Nominations are invited for the 2014 President’s Fritz B. Burns Distinguished Teaching Award. This award is given annually to a faculty member who has successfully demonstrated excellence in teaching. Through this award, Loyola Marymount University seeks to encourage, recognize, and reward excellence in teaching with a University medal and monetary award of $5,000.

Faculty, with the nominee’s consent, are encouraged to nominate a 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 with copies to the nominee’s Chair and Dean as well as the Chair of the Committee on Excellence in Teaching. Supporting documentation compiled by the nominee in a 3-ring binder must be submitted to the nominee’s Department Chair by Friday, February 28, 2014. 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.

The Chair should review the application, enclose a letter of recommendation, and forward the binder to the Dean who also reviews it and encloses a letter of recommendation. The Dean will forward the binder with enclosed letters to the Chair of the Burns Teaching Award Committee in the care of the Center for Teaching Excellence in University Hall, Suite 3030, by Friday, March 14, 2014.

We encourage departments to nominate an outstanding member of their department for the 2014 President’s Fritz B. Burns Distinguished Teaching Award.

The award will be conferred at the Academic Awards Convocation on Thursday, April 24, 2014 in Sacred Heart Chapel. The awardee will also be recognized at the Commencement ceremony on May 10, 2014.

Guidelines for preparing supporting evidence are attached. You may also access the guidelines from the Center for Teaching Excellence website at http://www.lmu.edu/cte.

Sincerely,

Wendy Binder
Chair, Burns Teaching Award Committee
The President’s Fritz B. Burns Distinguished Teaching Award

1. Name and Number
The President’s Distinguished Teaching Award is 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 Committee on Excellence in Teaching 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. A table of contents should be included 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 discussing the candidate’s excellence in teaching;
● The candidate’s curriculum vitae;
6. Supporting Evidence (cont.):

- The candidate’s teaching philosophy, limited to three pages. This statement is of primary importance in assessing the application and it should shed light on the candidate’s approach to teaching and how it is applied in the classroom; it may include a description of the development of innovative courses and curricula, and effective teaching methods;
- A one-page account of 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 is encouraged to include the following type of materials:

- An overall summary of data from student evaluations of teaching from the last six semesters, not including summer school;
- Original student evaluation forms from, at most, three recent classes, including students’ comments; at least one of which should be from the last 2-3 semesters the applicant taught, not including summer school;
- Additional assessments such as peer observation of teaching, not to exceed two;
- Supporting letters from current and former students, not to exceed three;
- Supporting letters from colleagues, not to exceed three;
- Course material for 3-5 different courses that were recently taught, including the most recent syllabus and up to 2 additional items (e.g., examinations, assignments, study guides, students’ work samples, etc.) for each course, not including summer school.

7. Review Procedures

The candidates’ applications are reviewed by the Committee on Excellence in Teaching. Applicants who are not selected for the award may, at their request, have their applications automatically re-submitted for the following year for consideration for the Burns Award; this can be done only one time.

8. The Award

The President’s Fritz B. Burns Distinguished Teaching Award consists of a University medal and a monetary award of $5,000.

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. A reception will be held in honor of the awardee at which he or she will be asked to deliver a brief talk.

10. Information and Assistance

Information and advice in preparing supporting evidence will be available from Dr. Dorothea Herreiner, Director of the Center for Teaching Excellence. Teaching philosophy statements from previous award winners can be found on the CTE website: http://www.lmu.edu/cte.