

# Nomination Package Checklist:

## Ronald Kent Medal

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

### Award Description

This award was established in 1979 by President Emeritus H. Ian Macdonald. The award's namesake, Ronald Kent, had a unique personal commitment to the University showcased through years of dedicated service. His sincerity and enthusiasm inspired colleagues across the University. He was considered a true ambassador for York University. A dedicated member of President's Macdonald's staff, Ronald Kent passed away suddenly on campus in the late 1970's.

### Eligibility

- Nominee is a full time and permanent employee at York, who has been employed for five continuous years as of December 31, 2022
- Nominee is a non-academic staff member (Only members of YUSA or CUPE 1356 are eligible)

### Criteria

- Nominee promotes and strengthens collegiality at York University
- Nominee consistently goes above and beyond what is required of them in their position
- Nominee promotes the values (excellence, progressive, sustainability, inclusivity, diversity, social justice and equity) and goals of York 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 maximum of three (3) letters total (1 nomination letter and min. two (2) 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)