

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, 2024)
- Nominee is in a position that is at a level below a Director
- 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(s). Be thorough and factual and demonstrate how the nominee(s) excel(s) in each of the following 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 demonstrates potential for assuming a leadership role at the University

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
- 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

