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 as Part-Time Faculty member 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
Third-party 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 outlined below (see #5 below). Applicants are strongly encouraged to discuss their intent to apply with the Department Chair/Program Director and inform their Dean before submitting their application.

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.
- 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. Applications need to follow that semester’s guidelines for submission. The nominee should include:

- A signed and dated copy of the letter of nomination describing the nominee’s qualities as an excellent teacher;
- A letter of recommendation from the Department Chair/Program Director and the Dean discussing the nominee’s excellence in teaching addressing the criteria of the award;
- The nominee’s curriculum vitae or resume;
- The nominee’s teaching philosophy of no more than three pages in narrative form. This statement is of primary importance in assessing the application; it should shed light on the nominee’s approach to teaching and its relationship to the award’s criteria (see #4) and include an evidence-based critical reflection on the development of the nominee’s teaching
and course design, on the assessment of student learning, as well as on the relevance of key aspects of student and peer evaluations.

- A 1-2 page account of how the submitted materials provide insight into the excellent teaching of the applicant and a rationale for the selection of the material and supporting evidence included.
- Summary data and complete copies of individual student evaluations of teaching for all classes taught during the two most recent semesters at LMU, not including summer school.
- Peer observations of teaching (at least one.)
- Course material for all courses taught at LMU the two most recent semesters including 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 classes that do not require written work, appropriate other evidence that illustrates teaching and student learning.

The nominee is encouraged to include the following materials:

- Summary data and complete copies of individual student evaluations of teaching for additional, ideally all semesters taught at LMU (not including summer school).
- Signed and dated supporting letters from current and former students (not to exceed three.)
- Signed and dated supporting letters from colleagues (not to exceed three.)
- Course material for additional courses taught at LMU including 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; accompanied by a separate overview of the material included and a summary of the key aspects illustrated by the material.

Applications (including all materials except the Dean and Chair/Director letters) are due to the CTE by October 12, 2015. Department Chair/Program Director letters are due to the CTE by October 17, 2015. Dean letters are due to the CTE by October 24, 2015.

After receiving the completed application, the CTE forwards it to the nominee’s Department Chair/Program Director who will review the material and send a letter of recommendation to the CTE. The CTE will then forward the application, including the Chair/Director letter, to the Dean of the School or College, who will then compose a letter of recommendation and send it to the CTE.

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 award and $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 in the spring at which they will present a brief reflection on their teaching at LMU.