sent to a surviving family member or a donation will be sent to an alternative charity approved by the University).

Table 1: Circumstances where a donation can be made

Death of a:	Criteria:	Eligible for a Donation*:
Faculty member	Was actively teaching or engaged in scholarship prior to the event.	Yes
Retired faculty member	Individual was formerly retired within the CalPERS system and had substantial teaching history at the institution.	Yes
A member of an active faculty's conjugal family	Any person(s) who plays a significant role in an individual's life, such as spouses, domestic partners, cohabitant, or dependent child.	Yes

The following would be examples of individuals that could be acknowledged in the form of a condolence card and/or moment of silence, but as a general rule would not result in a donation:

- Other Immediate family members: grandchild, parent, stepparent, mother-in-law, father-in-law, son-in-law, daughter-in-law, grandparent, great grandparent, brother, sister, half-brother, half-sister, stepsibling, brother-in-law, sister-in-law, aunt, uncle, niece, nephew, or first cousin (that is, a child of an aunt or uncle).

- Other extended family members.
- HSU active or retired staff members.
- HSU student or alumni.
- Individuals with close connections to the campus community.

Note: Under special circumstances and a majority approving vote of the faculty Senate, donations may be disbursed for losses that would normally be considered exempt.

*To ensure equity and fund sustainability, the amount of the donation will be fixed and paid in accordance with a standard threshold deemed appropriate by the GFA officers. The following would be an example of a formula-based approach:

$$\begin{aligned} &\textbf{Amount of Individual Donation =} \\ &\textbf{[Total amount of dollars raised in the 1st quarter of the academic year x 50%]} \\ &\textbf{\div [# of eligible donations disbursed in previous academic year]} \end{aligned}$$

History *(required)*

All changes must be listed chronologically in the format below, including all edits and reviews. Note when the policy name or number changes. Note if an edit or revision date is exclusively for the policy section or the procedure section:

Issued: 02/2022
 Revised: MM/DD/YYYY
 Edited: MM/DD/YYYY
 Reviewed: MM/DD/YYYY