

October 15, 2012

To: Administrative Officers, Deans, Department Heads, Directors, Managers, and Coordinators

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

Nomination Deadline: Friday, November 9, 2012

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, Retired USAF. 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.)

Previous recipients include: Carol Graefnitz, Engineering Administration; Katy Ibrahim, International Programs in Agriculture; Sandy Spitznagle, Agronomy; Nancy Eberle, Mathematics, Cindey Isenberg, Engineering Education; Kristine Swank, Oncological Sciences; Jo Gelfand, Biomedical Engineering; Linda Reynolds, Biological Sciences; and Carolyn Arnold, Comparative Pathobiology. The tenth annual award will be presented at the Clerical and Service Staff Recognition Program on Thursday, December 13, 2012.

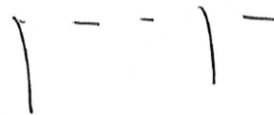
Selection will be based on the degree to which the recipient, in service to the University community, demonstrates those qualities of heart, mind, and spirit that evince a love for and helpfulness to students, faculty, and staff. The nominee must have completed **five** years of continuous service with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

Please publicize to your faculty and staff the availability of this award and encourage nominations be submitted by **Friday, November 9, 2012**. Nominations should be forwarded in writing or electronically to Carrie Hanson, Human Resources, FREH or carrie@purdue.edu. Nominations may be made by any member of the University community, except current members of the selection committee.

Nominations should include:

1. A concise summarizing statement, 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. A letter of support from the nominee's immediate supervisor (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.

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 49-47397 or carrie@purdue.edu.



Luis E. Lewin
Vice President for Human Resources