

Nov. 17, 2025

To: Supervisors and managers
From: Amy Boyle, Vice President for Human Resources
Re: Nominations for the Eudoxia Girard Martin Memorial Staff Recognition Award

Nomination Deadline: Friday, December 12, 2025

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). [See a listing of past recipients here.](#)

This annual award recognizes a staff member who is a **full-time administrative assistant (S4 or grandfathered Op Tech)**. 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.

Selection is 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** years of continuous service with the University at the West Lafayette campus.

Please publicize the availability of this award to your faculty and staff and encourage them to submit nominations by **Friday, December 12, 2025**. The nomination form may be found here: [Martin Award Nomination Form](#).

Nominations may be made by any member of the University community, except current members of the selection committee.

Nominations must include:

- **One (1)** concise letter of **nomination**, not more than two pages in length, which outlines the nominee's possession of those qualities of heart, mind, and spirit that evince a love for and helpfulness to students, faculty, and staff.
- **One (1)** letter of **support** from the nominee's immediate supervisor, no more than one page in length (if not the person making the nomination).
- Any additional supporting information that the nominator considers to be significant. Do not include more than two additional letters of support; each is only **one** page in length.

Please take this opportunity to express your appreciation for an outstanding staff member. If you have any questions regarding this award or the nomination process, please get in touch with us at hraadvisorsupport@purdue.edu.