



MASSACHUSETTS INSTITUTE OF TECHNOLOGY

TO: Member of the Offices of the Provost &
The Vice President for Research and Associate Provost

FROM: L. Rafael Reif, Provost LRR
Claude R. Canizares, Vice President for Research and Associate Provost CR

DATE: February 2, 2009

RE: 2009 Infinite Mile Awards Program

We are pleased to announce the 2009 Infinite Mile Awards Program for departments that report to the Office of the Provost and the Office of the Vice President for Research and Associate Provost. The Infinite Mile Awards, part of the Institute's Rewards & Recognition Program, are a way to recognize exceptional employees and teams of employees who work in our own departments, labs and centers, or who are employed elsewhere and provide an exemplary service to our organizations. In light of the current financial climate at the Institute, we encourage you to give careful consideration for these awards to exceptional performers who deserve special recognition. The 2009 Infinite Mile winners will be honored with a monetary award and a reception in May.

The success of the program – making sure that deserving people at every level of employment are acknowledged – depends on you. Please take a few minutes and go to our website, <http://web.mit.edu/vpr/www/infinitemile/index.html>, for full details about this year's awards program. You'll also find a list of the winners in 2008 and a description of some of the attributes that earned them an award. Please note that prior winners can be nominated after 2 years if they continue to excel in their positions.

Here is the schedule for the 2009 Infinite Mile Program:

- March 30, 2009 – Deadline for nomination letters (one page) and nomination form, to be submitted to nominee's Administrative Officer or Department Head. Approval of either the AO or DH is required.
- May 7, 2009 – Winning Nominees notified of selection
- May 18, 2009 – Awards Reception

Our organizations include an abundance of talented, dedicated people at every level of employment. Please help us recognize them by making a nomination and asking others to write additional letters to support your nominee. If, after reviewing the website, you have further questions about submitting a nomination, please contact either of our coordinators: Debra Martin (debra@mit.edu) or Evelyn Perez (elp@mit.edu).