



MEMORANDUM

To: Donna E. Shalala, President

From: Mary Coombs *MC*
Chair, Faculty Senate

Date: November 21, 2003

Subject: Faculty Senate Legislation #2003-11(D) – Nomination criteria for the James W. McLamore Outstanding Service Award

The Faculty Senate, at its November 19, 2003 meeting, voted unanimously to include nomination criteria in the solicitation letter for nominees for the James W. McLamore Outstanding Service Award as follows: To nominate a candidate for the James W. McLamore Outstanding Service Award please send a letter in which you give the details of the nominee's activities that demonstrate "service above and beyond the call of duty." Please also obtain a CV if possible to send with your letter and arrange for three support letters from people who know the contributions of the nominee that make him/her worthy of the award.

This legislation is now forwarded to you for your information. No action is required.

MC/kl

cc: Luis Glaser, Executive Vice President and Provost