

**JILL MATUS AWARD FOR EXCELLENCE IN STUDENT  
SERVICES Nomination Form**

**APPLICATION INSTRUCTIONS AND CHECK-LIST**

Please complete this form and attach the following:

- Cover letter from nominator addressing the selection criteria outlined in the award description.
- Complete curriculum vitae for the candidate.
- One (1) letter of endorsement from the nominee's supervisor or department head, *only if the nominator is not the nominee's supervisor.*
- Two (2) letters of support from colleagues/peers/students.

**NOMINEE INFORMATION**

<b>Title</b>	<b>First Name</b>	<b>Last Name</b>
<b>Faculty/Department</b>	<b>Address 1</b>	<b>Address 2</b>
<b>City</b>	<b>Province</b>	<b>Postal Code</b>
<b>Phone</b>	<b>Email</b>	

**NOMINATOR INFORMATION**

<b>Title</b>	<b>First Name</b>	<b>Last Name</b>
<b>Faculty/Department</b>	<b>Address 1</b>	<b>Address 2</b>
<b>City</b>	<b>Province</b>	<b>Postal Code</b>
<b>Phone</b>	<b>Email</b>	

Reason for Nomination (section must be completed; min. 75 characters, max. 300 characters):

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**NAMES AND CONTACT INFORMATION FOR INDIVIDUALS (OTHER THAN SUPERVISOR OR DEPARTMENT HEAD) WHO ARE PROVIDING SUPPORT LETTERS**

<b>Title</b>	<b>First Name</b>	<b>Last Name</b>
<b>Job title and company name, or position and faculty/department if employed at U of T</b>		
<b>Phone</b>	<b>Email</b>	

<b>Title</b>	<b>First Name</b>	<b>Last Name</b>
<b>Job title and company name, or position and faculty/department if employed at U of T</b>		
<b>Phone</b>	<b>Email</b>	

<b>Title</b>	<b>First Name</b>	<b>Last Name</b>
<b>Job title and company name, or position and faculty/department if employed at U of T</b>		
<b>Phone</b>	<b>Email</b>	

**Citation Details:** In the box below, include a draft citation that highlights the nominee’s most significant contributions, accomplishments, and impact as they relate to the award criteria. (min. 200 words max. 300 words)

This citation will be used in communications if the nomination is successful. Please note: the text you submit will be reviewed and revised by an editor and will be shared with the award recipient for final approval prior to being shared publicly.

How many times has this nomination been submitted before?

YES       NO

If yes, please provide the year(s) it was submitted:

Has the nominee been informed of this submission?

YES       NO

Submit the full nomination package via PDF to  
**awards.ovps@utoronto.ca** by 5:00 p.m. (EST)  
Friday, December 13, 2024.

Ensure you submit one PDF that contains all the required documentation.

**Do not submit documents separately.**

Please submit your package to the attention of:

**Jill Matus Award for Excellence in Student Services Selection  
Committee**