

Tips to help you prepare a successful President's Awards nomination

I. The Basics: Preparing your nomination

- a. The period of the award program is a calendar year. Nominations will typically open in December each year and nominations will generally be due in mid-February. Check the website for specific dates, when they become available.
- b. Nomination of departments is not permitted. Although departments should be acknowledged and rewarded for their collaborative work toward meeting their goals, the intent of this program is to recognize the most contributing individual, group or team. We encourage leaders to find alternate avenues for recognizing and rewarding their department for good work.
- c. Nominators who are nominating a team are encouraged to think critically about including team members who went above and beyond their regular job duties. Coaching in regards to team composition can be provided by the Program Manager.
- d. Collaboration between departmental managers is highly recommended. Managers who are considering recommending more than one member from their department are encouraged to collaborate to nominate individuals in their department whose contributions are most impactful and best aligned with the award criteria.
- e. When you complete your nomination, you must include a minimum of three and a maximum of six supporting references. At least one must be an internal reference from a faculty, staff or student of McMaster University. The nominator may not act as a supporting reference.
- f. Be selective in whom you choose to support your nomination as one of the criteria the Advisory Committee uses in evaluating nominations is the "strength and diversity of supporting references". Therefore, if you select supporting references from different functions and departments within the University, this will assist with the value of your criteria. A good practice may be to request a copy of the supporting reference in advance of the deadline, so you have time to request edits, if required.
- g. It is strongly recommended that you use the peer review process (i.e. have the nomination reviewed by peers not involved in the nomination process) to help ensure that your nomination is as comprehensive as possible.
- h. Before you submit your nomination, please ensure that all fields are thoroughly completed. It is very important that all of the information is complete, not only for the nominee, but for everyone participating in the process, including the Advisory Committee.
- i. Nominators are encouraged to contact the Human Resources Program Manager well in advance of the nomination deadline to receive support/coaching in developing a strong nomination package.

II. Supporting Materials

You may submit documents or media to support your nomination. All materials must be provided in digital format (i.e. video, electronic files). Please do not include photographs of the nominee. The smaller of 10MB total maximum or a 4-pages document beyond the nomination questions is allowed.

Those providing supporting reference letters have a hard word count of 500 words.

III. Subject Matter: Nomination Content

Within the nomination form, are separate entry fields for each of the award criteria. Naturally, some areas may be weighted more heavily than others as each nominee's contributions will differ.

The following criteria will make up the online nomination review:

All submissions must include:

- a. **recent work history:** provide a brief outline of the individual's or team's work history at McMaster University.
- b. **exceeding expectations:** specifically identify examples of how the nominee clearly demonstrates work beyond the normal requirements of their role. An emphasis is placed on this and nominators must convey specific examples of how the individual or team exceeds the expectations for the role.
- c. **enhancement of the reputation of McMaster University:** provide examples of how the nominee's work has enhanced student success or the reputation of McMaster University. This includes providing a direct or indirect contribution to the community or the University which impacts students and/or the reputation of McMaster.
- d. **excellent service:** provide specific examples of how the nominee has provided excellent service. This includes substantial effort directed at producing or accomplishing a product which provides an outstanding quality or superior merit.
- e. **innovation:** provide specific examples of how the nominee has demonstrated innovation in their work. This includes the introduction of new ideas or methods, or making changes to established practices.
- f. **impact of work:** provide specific examples of how the nominee's work impacts McMaster University. Explain the level of breadth and depth of impact. This includes the extent and quality of the influence on the University
- g. **volunteerism:** provide examples of how the nominee has demonstrated volunteerism within or external to the University community. This includes volunteering one's time for charitable, educational, or other worthwhile activities. Identify the groups/individuals they volunteered their time with. Describe how they embrace McMaster's culture of volunteerism.
- h. **inclusive excellence:** provide examples of how the nominee demonstrates and advances inclusive excellence, including efforts which support and advance McMaster's equity, diversity, and inclusion priorities and goals.

In addition to the above, the selection committee will be looking for evidence of the following criteria within the examples and reference letters when selecting a recipient for the Lifetime Achievement Award:

- a. recipients of the Lifetime Achievement Award will exemplify outstanding performance and accomplishment and will be considered a role model for others.
- b. recipients demonstrate exceptional and inspirational leadership.
- c. recipients will have made remarkable achievements which have had a broad impact and contributed to McMaster's reputation.
- d. recipients will demonstrate commitment to service within the local, national or international community.
- e. recipients consistently demonstrate outstanding dedication in furthering McMaster's reputation and advancing the mission of the University.
- f. recipients are active and collaborative members of the McMaster community.
- g. recipients will have championed at least one initiative which has made a significant and lasting impact on or within the University.
- h. at least one of the references provided must be from a recent supervisor.

IV. Selection Process

- a. A two-stage process will be used for nomination submissions. There will be two nomination deadlines, one for each stage.
- b. During stage one, nominators will submit the names of individuals they intend to nominate. Eligibility of individuals and teams will be checked before access to the nomination portal is granted.
- c. Once approved and access is granted to the nomination portal, nominators may proceed with stage two – by completing their nomination form online, including answering nomination questions, providing supporting resources, and uploading supporting documents.
- d. When the deadline to submit nomination materials has been reached, no further edits or submissions will be accepted. Selection committee members will begin reviewing nominations against the set criteria.
- e. Committee members will independently review the pool of nomination applications and develop recommendations for a list in each award category.
- f. The Committee will develop a list consisting of no more than the maximum number of allowable awards. The list will identify those whose contributions were, in the committee's view, the most significant.
- g. The Committee will meet with the President to review all award nomination recommendations and identify the award recipients.
- h. Nominees and recipients will receive a letter from the President advising them of the outcome of their nomination and inviting them to a celebration.
- i. Further details are available on the [President's Awards website](#).