

**Re: Guidelines for Submitting Memorial Resolutions**

It is customary for the Academic Senate to honor deceased members by adopting Memorial Resolutions in their honor. Memorial Resolutions are published in the agendas of UCI's Divisional Senate Assembly and will also be forwarded to the UC Senate Office. It may be helpful to view previously written Memorial Resolutions that have been published on the UC Senate's web site at:

<https://senate.universityofcalifornia.edu/in-memoriam/>

Each Memorial Resolution should include the following title/heading (centered) in Georgia Font with the name in 14 pt and the rest of the heading and document in 12 pt as follows:

Full Name  
Professor of (Department)  
UC Irvine  
Birth Date - Death Date

- The document should have 1 inch margins
- Include a digital photo (smaller than 100 KB or jpeg format). If a digital photo is not available, please send a photograph and the Senate will scan.
- The name of at least one faculty author must appear at the end. (Additional authors, including non-faculty, may also be listed.)
- There is no word or page limit.

Please send the Memorial Resolution via e-mail to me at [cmaguill@uci.edu](mailto:cmaguill@uci.edu) as a Word.doc attachment (not a .pdf file). Please also include the name and mailing address of a family member and indicate the relationship to the deceased. The UC Senate Office will publish the memorial resolutions from all UC campuses and send the final publication directly to one family member.

If you have any questions, please contact me at [cmaguill@uci.edu](mailto:cmaguill@uci.edu). Thank you in advance for your assistance with this request.

*Christine Aguilar*

Christine Aguilar, Senate Analyst  
Academic Senate, Irvine Division

