**Principal's Service Excellence Award Sample Nomination Package**

**\*Please see the checklist below to ensure that your Nomination Package includes all the required documents for your submission.**

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| **A complete nomination package consists of one submission on the corresponding Awards website that contains ALL of the following:** |
| [ ]  | **Only One nomination letter** written by a UTSC staff, faculty, student, alumni or a member of Campus Council and its committees. |
| [ ]  | The nomination must outline the specific contributions of the nominee that coincide with the criteria as well as detail the actions and impact of the nominee’s contribution. |
| [ ]  | Must not exceed 250 words. |
| [ ]  | Must be double spaced and in font size 12 pt. |
| [ ]  | The nomination letter must be submitted by uploading the file under “Nomination Letter” on the corresponding submission page on the Awards website. |
| [ ]  | **Only One letter of support** from students, staff, faculty or alumni |
| [ ]  | Letter of support should provide concrete examples of the nominee’s influence and/or impact |
| [ ]  | Must not exceed 250 words. |
| [ ]  | Must be double spaced and in font size 12 pt. |
| [ ]  | Letter must be submitted by uploading the file under “Letter of Support” on the corresponding submission page on the Awards website. |
| [ ]  | **Only One letter of endorsement** from the Chair or Division Head of the nominee’s home department/portfolio. |
| [ ]  | The point form letter must include a clear and concise description of the candidate’s accomplishments and reason for nomination |
| [ ]  | Must not exceed 250 words. |
| [ ]  | Must be double spaced and in font size 12 pt. |
|[ ]  Letter must be submitted by uploading the file under “Letter of Endorsement” on the corresponding submission page on the Awards website. |

**Please see below for sample letters for the nomination package for the
Principal’s Service Excellence Awards.**

**SAMPLE: NOMINATION LETTER**

[Date]

Re: Nomination of NAME OF NOMINEE for the NAME OF AWARD

Dear Selection Committee,

I am very pleased to nominate my colleague [Name of Nominee] for this year's [Name of Award]. Although [Name of Nominee] has been with us for X years it is already more than evident that she/he/they meet(s) and exceed(s) the characteristics identified as exemplary of this award. [Name of Nominee] has already had a very positive impact in our department as well as on the campus as a whole and I am very confident that as her/his/their career progresses, she/he/they will play a very significant role for the university.

I'll highlight just a couple of ways that [Name of Nominee] exemplifies the characteristics of [Name of Award].

*Please provide concrete examples of the nominee’s characteristics for the award.*

* When she/he/they assumed the new role of [Title of Nominee], she/he/they took on a very challenging mandate to professionalize the expectations of the office.
* In her/his/their time thus far she/he/they has succeeded in placing us on very positive footing, and in the process has won the respect and confidence of the staff in her/his/their department, most of whom are more senior, as well as senior administration and faculty on campus.
* Her/his/their personal leadership style combines a very high level of professional credibility with genuine human decency and empathy.
* She/he/they has/have also been highly supportive of her/his/their team's professional development and success. As a result, she/he/they are highly energized and motivated about their ability to contribute to the success of the campus and our students.

I would be very pleased to see [Name of Nominee] be recognized with the [Name of Award].

Sincerely,

[Name of Nominator]

[Title of Nominator]

[Department of Nominator]

**SAMPLE: LETTER OF SUPPORT**

[Date]

Re: Letter of Support for the Nomination of NAME OF NOMINEE for the NAME OF AWARD

Dear Selection Committee,

It is with great pleasure that I write this letter of support for [Name of Nominee] to be considered for the [Name of Award].

In the last X years, I have closely worked with [Name of Nominee] on several initiatives to gain efficiencies between our departments/portfolios with the overall aim to improve the student experience.

Through close collaborations with [Name of Nominee], I can vouch for the following three leadership qualities:

*Please provide concrete examples of the nominee’s characteristics for the award.*

* Her/his/their devotion and determination to collaborate among departments within UTSC, along with the other campuses and broader University, to increase efficiencies and provide a consistent student experience. [Name of Nominee] recently organized a tri-campus meeting of administrative staff from various departments to identify areas of improvement and to build relationships among colleagues from the other two campuses.
* Her/his/their ability to effectively motivate her/time team and increase efficiencies within their respective department.
* Her/his/their ability and willingness to change with the focus on improvement.

The above qualities are accomplished by [Name of Nominee] with a high degree of professionalism and with the goal of how to best serve students. These goals resonate with me and is one of the reasons why I enjoy working with [Name of Nominee] and continue to do so.

She/he/they exhibit(s) many leadership qualities, including a strong business acumen and understanding of policies and procedures, a result focused demeanor, and the ability to inspire others around her/him/them.

If I can be of any further assistance, please feel free to contact me at any time.

Sincerely,

[Name of Supporter]

[Title of Supporter]

[Department of Supporter]

**SAMPLE: LETTER OF ENDORSEMENT**

[Date]

Re: Letter of Endorsement for the Nomination of NAME OF NOMINEE for the NAME OF AWARD

Dear Selection Committee,

It is my honor to endorse the nomination of [Name of Nominee] to be considered for the [Name of Award].

In the last X years, I have closely worked with [Name of Nominee] on several initiatives to gain efficiencies between our departments/portfolios with the overall aim to improve the student experience.

Through close collaborations with [Name of Nominee], I can vouch for the following three leadership qualities:

*Please provide concrete examples of the nominee’s characteristics for the award.*

* Her/his/their devotion and determination to collaborate among departments within UTSC, along with the other two campuses, to increase efficiencies and provide a consistent student experience. [Name of Nominee] recently organized a tri-campus meeting of administrative staff from various departments to identify areas of improvement and to build relationships among colleagues from the other two campuses.
* Her/his/their ability to effectively motivate her/time team and increase efficiencies within their respective department
* Her/his/their ability and willingness to change with the focus on improvement.

The above qualities are accomplished by [Name of Nominee] with a high degree of professionalism and with the goal of how to best serve students. These goals resonate with me and is one of the reasons why I enjoy working with [Name of Nominee] and continue to do so.

She/he/they exhibit(s) many leadership qualities, including a strong business acumen and understanding of policies and procedures, a result focused demeanor, and the ability to inspire others around her/him/them.

If I can be of any further assistance, please feel free to contact me at any time.

Sincerely,

[Name of Endorsee]

[Title of Endorsee]

[Department of Endorsee]