

Nomination Package Checklist:

The President's Leadership Award

NOTE: This checklist does not need to be uploaded as part of the nomination package and is for your reference only.

Award Description

The President's Leadership Award recognizes excellence in service to York University. Individuals nominated for this award perform at a level that inspires professionalism, creativity and innovation across the University community.

Eligibility

- Nominee is a full time and permanent employee at York, who has been employed for five continuous years as of December 31, 2024
- Nominee is a member of the Confidential, Professional and Managerial employee group

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 adheres to a standard of professionalism that inspires others
- Nominee demonstrates creativity and innovation
- Nominee demonstrates leadership in promoting collaborative efforts and a sense of collegiality across the University and beyond
- Nominee demonstrates community impact outside of the stated requirements of the position (this can include internal or external community-based participation such as committee work, service on volunteer boards or in an organization)
- Nominee regularly and consistently performs at a level that exceeds the requirements of their position and the performance is noticed and has had a significant impact on the unit or Division
- Nominee demonstrates initiative that has had an impact on the University beyond the nominee's department

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

