

# Nomination Package Checklist:

## The Harriet Lewis Team Award for Service Excellence

**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 University Secretary and General Counsel Harriet Lewis, the Harriet Lewis Team Award for Service Excellence recognizes excellence in service and support to students, faculty, staff and/or other service users. One award will be given annually.

### Eligibility

- At least 75% of the team members are full-time, continuing staff member at York that have been continuously employed for at least 2 years as of December 31, 2023
- Team members are members of a non-academic staff group (CUPE 1356, CPM, YUSA or IOUE)
- Team has a minimum of 3 staff members and a maximum of 10 staff members

***\*Team members do not need to belong to one department as teams who are working on a limited-time project are also eligible for this award. \****

### Criteria

- Team demonstrates commitment to the highest level of service excellence to students/faculty/staff
- and/or other service users that exceeds what is normally expected in their position
- Team promotes a work environment that is respectful, supportive, collegial and inclusive
- Team works collaboratively and respectfully with other teams/unit by encouraging openness in sharing ideas, responsibility and finding appropriate solutions to challenges
- Team promotes the York spirit in terms of imagination, creativity, innovation and redefining the possible in service to York's community (internal and external)
- Using specific examples, describe how Team's efforts have had a significant impact on the operation of the University

### Nomination File Requirements

- Your nomination file must include:
- A nomination letter (maximum 3 pages) from the chief nominator
- A list of the team members with a brief description of the role each person plays on the team ([Click here](#) to download the file)
- A maximum of three (3) letters total (one (1) nomination letter 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 who have received support from the entire team, not individuals
- 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)