**Faculty Assembly Policy on Quarterly Memorials**

Approved by the Executive Council 1/6/17

To recognize and honor University of Washington, Tacoma community members who pass away each year, the Faculty Assembly is instituting a brief memorial and moment of silence at the beginning each of its quarterly meetings. The memorial and moment of silence will include the reading of each person’s name and a display of their picture. We will acknowledge the names of anyone we receive: faculty or staff members. Names should be sent via email to the Faculty Assembly Administrative Coordinator [assembly@uw.edu.]