EASTERN WASHINGTON UNIVERSITY
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MEMORANDUM

To: Members of the University Community

From: David May, Vice Provost, Academic Administration

Date: June 6, 2019

Re: Classified Staff and Administrative Exempt Distinguished Service Awards

DUE: Friday, October 4, 2019

The Medals and Awards Committee is seeking nominations for the **2019 Classified Staff and Administrative Exempt Distinguished Service Awards.** Distinguished Service Awards are given to individuals in recognition of outstanding service to the University. These awards include a **check for $1,000** which will be presented during the EWU Thanksgiving Dessert Reception.

Any member of the Eastern Washington University community may make nominations for these awards. Support for nominations must come from a broad cross-section of the university community. Nomination packets **may not exceed a total of 5 pages**.

The nomination packet must include the following:

	From	**Required**/Optional
Nomination	Nominator	**Required**
Support	Current or previous supervisor (of nominee)	**Required**
Support	Faculty/Staff (internal to department)	**Required**
Support	Faculty/Staff (external to department)	**Required**
Support	Student	Optional

- Nomination-Include a complete description of the nominee's history of service to the University with sufficient detail to identify the specific areas in which the nominee has made a special contribution to the support, maintenance and enhancement of the University's environment and services.
- Support-Comments from multiple individuals may be copied onto one page.

Submit nominations in both paper and electronic formats (both required) to the University Medals and Awards Committee, Eastern Washington University, 206 Showalter Hall, Cheney, Washington 99004. The electronic copy should be a **single** black and white PDF file emailed to Leslie Swannack at lswannack@ewu.edu. The Medals and Awards Committee will review all nominations and forward recommendations to the President.

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.

The deadline for nominations and supporting information is Friday, October 4, 2019.

Dr. David May, Convener
University Medals and Awards Committee