



MEMORANDUM

TO: All Faculty and Staff and Students

SUBJECT: Nomination for the 2016 Dr. Martin Luther King, Jr. Distinguished Service Award

The Dr. Martin Luther King, Jr. Distinguished Service Award was established in 1986 to honor a faculty member, administrator or staff member for his or her outstanding service in keeping with the principles and ideals of Dr. King. While the award is a tremendous honor, it also carries a \$1,000 stipend for the recipient.

The Dr. Martin Luther King, Jr. Distinguished Service Award recipient will be named at FSU's annual Dr. Martin Luther King, Jr. Keynote Celebration on **Tuesday, January 29th, 2016 at 7:00 p.m. in Ruby Diamond Auditorium.** I sincerely hope you will nominate a member of the Florida State University community who exemplifies Dr. King's ideals and the university's commitment to diversity.

Nominations:

- Nominations are for a member of the Florida State University community who exemplifies Dr. King's ideals and the university's commitment to diversity.
- Members of all racial and ethnic backgrounds are eligible for the award.
- Nominees from the faculty must demonstrate scholarly excellence and a commitment to diversity. Nominees from the administration or staff must exemplify a commitment to fostering a diverse campus community.
- **Nominations are DUE – Monday, December 14th by 5:00 p.m.**

Nomination packets should be ***sent electronically in one (1) file*** and should include:

- Cover Letter:**
 - This letter should include contact information for the faculty or staff member organizing the nomination materials. This letter is *in addition to* the required three (3) letters of support.
- Nominee Information:**
 - A resume and/or short biography.
- Letters of Support:**
 - Three (3) letters of support, one of which, must come from the nominee's administrative department or academic department, must be submitted on behalf of the nominee.

Email for electronic submissions:

Ms. Amber E. Hampton – ahampton@fsu.edu

Nomination packets that included all materials, must be received by **Ms. Amber Hampton in the Center for Leadership & Social Change.** *Should you have questions regarding the nomination process please contact: Amber Hampton via email ahampton@fsu.edu or phone 850-645-0184.*

Again, I hope you will take time to nominate an outstanding faculty or staff for this valuable award. Also, please share this information with other members of your staff and encourage their participation in this process.