NOTE: This checklist does not need to be uploaded as part of the nomination package and is for your reference only.

Award Description
Established in honour of former Vice President Finance and Administration Gary Brewer, the award recognizes and encourages early-career professionals who have demonstrated significant promise of leadership in their career. The Award recognizes a staff member who has shown tremendous promise for assuming a leadership role at the University, is known for their innovative and meaningful contributions to the effectiveness of their unit and has significantly contributed to the University’s commitment to excellence.

Eligibility
☐ Nominee is a full-time staff member with a minimum of 2 years of service at York University and less than 7 years of full-time work experience as of December 31, 2020
☐ Nominee is in a position that is at level which is below a Director
☐ Nominee is a non-academic staff member (YUSA, CPM, CUPE 1356, IOUE)

Criteria
☐ Nominee consistently demonstrates outstanding effective leadership skills (see website for full list), both within and beyond the scope of their responsibilities
☐ Nominee demonstrates that they are an innovative thinker
☐ Nominee motivates and inspires their peers and demonstrates dedication to the University
☐ Nominee successfully contributes to the University’s commitment to excellence
☐ Nominee demonstrates that they are self-aware, focused on learning and professional growth
☐ Nominee demonstrated potential for assuming a leadership role at the University

Nomination File Requirements
Your nomination file must include:
☐ A nomination letter (maximum 3 pages)
☐ The nominee’s C.V. or work history at York University
☐ The job description of the nominee’s current position
☐ A minimum of three (3) letters total (1 nomination letter and min. two (2) letters of support)
☐ A maximum of four (4) letters total (1 nomination letter and max. three (3) letters of support)
☐ Each letter of support must not exceed a total of three (3) pages
☐ One of the letters of support, OR the nomination letter must be from the nominee’s current Manager
☐ The chief nominator and one supporting nominator, OR at least two (2) of the supporting nominators must be from outside of the nominee’s home department
☐ The total number of pages of ALL letters combined does not exceed 12 pages
☐ Using specific examples, describe how the nominee contributes to the goals/objectives, to the office/division and/or the broad York Community
☐ Please illustrate with examples of how the nominee meets or exceeds each of the criteria for the award
☐ Quotations from other persons are not permitted and letters can only have one author. Multiple authors on a letter are not permitted
☐ Please do not include any references or confidential documents such as employee performance ratings or evaluations
Please do not use acronyms in the letter
Self-nominations are not permitted

Contact Information
You will need to provide the following contact information for yourself, the nominee and each nomination supporter:
- Name, email address, campus address

All inquiries can be mailed to president@yorku.ca