**EXPRESSIONS OF SYMPATHY/ CONDOLENCES FROM THE UNIVERSITY**

Expressions of sympathy or condolences should be sent to the family of all full-time employees at FSU upon the death of an employee, or a family member of an employee, in accordance with these stated guidelines. Notifications of deaths should be sent to the Office of Public Relations in the Division of Institutional Advancement. The employee’s department or division will be responsible for sending floral arrangements, preparing a draft of a letter of condolence, and, when warranted, for writing a resolution honoring the individual’s contributions to FSU. Letters and resolutions should be sent to the Office of Public Relations. In collaboration with Marketing and Communications, these items will be reviewed, printed, and sent to the Chancellor’s Office for signature. Expressions of condolence for FSU Affiliates, Boards, and others should originate in the Office of Public Relations and should be sent to the Chancellor‘s Office for signature.

**Current and Retired Employees.** Letter, flowers, or a large plant may be sent to the family upon the death of a current or retired employee. A resolution may be sent to the family and to FSU Archives for those rending meritorious service/major gift to the University.

**Relatives of Current Employees.**

1. Immediate family members: Card, letter, or plant may be sent upon the death of the

following relations:

* spouse or domestic partner
* child
* brother or sister
* parent or guardian

 B. Other relatives: Card or letter may be sent to the family.

* son or daughter-in-law
* mother or father-in-law
* brother or sister-in-law
* grandparent
* grandchild
* aunt or uncle
* niece or nephew

**Former Chancellors.** Letter, or large floral arrangement may be sent, and a Resolution should be sent to the family and the FSU Archives

**FSU Board of Trustees, Distinguished Alumni.** Letter, or large plant may be sent. A Resolution may be sent to the family and the FSU Archives for those rending meritorious service/ major gift to the University.

**FSU Foundation Board of Directors.** Letter, or large plant may be sent. A Resolution may be sent to the family and the FSU Archives for those rending meritorious service/major gift to the University.

**Other FSU Affiliates, Dignitaries, Etc.** Letter, or large plant may be sent. A Resolution may be sent to the family and the FSU Archives for those rending meritorious service/major gift to the University.

**Leave Time**. Any employee seeking to have leave time for the death of a family member or friend should make the request to the head of their unit or department. Vacation leave, sick leave, or comp time may be used.

**ATTACHMENTS**

* 1. Sample Formats for Letter
	2. Sample Formats for Resolution

**ATTACHMENT A**

**BASIC LETTER (Family Member, etc.)**

January 4, 2013

To The Family of (name) \_\_\_\_\_\_\_\_

Wiseman Funeral Home

3407 Murchison Road

Charlotte, NC 28216

On behalf of the Fayetteville State University family, please accept our deepest sympathy and sincere condolences on the loss of your beloved (name) . We, too, are saddened by your loss, but we pray that you will find the strength and faith to ease your pain in the face of this great sorrow.

Be uplifted by all of the pleasant memories of your dear \_\_ \_ (aunt, mother, etc.)\_\_\_\_\_\_, and this will comfort you during your time of grief. Be of good courage as you face the days to come, and may love and peace enfold your mind and heart.

Sincerely,

James A. Anderson

Chancellor

**FACULTY, STAFF, AFFILIATE**

October 24, 2013

The Family of Dr. \_\_\_\_ (name) \_\_\_\_\_\_\_\_\_\_

Rogers and Breece Funeral Home

500 Ramsey Street

Fayetteville, NC 28301

To the Family,

On behalf of the Fayetteville State University family, please accept our deepest sympathy and sincere condolences on the loss of your loved one. We, too, are saddened by the loss of\_ \_Dr. \_ (name) \_ \_\_. During his twenty-eight years at FSU, he was the Clinical Director of the Benjamin Banneker Mathematic Clinic, a principal of the Saturday School at FSU, and he served as host of several informative and enlightening educational television programs. He was well known for his work with students and professional groups, especially those that promoted mathematics as a career for minorities and women. His contributions will not be forgotten.

**Contributions Community Service**

We pray that you will find the strength and faith to ease your pain in the face of this great sorrow. Be uplifted by the pleasant memories of Dr. (name) \_\_\_\_\_\_ and this will comfort you during your time of grief. Be of good courage as you face the days to come, and may love and peace comfort your mind and enfold your heart.

Sincerely,

James A. Anderson Chancellor

**ATTACHMENT B**

**RESOLUTION SAMPLE FORMAT FOR TRUSTEES, AFFILIATES, ETC.**

**FAYETTEVILLE STATE UNIVERSITY**

**Resolution**

**In Memory of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Trustee**

**Introduction**

Whereas, Mr.\_\_\_ (name)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ was a native of Maxton, North Carolina and received his formal education in the Public Schools of Robeson County; and,

Whereas, He earned a Bachelor of Science Degree from Fayetteville State University in 1948, a Master of Science Degree from North Carolina Agricultural and Technical State University, and did further study at the University of North Carolina at Chapel Hill and Northwestern University in Evanston, Illinois; and,

**Education**

Whereas, He began his career as an educator in 1948 in Davie County where he worked as an eighth-grade teacher and boys’ basketball coach, and has held jobs in education to include Principal, Assistant Superintendent, Deputy Superintendent, and Assistant Dean of Men at Fayetteville State University; and,

**Career**

Whereas, His stellar reputation as an educator made him a sought after facilitator and presenter at annual meetings of the Association for Supervision and Curriculum Development, the National Association of Elementary School Principals, and the Southern Association of Colleges and Schools; and,

**Career**

Whereas, He was a member of several religious, professional, civic, fraternal, and social organizations to include St. James Presbyterian Church, the Greensboro Men’s Club, Alpha Phi Alpha Fraternity, Inc., the Greater Greensboro United Way, the Greensboro Planning Board, the Triad North Carolina Chapter of Phi Delta Kappa, Sigma Pi Phi Fraternity, and Hayes Taylor YMCA; and,

**Community Service**

Whereas, He was a loyal and dedicated FSU Bronco who worked tirelessly on behalf of his beloved alma mater as a member of the National Alumni Association, the Fayetteville State University Board of Trustees, as a faithful supporter of the James W. Seabrook Scholarship Fund, as a charter member of the Bronco Legacy Circle, and established the\_\_\_(name)\_\_\_\_\_Scholarship Fund; and,

**FSU Contribution**

THEREFORE BE IT RESOLVED that for his molding of young minds as a revered educator, for his service to the people of the City of Greensboro, and for his loyalty and service to his beloved Fayetteville State University, it is hereby decreed that his name will forever be entrenched in the annals of Fayetteville State University; and,

**Conclusions Impact**

BE IT FURTHER RESOLVED that a copy of this Resolution shall be presented to \_ (name)\_\_family and that another copy shall find permanence in the Archives of Fayetteville State University.

Signed this twenty-first day of May, in the year Two Thousand and Fourteen,

And in the One-Hundred-Forty-Seventh Year of Fayetteville State University

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dr. James A. Anderson, Chancellor

**RESOLUTION SAMPLE FORMAT FOR STAFF**

**FAYETTEVILLE STATE UNIVERSITY**

**Resolution**

**In Memory of**

\_\_\_\_\_\_\_ (name) \_\_\_\_\_\_\_\_\_

 **Introduction**

Whereas, \_\_\_\_Mrs.\_(name)\_\_\_\_\_\_\_\_\_was a dedicated administrator in Student Affairs at Fayetteville State University (FSU) and served as Associate Dean of Women, Associate Dean of Students, and Associate Dean for Residence Life, and,

Whereas, She earned a Bachelor of Science Degree from North Carolina Central University, a Master of Arts Degree from New York University, and did further study at Columbia University, and was an outstanding teacher for many years at the Washington Street School; and,

 **Education**

Whereas, She came to FSU in 1974 andwas admired and respected by the many students and staff for the values she instilled in etiquette, in manners, in hygiene, in proper dress, and for the intellectual growth gained by students from her encouragement to participate in cultural and community activities as Associate Dean of Students; and,

 **Career FSU**

Whereas, \_ \_ Mrs. (name)\_\_\_\_\_\_\_\_\_\_\_actively served on selected college and university committees including the Faculty Women’s Club and American Education Week, where she planned and directed programs and activities sponsored by these groups, and was noted for her oratorical skills; and

**Service FSU**

Whereas, Her civic and social involvement in this region was reflected in her many years of service as the Financial Secretary for the Fayetteville Chapter of The Links, Incorporated, as a member of Zeta Phi Beta Sorority, and for years of outstanding work as a member of Evans Metropolitan AME Zion Church; and,

**Community Service**

THEREFORE BE IT RESOLVED that for her 15years of service to Fayetteville State University, her love for her students; and her cordiality among faculty members, staff and administrators, it is hereby decreed that her name will forever be entrenched in the annals of Fayetteville State University; and,

**Conclusions Impact Service**

BE IT FURTHER RESOLVED that a copy of this Resolution shall be presented to the\_\_(name)\_\_\_family and that another copy shall find permanence in the Archives of Fayetteville State University.

 Signed this Sixteenth day of February, in the year Two Thousand and Fifteen,

And in the One-Hundred-Forty-Eighth Year of

Fayetteville State University

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ James A. Anderson, Chancellor

**RESOLUTION SAMPLE FORMAT FOR FACULTY**

**FAYETTEVILLE STATE UNIVERSITY**

**Resolution**

**In Memory of**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Introduction**

Whereas, Dr. \_\_\_ \_(name)\_\_\_\_\_ \_was a dedicated member of the faculty at Fayetteville State University (FSU), co-authored grants funded for over three million dollars, and served as chairman of the Department of Chemistry and Physics; and,

**Education**

Whereas, He earned a Bachelor of Science Degree in Chemistry from the University of Nairobi and a Doctor of Philosophy in Chemistry from Louisiana State University; and,

**Education Training**

Whereas, He also received further education and training at some of the most prestigious institutions and corporations in the world to include Stanford University, the University of North Carolina at Chapel Hill, the United States Environmental Protection Agency, and Berol Kemi AB in Stenungund, Sweden; and,

**FSU**

Whereas, Dr.\_\_\_\_\_\_(name)\_\_\_\_\_\_\_\_\_\_\_ professional work at Fayetteville State University has included work as an assistant, associate, and full professor, interim chair and assistant chair of the Department of Chemistry; and coordinator of the chemistry program; and,

**FSU Service**

Whereas, He actively served on selected college and university committees to include the STEM Advisory Board Committee; the Installation Committee for Chancellor James A. Anderson, the Nursing Department Tenure and Promotion and Reappointment Committee, the College of Basic and Applied Sciences Assessment Council, various faculty search committees; the Graduate and Assessment Committees; and,

 **Honors**

Whereas, For his professional and scholarly endeavors, he was named Teacher of the Year by the College of Basic and Applied Sciences; Teacher of the Year by the Department of Natural Sciences; recipient of the Outstanding Faculty Award by the North Carolina Alliance for Minority Participation; and a Research Assistant Fellow by Louisiana State University; and,

**Conclusions Impact Service**

THEREFORE BE IT RESOLVED that for his service to Fayetteville State University, his building of young scientific minds, and his cordiality among his fellow faculty member, it is hereby decreed that Dr. \_\_ \_\_\_\_(name)\_\_\_\_\_\_\_\_\_\_\_will forever be entrenched in the annals of Fayetteville State University; and,

BE IT FURTHER RESOLVED that a copy of this Resolution shall be presented to the \_\_\_(name)\_\_\_\_\_\_ family and that another copy shall find permanence in the archives of Fayetteville State University.

Signed this Nineteenth day of July, in the year Two Thousand and Thirteen,

And in the One-Hundred-Forty-Sixth Year of

Fayetteville State University

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ James A. Anderson, Chancellor