

# Nomination Package Checklist:

## Ronald Kent Medal

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

### Award Description

This award was established in 1979 by President Emeritus H. Ian Macdonald. The award's namesake, Ronald Kent, had a unique personal commitment to the University showcased through years of dedicated service. His sincerity and enthusiasm inspired colleagues across the University. He was considered a true ambassador for York University. A dedicated member of President's Macdonald's staff, Ronald Kent passed away suddenly on campus in the late 1970's.

### 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 non-academic staff member (Only members of YUSA or CUPE 1356 are eligible)

### 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 promotes and strengthens collegiality at York University
- Nominee consistently goes above and beyond what is required of them in their position
- Nominee promotes the values (excellence, progressive, sustainability, inclusivity, diversity, social justice and equity) and goals of York 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](mailto:president@yorku.ca)