

The President's Fritz B. Burns Distinguished Teaching Award

1. Name and Number

The President's Distinguished Teaching Award has been named after Mr. Fritz B. Burns, who during his lifetime was a major benefactor to Loyola Marymount University. Each academic year, one Distinguished Teaching Award will be given.

2. Eligibility

All full-time, tenured faculty members of LMU are eligible for the Distinguished Teaching Award. Previous winners are no longer eligible.

3. Purpose of the Award

The purpose of the award is to encourage and reward excellence in teaching at Loyola Marymount University.

4. Nominations

With the nominee's consent, nominations in the form of a letter addressed to the President may come from any tenured or tenure-track member of the faculty. The nominations must be accompanied by supporting evidence (see #6 below) prepared by the nominee and submitted to the Selection Committee through the chair and the dean of the college of the nominee.

5. Criteria for Teaching Excellence

Teaching and research are both essential duties of the LMU faculty members. Indeed, excellence in teaching and excellence in creative and scholarly activity go hand in hand. The award recognizes faculty members who successfully have united these two roles through their teaching achievements.

The Criteria for selection include:

- Ability to inspire in students independent and creative thinking and to encourage in them intellectual interests and curiosity;
- Command of their discipline and continuous growth in their field of study;
- Ability to present course material effectively;
- Distinct interest in the academic well-being of the students and positive participation in advising them;
- Effectiveness in guiding students in their research and creative projects.

6. Supporting Evidence

Although the format of supporting evidence may vary, it should be organized in a 3-ring binder. Include a table of contents keyed to tabbed sections for easy reference. Do not use plastic sleeves.

The nominee should include:

- A copy of the letter of nomination describing the applicant's qualities as an excellent teacher;
- Letters of recommendation from the Department Chair and the Dean detailing the candidate's excellence in teaching;
- The candidate's curriculum vitae;
- The statement of the candidate's teaching philosophy is of primary importance; written by the candidate and limited to 3 pages, the statement should shed light on the candidate's approach to teaching; it may include a description of the development of innovative courses and curricula, and effective teaching methods
- A 1-page reflection on how the submitted materials (below) provide insight into the excellent teaching of the applicant. This document should also indicate why particular courses were selected for submitting student evaluation forms.

The nominee may include the following type of materials:

- An overall summary of data from student evaluations of teaching from the last 3 semesters, not including summer school;
- Original student evaluation forms from at most 3 fairly current classes, including students' comments; at least one of which should be from the last 2-3 semesters the applicant taught.
- Supporting letters from current and former students, not to exceed 3;
- Supporting letters from colleagues, not to exceed 3;
- Course material (e.g., syllabi, examinations, assignments, and study guides) and/or students' work samples.

7. Review Procedures

The candidates' applications are reviewed by the President's Fritz B. Burns Distinguished Teaching Award Selection Committee, appointed by the Senior Vice President for Academic Affairs.

8. The Award

The President's Fritz B. Burns Distinguished Teaching Award consists of a University medal and a monetary award of \$4,000.

9. Award Announcement

The President's Fritz B. Burns Distinguished Teaching Award will be announced at the Academic Awards Convocation. Since public recognition is an integral part of the Distinguished Teaching Award, the recipient will attend the Academic Awards Convocation and be given a medal commemorating the Award. To honor the awardee, the President will host a celebratory social function at which the awardee will give a brief personal reflection on teaching.

10. Information and Assistance

Information and advice in preparing supporting evidence will be available from the members of the Committee on Excellence in Teaching. Teaching philosophy statements from previous award winners can be found on the Center for Teaching Excellence website: <http://www.lmu.edu/cte>