

# Nomination Package Checklist:

## The Gary Brewer Emerging Leader 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 Finance and Administration Gary Brewer, the award recognizes 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, 2023
- 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) 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
- 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](mailto:president@yorku.ca)