

Date: September 30, 2008

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

From: The Committee for the President's Fritz B. Burns Distinguished Teaching Award:
Marta Baltodano, Mary Breden, Jacqueline Dewar (Chair), William Fulco, S.J., Rick
Hadley, and Yongsun Paik.

Re: President's Fritz B. Burns Distinguished Teaching Award Nominations

Nominations are invited for the **2009 President's Fritz B. Burns Distinguished Teaching Award**. This award is given annually to the faculty member who through his/her teaching achievements has successfully combined excellence in teaching with excellence in scholarly and/or creative activity. The award, signified by a University medal and monetary award of \$4,000, is designed to encourage, recognize, and reward excellence in teaching at Loyola Marymount University.

Faculty, with the nominee's consent, are encouraged to nominate the full-time tenured faculty member who they believe has exemplified excellence in teaching. Nominations are to be submitted in the form of a letter to the President. Supporting documentation compiled by the nominee in a 3-ring binder must be submitted to the nominee's Department Chair by **Friday, January 16, 2009**. A duplicate copy of the dossier including the nominating letter must be delivered to the Center for Teaching Excellence, University Hall 3030, by the same deadline.

After the chair and the dean review the dossier and enclose their letters of recommendation, the Dean will forward the binder to the Chair of the Teaching Award Committee in the care of the Center for Teaching Excellence in University Hall, Suite 3030, by **Monday, January 26, 2009**.

We encourage departments to nominate an outstanding member of their department for the 2009 President's Fritz B. Burns Distinguished Teaching Award.

The award will be conferred at the Academic Awards Convocation on Wednesday, April 23, 2009 in Sacred Heart Chapel. The awardee will also be recognized at the Commencement ceremony on May 9, 2009.

Guidelines for preparing supporting evidence are attached. You may also access the guidelines from the web at: [ManeGate/Academics/Center for Teaching Excellence](#).

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 prepared by the nominee and submitted to the Selection Committee through the Chair and the Dean of the College of the nominee (See #6 below).

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, generally it should be organized in a 3-ring binder by sources and kinds of evidence. The compendium of data should 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;
- letters of recommendation from the Department Chair and the Dean;
- 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 unique qualities as a teacher; it may include a description of the development of innovative courses and curricula and effective teaching methods.

The nominee may include the following type of materials:

- an overall summary of data from student evaluations of teaching from at most two semesters;
- original student evaluation forms from at most two classes, including students' comments;
- supporting letters from current and former students, not to exceed 3;
- supporting letters from colleagues, not to exceed 3;
- course material examples: (e.g., syllabi, examinations, assignments, and study guides)

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>