

Date: December 1, 2011

To: The Members of the LMU Tenured and Tenure-track Faculty

From: The Selection Committee for the 2012 Rains Award for Excellence in Service:
Charles E. Erven (chair), Michael Berg, Brian P. Leung, Rhonda Rosen, Ralph Quiñones, and Katerina Zacharia

Re: The Rains Award for Excellence in Service

Nominations are invited for the **2012 Rains Award for Excellence in Service**. This award, which consists of a medal and a monetary award of \$5000, is designed to recognize a tenured member of the professoriate whose service exemplifies the mission of Loyola Marymount University in a manner that is truly outstanding.

All tenured full-time faculty members are eligible for the award. Letters of application or nomination (not to exceed two pages in length) should be sent to the Office of Faculty Development UH 4820 no later than Friday, January 13, 2012.

Candidates for the award will send completed application material to their respective department chairs no later than Friday, January 27, 2012. After receiving the application, each candidate's department chair will review the material, enclose a letter of recommendation and then forward the application to the dean of the school or college, who will then compose a letter of recommendation. The completed application will be sent to the Chair of the Rains Awards Selection Committee (in care of the Office of Faculty Development, 4820 University Hall) by Tuesday, February 7, 2012. Guidelines for preparation of applications are attached.

The Rains Award for Excellence in Service will be conferred at the Academic Awards Convocation on Thursday, April 19, 2012. The recipient will also be recognized at the University Commencement ceremony on May 5, 2012.

In closing, we would like to thank our colleagues for their service to the University and its mission and goals. To highlight substantial accomplishment in this area, faculty members are encouraged to submit nominations and applications for the Rains Award.