

MEMORANDUM

To: Members of the University Community
From: Gwen Cash-James, Associate Vice Provost, Faculty Affairs
Date: September 4, 2025
Re: Classified Staff and Exempt Distinguished Service Awards

DEADLINE: Wednesday, October 15, 2025

The Medals and Awards Committee is seeking nominations for the **2025 Classified Staff and Exempt Distinguished Service Awards**. Distinguished Service Awards are given to individuals in recognition of outstanding service to the University. The awards recognize individuals whose service is generally acknowledged by the university community to be an exceptional contribution to the support and maintenance of the university's programs, physical environment and service to the public. These awards include a bronze medallion and a **check for \$1,000**.

Any member of the Eastern Washington University community may make nominations for these awards.

PROCESS

- A nomination is the **ONLY** requirement.
- Other support for the nomination is optional, but highly recommended.
- Nomination support may be submitted separately by individuals OR by the nominator (or the nominator's designee). See [webpage](#) for more information.
 - Suggested support (optional): Current or previous supervisor, faculty/staff internal to the department, faculty/staff external to the department, students.
- No limit on the number or length of supporting documents.
 - Support may be a paragraph or several pages.
- The nominator is notified whenever support is submitted.
- **Classified staff** are generally clerical, maintenance, facilities, housekeeping, police.
- **Exempt staff** are generally managers, directors, administrators, advisors.

Previous nominations are kept on file and considered for awards for three years. Nominators are encouraged to send a new letter of nomination along with updated supporting information for renominations.

The Medals and Awards Committee will review all nominations and forward a recommendation to the President.

The deadline for nominations and supporting information is Wednesday, October 15, 2025.

If you have any questions, please contact Bekah Bray at rbray2@ewu.edu or 509.359.6139.

Dr. Gwen Cash-James, Convener
University Medals and Awards Committee