University of Toronto Scarborough Letter Awards

Referee Information

Any member of the University community (student, faculty or staff) is welcome to submit referrals for an award. Nominees must be current full-time or part-time students who are eligible and intend to graduate in June or November of 2019.

Referees must complete one letter of reference and email it to leadership@utsc.utoronto.ca with the subject line: "Letter Award Reference - [Full Name of Nominee]"

In the body of your email, please include the following information:

Your Name
Your Phone Number
Whether you are a student, faculty, or staff

All submissions will be kept confidential.

In your reference letter, please describe and outline how the nominee has made a significant contribution to campus life in one or more of the following ways:

- Provided outstanding leadership in the development of a new or creative initiative that will have a lasting impact on the campus;
- Made a significant impact on the quality of university life through programs, services and/or activities;
- Held an official position (elected position, positional leadership, participation on a committee, hired position) where their contribution well exceeded expectations of the role;
- Engaged in service or actions which showed an outstanding commitment to improving campus life inside or outside of the classroom for a significant number of students; or actions which have improved the cultural or learning environment of the campus;
- Initiated a service or project that resulted in increased collaboration between various constituencies, brought together groups for a common goal, and/or promoted and encouraged the involvement of others.
- Volunteer services outside the University community will be considered only in addition to contributions within the University community.

By submitting your reference, you confirm the nominee meets the eligibility requirements and all of the information submitted in your referral is correct and true.