ADJUNCT FACULTY DISTINGUISHED TEACHING AWARD

1. **Eligibility**
All adjunct faculty members of LMU currently employed by LMU and with at least a two-semester teaching record at LMU are eligible for the Adjunct Faculty Distinguished Teaching Award, with the exception of previous winners of the Award. Each semester one Adjunct Faculty Teaching Award is available.

2. **Purpose of the Award**
The purpose of the Award is to encourage and reward excellence in teaching at Loyola Marymount University.

3. **Nominations**
Nominations in the form of a letter addressed to the Provost may come from any adjunct, clinical, visiting, tenured, or tenure-track member of the faculty, including the nominee herself or himself. The nominations must be accompanied by supporting evidence (see #5 below), prepared by the nominee, and submitted to the Committee on Excellence in Teaching through the Chair of the nominee. Nominations are due on the second Friday in October and the second Friday in February, respectively.

4. **Criteria for Teaching Excellence**
Teaching is the essential duty of LMU adjunct faculty members. This Award recognizes adjunct faculty members who have been especially successful in their teaching as determined by the following criteria:

- Passion for their discipline and continuing engagement with the relevant scholarship.
- Identification of appropriate learning outcomes and design of corresponding assignments and assessments.
- High standards for student learning in a rigorous curriculum expecting students to engage with the material and demonstrate mastery of stated learning outcomes.
- Teaching based on preparation and organization, clarity and stimulation of interest, support and feedback to help students succeed, encouragement and openness, availability and helpfulness.
- Exploration of new pedagogies and successful models of teaching and learning.
- Assessing the effectiveness and striving for continuous improvement of their teaching.

5. **Supporting Evidence**
Supporting evidence should be organized in a 3-ring binder. A table of contents should be included keyed to tabbed sections for easy reference (no sheet protectors). The nominee should include:

- A copy of the letter of nomination describing the nominee's qualities as an excellent teacher (also in case of self-nominations);
- A letter of recommendation from the Department Chair discussing the nominee’s excellence in teaching;
- The nominee’s curriculum vitae or resume;
• The nominee’s teaching philosophy of no more than three pages. This statement should shed light on the nominee’s approach to teaching and how the award’s criteria (see 4) are reflected in her or his teaching approach.

• A one-page account of how the submitted materials (noted below) provide insight into the excellent teaching of the applicant. The candidate is encouraged to include the following type of materials:
  – All summary data from student evaluations of teaching from at least the two most recent semesters taught at LMU;
  – Complete copies of original student evaluation forms from at least the two most recent semesters taught at LMU for all classes; no more than six classes total;
  – Additional assessments such as peer observation of teaching, not to exceed three;
  – Supporting letters from current and former students, not to exceed two;
  – Supporting letters from colleagues, not to exceed two;
  – Course material for all courses taught at LMU the last two most recent semesters, ideally for at least two different courses, recently taught at LMU, including the most recent syllabi and up to two additional items per class (e.g., examinations, assignments, study guides, students’ work samples, and so forth).

6. **Review Procedures**
The nominee’s application is reviewed by the Committee on Excellence in Teaching.

7. **The Award**
The Adjunct Faculty Distinguished Teaching Award consists of a University medal and a monetary award of $1,500.

8. **Award Announcement**
The Adjunct Faculty Distinguished Teaching Award will be announced before the end of each semester. Both semesters’ awards will be included in the annual Academic Awards Convocation each spring. A reception will be held in honor of the awardees at which they will present a brief reflection on their teaching at LMU.