

## The President's Fritz B. Burns Distinguished Teaching Award

### 1. Name and Number

The President's Distinguished Teaching Award is named after Mr. Fritz B. Burns, who during his lifetime was a major benefactor to Loyola Marymount University. Each academic year, one Distinguished Teaching Award will be given.

### 2. Eligibility

All full-time, tenured faculty members of LMU are eligible for the Distinguished Teaching Award. Previous winners are no longer eligible. Faculty members who submitted an application for 2016 will have the opportunity to be considered for the award again in 2017 (please note that applications only rollover for one year). These faculty members will have the opportunity to update their application materials if necessary. The Chair of the Faculty Awards Committee will communicate with these faculty members.

### 3. Purpose of the Award

The purpose of the award is to encourage and reward excellence in teaching at Loyola Marymount University.

### 4. Nominations

Nominations in the form of a letter addressed to the President, care of Deena González, Associate Provost for Faculty Affairs, may come from any tenured or tenure-track member of the faculty. The nomination and application process is outlined below (see #6).

### 5. Criteria for Teaching Excellence

Teaching and research are both essential duties of the LMU faculty members. Indeed, excellence in teaching and excellence in creative and scholarly activity go hand in hand. The award recognizes faculty members who successfully have united these two roles through their teaching achievements.

The criteria for selection include:

- Ability to inspire in students independent and creative thinking and to encourage in them intellectual interests and curiosity;
- Command of their discipline and continuous growth in their field of study;
- Ability to present course material effectively;
- Distinct interest in the academic well-being of the students and positive participation in advising them;
- Effectiveness in guiding students in their research and creative projects.

### 6. Supporting Evidence

Applicants will submit two USB drives that contain all of the application materials *except* the dean and chair letters. Applicants should clearly label all files. The USB drives should be submitted to the applicant's chair and the Office of Faculty Affairs (one drive to each office) by **Wednesday, February 15, 2017**.

The application should include:

- A copy of the letter of nomination, which clearly addresses how the nominee has demonstrated achievement in the criteria for the award (see above);

- The candidate's curriculum vitae;
- The candidate's teaching philosophy, limited to three pages. This statement is of primary importance in assessing the application and it should shed light on the candidate's approach to teaching and how it is applied in the classroom; it may include a description of the development of innovative courses and curricula, and effective teaching methods;
- 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 nominee is encouraged to include the following type of materials:

- An overall summary of data from student evaluations of teaching from the last six semesters, not including summer school;
- Original student evaluation forms from, at most, three recent classes, including students' comments; at least one of which should be from the last 2-3 semesters the applicant taught, not including summer school;
- 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 3-5 different courses that were recently taught, including the most recent syllabus and up to 2 additional items (e.g., examinations, assignments, study guides, students' work samples, etc.) for each course, not including summer school.

After receiving the completed application, the candidate's department chair will review the material, draft a letter of recommendation, and forward it via Box to the dean of the school or college (by **Friday, February 24, 2017**). The candidate's dean will then compose a letter of recommendation and submit it electronically to the Office of Faculty Affairs through Box (by **Monday, March 13, 2017**). The letters of recommendation should clearly address how the nominee has demonstrated achievement in the criteria for the award (see above).

## **7. Review Procedures**

Completed applications will be reviewed by the Faculty Awards Committee, which will then make a recommendation to the Executive Vice President and Provost.

## **8. The Award**

The President's Fritz B. Burns Distinguished Teaching Award consists of a University medal and a monetary award of \$5,000.

## **9. Award Announcement**

The President's Fritz B. Burns Distinguished Teaching Award will be announced at the Academic Awards Convocation. Since public recognition is an integral part of the Distinguished Teaching Award, the recipient will attend the Academic Awards Convocation and be given a medal commemorating the Award. A reception will be held in honor of the awardee at which he or she will be asked to deliver a brief talk.