

**Date:** September 27, 2010

**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 (Chair), Diane Benedict, William Fulco, S.J., Rick Hadley, Linda Leon, and Ray Toal.

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

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Nominations are invited for the **2011 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 with copies to the nominee's chair and dean as well as the Chair of the Burns Teaching Award Committee. Supporting documentation compiled by the nominee in a 3-ring binder must be submitted to the nominee's department chair by **Friday, January 21, 2011**. 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 **Monday, January 31, 2011**.

We encourage departments to nominate an outstanding member of their department for the 2011 President's Fritz B. Burns Distinguished Teaching Award.

The award will be conferred at the Academic Awards Convocation on Thursday, April 14, 2011 in Sacred Heart Chapel. The awardee will also be recognized at the Commencement ceremony on May 7, 2011.

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>.