

October 13, 2020

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

From: Bill Bell, Vice President for Human Resources

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

Nomination Deadline: Friday, November 20, 2020

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 (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 to your faculty and staff the availability of this award and encourage nominations be submitted by **Friday, November 20, 2020**. Nominations should be forwarded in writing or electronically to Melissa Jasek, Human Resources, KPTC, Suite 1100, or jasek@purdue.edu.

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

Nominations must include:

1. **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.
2. **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).
3. Any additional supporting information that the nominator considers to be significant. 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 Melissa Jasek at jasek@purdue.edu.