

# Nomination Package Checklist:

## The Phyllis Clark Campus Service 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 Phyllis Clark, the award recognizes a York employee who has made outstanding contributions to the University in terms of efficiency, cleanliness, safety, security or other campus/plant services.

### Eligibility

- Nominee is a full time, permanent staff member at York
- Nominee has been continuously employed for 2 years as of December 31, 2023
- Nominee is a non-academic staff member (YUSA, CPM, CUPE 1356, IOUE)

### Criteria

- Nominee demonstrates a performance record that consistently exceeds the stated expectations in their job description and is actively engaged in the workplace
- Nominee serves as a positive role model to their co-workers
  
- Nominee demonstrates excellence in service to the York community
- Nominee enhances a sense of community through improvements in one of the campus or plant service areas in a manner that creates a sustained positive image of York University
- Preference will be given to a staff member in a front-line service role

### 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

**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)