Date: November 14, 2012

To: Loyola Marymount University
Full-Time Tenured and Tenure-Track Faculty

From: The Committee on Excellence in Teaching

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

Nominations are invited for the 2013 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, January 18, 2013. 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 28, 2013.

We encourage departments to nominate an outstanding member of their department for the 2013 President's Fritz B. Burns Distinguished Teaching Award.

The award will be conferred at the Academic Awards Convocation on Thursday, April 18, 2013 in Sacred Heart Chapel. The awardee will also be recognized at the Commencement ceremony on May 11, 2013.

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, Committee on Excellence in Teaching