

Nomination Package Checklist:

The President's Leadership Award

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

Award Description

The President's Leadership Award recognizes excellence in service to York University. Individuals nominated for this award perform at a level that inspires professionalism, creativity and innovation across the University community.

Eligibility

- Nominee is a full time and permanent employee at York, who has been employed for five continuous years as of December 31, 2020
- Nominee is a member of the Confidential, Professional and Managerial employee group

Criteria

- Nominee adheres to a standard of professionalism that inspires others
- Nominee demonstrates creativity and innovation
- Nominee demonstrates leadership in promoting collaborative efforts and a sense of collegiality across the University and beyond
- Nominee demonstrates community impact outside of the stated requirements of the position (this can include internal or external community-based participation such as committee work, service on volunteer boards or in an organization)
- Nominee regularly and consistently performs at a level that exceeds the requirements of their position and the performance is noticed and has had a significant impact on the unit or Division
- Nominee demonstrates initiative that has had an impact on the University beyond the nominee's department

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