I. PURPOSE AND SCOPE

This document is applicable to all University of Houston (UH) departments requesting that University of Houston Alumni Relations (UHAR) provide in memoriam tributes such as lowering the UHAA/UH Athletics Flags in front of the Alumni Center and/or creating a proclamation to be shared with the family of a deceased alumna or alumnus. It provides guidelines for the scheduling and implementation of the afore-mentioned approved tribute services.

II. POLICY

The University of Houston Department of Alumni Relations is committed to honoring UH alumni. Upon receipt of information about the passing of an alumna/alumnus, UHAR will determine if the UHAA/UH Athletics Flags in front of the Alumni Center are to be lowered to half-staff. UHAR will examine the minimum criteria governing the lowering of the UHAA/UH Athletics Flags (see Section V.C) and approve or decline the request on a case-by-case basis. The final decision rests with the Associate Vice President (AVP) for UHAR.

III. DEFINITIONS

A. Flags: UHAA and UH Athletic Flags.

B. Location of Flags: The flagpoles are located on the grass east of the front door of the Athletics and Alumni Center.

C. Flagpole Placard: A clear plastic folder is attached to the flagpole to hold a letter-sized paper with information about the deceased.

D. Proclamation: A certificate showcasing the deceased and their relationship with UH, prepared by the UHAR Office.

IV. SUPPORTING POLICY INFORMATION

Upon approval to lower the UHAA Flag and/or the UH Athletics Flag, notification needs to go to the UHAR Project Manager or to the UH Sports and Entertainment Facilities General Manager, who will handle lowering the flag(s) and placing information about the deceased in the placard on the flag pole.

V. PROCEDURES

A. The United States flag and the State flag of Texas will be displayed at half-staff only upon the direction of the President of the United States or the Governor of the State of Texas.

B. At the direction of the Vice President (VP) for Intercollegiate Athletics and/or the AVP for Alumni Relations, the UHAA/UH Athletics flags in front of the Alumni Center on campus may be flown at half-staff at the death of a UH alumnus or alumna and/or other friend of
the university. A brief notation on this specific person will be prepared by the Alumni Relations Office and displayed on the flagpole.

C. Criteria consideration to lower the UHAA and/or UH Athletics Flags include, but is not limited to the following:

1. Distinguished UH Alumni or other high-level award honoree selected by UHAA or at the UH college level;

2. UH Board members, such as but not limited to the Board of Visitors, President’s Advisory Board, Energy Board, etc.;

3. Alumni Donors with a lifetime giving of $250,000 to UH (or Ezekiel Cullen Society-level members);

4. Selected Emeritus Faculty;

5. Former Chancellors/Current and Former Regents;

6. UH American Athletic Foundation (UHAAF) Board Members, current and former;

and/or

7. Currently-active military UH student or employee who died in the line of duty.

D. The form to request the lowering of the flag(s) and/or a proclamation can be found under the “Policies and Procedures” section of the UH University Advancement (UA) Intranet.

VI. REVIEW AND RESPONSIBILITY

Responsible Parties: Associate Vice President for Alumni Relations

Vice President for University Advancement

Review: Every three years on or before September 1

VII. APPROVAL

Vice President for Intercollegiate Athletics

Vice President for University Advancement

Senior Vice President for Academic Affairs/Provost

Senior Vice President for Administration and Finance
President

Date of President’s Approval: ________________________________

**REVISION LOG**

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