

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, 2024
- Nominee is a non-academic staff member (YUSA, CPM, CUPE 1356, IOUE)

Criteria

It is the nominator's responsibility to provide information reflecting the achievements and exceptional nature of the nominee. Be thorough and factual and demonstrate how the nominee excels in each of the following 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 exemplifies 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

The Chief Nominator is responsible for putting together a nomination file that consists of:

- Three Letters (Maximum):**
 - One (1) lead nomination letter from the chief nominator
 - Two (2) letters of support
- Employment Background**
 - The nominee's C.V. or work history at York University
 - The job description of the nominee's current position

Nomination Guidelines

- One of the letters must be from the nominee's current Manager
- One of the letters must be from a current or past York University student
- The chief nominator and one supporting nominator, OR two (2) of the supporting nominators must be from outside of the nominee's home department

- Each letter is from an individual author (multiple authors on a letter are not permitted)
- Self-nominations are not permitted

Letter Formatting and Content Guidelines

- Each letter does not exceed a total of three (3 pages), and the total number of pages of ALL letters combined does not exceed nine (9) pages
- Specific examples are used to describe how the nominee:
 - Contributes to the goals and objectives of their office, division and/or the broader York Community
 - Meets or exceeds each of the award criteria
- Quotations from other persons are not permitted.
- No acronyms are used in the letter
- Do not include any references or confidential documents such as employee performance ratings or evaluations

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