

# 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](mailto:president@yorku.ca)