



MEMO TO: Vice Presidents, Deans, Chairs, Directors, Business Managers and Human Resources Representatives

FROM: Peter Barnes
Vice President for Human Resources

SUBJECT: **Award of Distinction**

DATE: January 13, 2009

The Emory University Award of Distinction Program recognizes nominated individuals for their “contributory excellence.” Through their initiative, innovation, and leadership, they help further our vision as a “destination university.” The recognized honorees will be invited to a dinner hosted by President Wagner and receive a \$1000 award.

All regular full- and part-time staff, who have been employed for at least one year, are eligible to be nominated. Previous awardees are eligible for nominations.

Nominations should be based on consistent excellence in the performance of job duties and responsibilities and should cite examples of how the employee has demonstrated:

- service and contributions in the work environment that have been rendered above and beyond the call of duty, and/or
- exemplary personal qualities that have enhanced the overall effectiveness of, or public regard for, the services provided by the department or University

Nominations can be made by faculty or staff. Employees may not nominate themselves, nor retirees. A completed nomination form with required endorsements must accompany the written recommendation of no more than 500 words. **A department, school, or division may submit one nomination for every 50 FTE regular staff.** Further information is available at www.hr.emory.edu/AOD.

Emory Healthcare employees, faculty, faculty equivalents and librarians are not eligible for this program.

All nominations must be sent to Del King, Associate Vice President, Human Resources, 3rd Floor, MS 1599-001-1AP, 1599 Clifton Road, or via fax to **404-727-2746** and received by close of business on **Friday, February 20, 2009**. If you have questions, please contact Kay Manning via e-mail at kay.manning@emory.edu or via phone at **404-727-7550**.

Please post the enclosed flyer in your department.