

**2023-24**  
**The Ethel & Gerry Heebink Award  
for Distinguished State Service**

Nominee \_\_\_\_\_

Department \_\_\_\_\_

College/School \_\_\_\_\_

Current Position at WVU \_\_\_\_\_

Year of Initial Employment at WVU \_\_\_\_\_

Award for Extended Service \_\_\_\_\_ Beginning Service \_\_\_\_\_

Major categories of responsibilities within current position, e.g. percentage of time devoted to service, administration, teaching, research, etc.

We certify that the information presented is accurate and complete to the best of our knowledge and that the nominee meets the requirements for award consideration.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Typed Name

Title \_\_\_\_\_

Relationship to Nominee \_\_\_\_\_

Email Address \_\_\_\_\_

Phone \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Typed Name

Title \_\_\_\_\_

Relationship to Nominee \_\_\_\_\_

Email Address \_\_\_\_\_

Phone \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Typed Name

Title \_\_\_\_\_

Relationship to Nominee \_\_\_\_\_

Email Address \_\_\_\_\_

Phone \_\_\_\_\_

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\*\* Applications must be received by **Monday, February 5, 2024**. No late applications will be accepted. Nominations, including the required documents, are to be uploaded to Digital Measures under Archived Reports and Documents in Other Submissions. Please select the current Academic Year, select Award: Ethel & Gerry Heebink Award for Distinguished State Service in the submission type and upload your materials in the Initial Faculty Submission. Any applications that are incomplete at the deadline or exceed the limitations on maximum length of 16 pages, including the cover page, will not be considered.

## Form to Solicit Letters of Recommendation

The following form may be used to solicit letters of recommendation for those nominated for the Heebink Award. Use of the form assumes the recommender has already been contacted and agreed to provide a recommendation. (The letters of recommendation should be forwarded to the person organizing the nomination packet.)

\_\_\_\_\_ has been nominated for the **Ethel & Gerry Heebink Award for Distinguished State Service** (Extended or Beginning Service) of West Virginia University. In writing a letter of recommendation for this person, please address the following criteria, which are relevant, given your involvement with this nominee. Your recommendation letter is to be no more than, two non-reduced single-spaced pages. You may begin your letter on this form or attach separate sheets. Your letter should be forwarded to the following:

\_\_\_\_\_  
(Name)

at \_\_\_\_\_ by \_\_\_\_\_.  
(Address) (Date)

### Criteria for Award Recognizing Extended and Beginning Service Record

1. Educational and public service activity, which extends beyond a traditional classroom setting.
2. Evidence of exceptional, sustained service from the University to the State, for the time period described above.
3. Special benefit to a broad segment of the population of the State of West Virginia.
4. Work that is well regarded by WVU peers and non-WVU community.
5. Effective use of WVU physical and human resources.
6. Evidence of a commitment by the employee to remain at the University.