University of Toronto Scarborough Letter Awards

The Office of Student Affairs & Services is accepting nominations for the University of Toronto Scarborough Letter Awards. The Letter Awards were established in the fall of 2000 by the Office of Student Affairs & Services with the support of the Council on Student Services.

The awards aim to recognize graduating students for significant contributions to campus life and publicly acknowledge students who have made a lasting impact at UTSC.

Recipients will receive the award during the official Letter Awards ceremony.

Selection Criteria

To qualify for a Letter Award, an individual:

1. Must be eligible and have declared intent to graduate in June or November of 2020.

2. Cannot have received a Gordon Cressy Student Leadership Award or UTSC Letter Award in the past.

3. Must have a minimum cumulative GPA of 2.0 at the end of the previous academic session (end of Fall 2019). Nominees who do not meet this standard must email: leadership@utsc.utoronto.ca to discuss the appeals process.

4. Must have 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.
Selection Process

The selection committee is comprised of staff from the Office of Student Affairs & Services at the University of Toronto Scarborough. The committee will meet following the close of the application period and results will be shared with successful nominees in the week before the reception.

Nomination Process

Any member of the University community (students, staff, or faculty) is welcome to submit nominations for the award. Nominees must be current full-time or part-time students who are eligible and have declared intent to graduate in June or November of 2020.

Each nomination must consist of the following:

- An unofficial transcript or academic record from ROSI/ACORN indicating a minimum cumulative GPA of 2.0 at the end of the previous academic session (end of Fall 2019).
- Curriculum vitae or resume highlighting nominee’s on-campus contributions. A copy of the CoCurricular Record may also be submitted as supplemental documentation.
- A personal statement, no more than 250 words (through the online form) written by the nominee.
- Two (2) letters of reference from a student, faculty, and/or staff member familiar with the nominee’s contributions. Each letter must be submitted as an individual document.

IMPORTANT NOTE: Only nominations with two (2) reference letters will be accepted. Nominations that include more than two (2) letters of reference or compile references from several individuals in one document will NOT be considered.

Nominations (except reference letters) must be submitted through the online form:

[uoft.me/letterawards](http://uoft.me/letterawards)

If you require alternative means to submit a nomination package, please email:

[leadership@utsc.utoronto.ca](mailto:leadership@utsc.utoronto.ca)

Deadline for full nominations to be submitted (including references) is Friday, February 28, 2020 at 11:59 p.m.
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 2020.

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.