November 11, 2011

Dear <NAME>,

2011 has been a busy year for the Piper Athletic Association Board of Directors! The new Assistant Director for Alumni Relations, Emily Muirhead McAdam, joined us as the staff liaison to the Board and we’ve enjoyed working with her. Over the past few months, the PAA reviewed and assessed our programs and events, including the Hamline University Athletic Hall of Fame. As you may know, inductions to the Hall of Fame were put on hold for 2011 and will resume in 2012.

Many factors went into the decision to put a hold on Hall of Fame inductions for 2011 including restructuring to both the PAA Board of Directors and to our relationship with Hamline University staff. Due to these changes, the infrastructure was not in place to carry out a successful Hall of Fame nomination and induction process. While holding off on inductions for 2011 was not ideal, we took the opportunity to review the Hall of Fame process. Our review resulted in some revisions, and a better understanding of, and appreciation for, what makes a successful Hall of Fame.

As a member of the Hamline University Athletic Hall of Fame, we felt it important to share these revisions with you. Our goal throughout the process was to update the Hall of Fame Nomination Guidelines (which had not been updated since 1998), increase consistency, transparency and communication from year-to-year, and ensure that we adhere to the best practices followed by our peer schools. Attached to this letter you’ll find the updated guidelines; some of the major changes are outlined below:

- **Purpose:** The purpose of the Hamline University Athletic Hall of Fame has always been to honor individuals and teams who made outstanding contributions within the Hamline University intercollegiate athletic program. Moving forward, this honor will focus on accomplishments while at Hamline University. Post-Hamline accomplishments will still be noted as a consideration, but will not serve as the main impetus for selection to the Hall of Fame.
- **Eligibility:** In past practice, nominees had to be present at the induction ceremony in order to be inducted. Moving forward, nominees, though still strongly encouraged to attend, will not be required to attend the induction ceremony. This decision opens the door for posthumous nominations/inductions.
- **Selection Committee:** In an effort to create consistency from year-to-year, the selection committee will now be made up of the following people:
  - The Athletic Director or designee representing the Hamline University staff (ex-officio member, non-voting)
  - The President or Past President of the Piper Athletic Association Board of Directors
  - Two members of the Piper Athletic Association Board of Directors, one of whom shall chair the committee
  - Three current Hall of Fame members, thoughtfully selected by the chair of the selection committee and the PAA Board of Directors.
• Selection Criteria: We created a simple scorecard to be filled out by the Sports Information Director for each nominee; this practice is similar to what other MIAC schools do. We attached a sample of the scorecards to be used for individual and team nominations. We hope these scorecards provide a base level of information, from which discussion may move forward on the merit of each nomination. We also adjusted the number of possible inductees each year. Previously, up to six individual nominations and one team nomination could be chosen for induction. Going forward, we plan to induct between zero and four athletes each year and teams will continue to be considered.

• Timeline: In an effort to better accommodate the Hamline University Athletic Department schedule, the timeline for nominations and selection will be earlier in the year. Moving forward, nominations will be due the beginning on February. This gives the Sports Information Director time to create the scorecard and biography packets for each nominee. The selection committee will meet in mid-April and inductees will be notified at the beginning of May. This gives inductees roughly five months to arrange travel plans to Hamline University’s Alumni weekend, during which the induction ceremony will take place.

We believe these revisions to the Hall of Fame process help us to continue honoring those individuals and teams who have made outstanding contributions to the Hamline University athletic community in a way that recognizes all that is unique to Hamline University. We invite your feedback on the information outlined above or either of the attached documents. Please don’t hesitate to contact Emily Muirhead McAdam (emuirhead01@hamline.edu or 651-523-2015) with any questions, comments, or concerns.

Sincerely,

Doron Clark ’00
President, Piper Athletic Association

Ron Woodbury ’73
Hall of Fame Member
Board Director, Piper Athletic Association