



## Nomination Form

### Sheila McCallum Leadership Award

*For each nominee, please submit this form and the accompanying nomination letter along with letters of support as one package to Manager, Faculty Operations, Faculty of Arts and Social Science, 330 Paterson Hall. All packages must be received by **October 31st**.*

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#### Nominee Information

<b>Nominee</b>	
<b>Job Title</b>	
<b>Department/Unit</b>	

#### Attach the following documents to this Nomination Form:

**Nomination Letter** - A letter highlighting the nominee's contributions related to the selection criteria with specific examples. This letter can be written by anyone as long as they qualify as a nominator. They are considered the "champion" for the nominee. Examples could be a letter written by a Departmental Chair or a Departmental Administrator in support of a departmental staff member. Length guideline: 500 to 1,000 words.

**Letters of Support** - Letters of support from faculty, staff, students, alumni or other members of the Carleton community. It is expected that the "champion" would solicit these letters. There is no limit on the number of letters to be provided. Length guideline: 500 words.

*Note: The length guidelines are guidelines only. More information can be provided.*

