October 9, 2015

To: Executive Vice Presidents, Chancellors, Vice Presidents, Vice Chancellors, Vice Provosts, Deans, Directors and Heads of Schools, Divisions, Departments and Offices

Re: Nominations for the Eudoxia Girard Martin Memorial Staff Recognition Award

Nomination Deadline: Friday, November 6, 2015

It is again time to accept nominations for the Eudoxia Girard Martin Memorial Staff Recognition Award. The award was established in 2001 through an endowment funded by her sons, Dr. Leslie L. Martin and Colonel Carlton J. Martin. Mrs. Martin was a valued member of the Engineering Administration staff. She served as the executive secretary to Dr. Andrey Abraham Potter, Dean of the Schools of Engineering (1920-1953) and Dr. Willard A. Knapp, Associate Dean of the Schools of Engineering (1943-1955).

This annual award recognizes a staff member, preferably a woman, who is a full-time administrative assistant or level five secretary. It consists of a medallion, a framed description of the life of Eudoxia Girard Martin and a $1,000 honorarium (this award is subject to withholding taxes). The 12th-annual award will be presented at the Clerical and Service Staff Recognition Program on Thursday, December 10, 2015.

Selection will be based on the degree to which the recipient, in service to the University community, demonstrates those qualities of heart, mind and spirit that evince a love for and helpfulness to students, faculty and staff. The nominee must have completed five (5) years of continuous service with the University.

Please publicize to your faculty and staff the availability of this award and encourage the submission of nominations by Friday, November 6, 2015. Forward nominations to Carrie Hanson, Human Resources, FREH or carrie@purdue.edu. Any member of the University community, except current members of the selection committee, may nominate staff for this award.

Nominations must include:

1. A concise letter of nomination (two pages or less) outlining the nominee's qualities of "heart, mind and spirit that evince a love for and helpfulness to students, faculty and staff."

2. A letter of support (one page or less) from the nominee's immediate supervisor, unless the supervisor is the nominator.

3. Any additional supporting information that the nominator would like the committee to consider. Please do not include more than two additional letters of support; each only one page in length.

Please take this opportunity to express your appreciation of an outstanding staff member. If you have any questions regarding this award or the nomination process, please contact Carrie Hanson at 765.494-7397 or carrie@purdue.edu.

Very truly yours,

Trenten D. Klingerman
Vice President for Human Resources