PART-TIME FACULTY DISTINGUISHED TEACHING AWARD

1. Eligibility
All Part-Time faculty members of LMU currently employed by LMU and with at least a two-semester teaching record at LMU are eligible for the Part-Time Faculty Distinguished Teaching Award, with the exception of previous winners of the Award. Each semester one Part-Time 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 Part-Time, Clinical, Visiting, Tenured, or Tenure-track member of the faculty. The nomination and application process is outlines below (see #5 below).

4. Criteria for Teaching Excellence
Teaching is the essential duty of LMU Part-Time faculty members. This Award recognizes Part-Time 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
Although the format of the complete application may vary, electronic submission is preferred. An applicant can also submit a CD or USB drive that contains all application documents clearly labeled. The nominee should include:

- A copy of the letter of nomination describing the nominee’s qualities as an excellent teacher;
- A letter of recommendation from the Department Chair and the Dean 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 is of primary importance in assessing the application and it 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 (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 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, not including summer school;
- 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 two;
- Supporting letters from current and former students, not to exceed three;
- Supporting letters from colleagues, not to exceed three;
- Course material for all courses taught at LMU the last two most recent semesters or, if available more semesters, ideally for at least two different courses, recently taught at LMU, including the most recent syllabi and up to 2 additional items (e.g., examinations, assignments, study guides, students’ work samples, and so forth) for each course, not including summer school.

For the Academic Year 2014-2015 only, nominations will be accepted both for the Fall and the Spring Semester (the Part-Time Faculty member has to have been employed by LMU during the semester for which he/she is nominated) and one award for each semester is available. Applications (including all materials except the Dean and Chair/Director letters) are due to your Department Chair/Program Director by the March 23, 2015.

After receiving the completed application the nominee’s Department Chair/Program Director 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 then be sent to the Chair of the Committee for Excellence in Teaching (in care of the Center for Teaching Excellence, University Hall 3020) by Monday, April 6, 2015.

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

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

8. **Award Announcement**
The Part-Time 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.