

Date: November 17, 2011

To: Loyola Marymount University
Full-Time Tenured and Tenure-Track Faculty

From: The Faculty Selection Committee for the 2012 Rains Award for Excellence in Research, Scholarship or Creative Work

Re: The 2012 Rains Award for Excellence in Research, Scholarship or Creative Work

Nominations are invited for the **2012 Rains Award for Excellence in Research, Scholarship or Creative Work**. This award is given annually to the faculty member who demonstrates a record of superior research, scholarship or creative activity that exemplifies LMU's mission in a manner that is both outstanding and meaningful.

The award, signified by a university medal and monetary award of \$5,000, will be conferred at the Academic Awards Convocation on Thursday, April 19, 2012 in Sacred Heart Chapel. The recipient will also be recognized at the Undergraduate Commencement on May 5, 2012. At a celebratory event in the Fall semester, the recipient will deliver a brief reflection on her or his contributions through research, scholarship or creative work to the university's mission and to the academic discipline or creative art.

Tenured or tenure-track faculty, with the nominee's consent, are encouraged to nominate the full-time tenured faculty member who is most deserving. The candidates' applications are reviewed by the Rains Award for Excellence in Research, Scholarship or Creative Work Selection Committee, which consists of tenured LMU faculty.

Nominations are to be submitted in the form of a letter to the Selection Committee, The Rains Award for Excellence in Research, Scholarship or Creative Work, in care of Dr. John Carfora, Associate Vice President for Research Advancement and Compliance (4820 University Hall), no later than **Friday, January 13, 2012**.

The nomination letter and supporting documentation, compiled by the nominator and nominee in a three-ring binder, must be submitted to the nominee's department chair no later than **Friday, January 27, 2012**. The chair reviews the application, encloses a letter of recommendation and then forwards the binder to the dean who also reviews it and encloses a letter of recommendation.

The dean will then forward the binder with enclosed letters to the Chair of the Selection Committee, in care of Dr. John Carfora, Associate Vice President for Research Advancement and Compliance (4820 University Hall), by **Tuesday, February 7, 2012**.

Guidelines for preparing application materials are attached, and are also available on the CAO's website at <http://www.lmu.edu/academics/cao/facultyresources.htm>