

Nomination Package Checklist:

The Deborah Hobson York Citizenship Award

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 Enrollment and Student Services Deborah Hobson, the Deborah Hobson York Citizenship Award is awarded to an individual who emulates Vice-President Hobson's energetic commitment to York students and boundless enthusiasm for the York community. Nominees for this award embody the York spirit, and use their creativity and imagination in support of the student community at York.

Eligibility

- Nominee is a full time and permanent employee at York, who has been employed for two continuous years as of December 31, 2023
- Nominee is a non-academic staff member (YUSA, CPM, CUPE 1356, IOUE)

Criteria

- Nominee constantly and continuously demonstrates a high-level of service to students either directly, or through support to others with responsibility to student service areas
- Nominee demonstrates the York spirit in terms of imagination, creativity, innovation and redefining the possible in service to York's student community
- Nominee has recognition on campus as a strong team leader and facilitator for others

Nomination File Requirements

Your nomination file must include:

- A nomination letter (maximum 3 pages) from the chief nominator
 - 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 which would include one (1) letter from the chief nominator and 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
 - One of the letters of support, OR the nomination letter must be from a current or past York University student
 - 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 9 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 emailed to president@yorku.ca