

Rains Award for Excellence in Service

1. Name and Number

The Rains Award for Excellence in Service is named after Mrs. Liliore G. Rains, who was a major benefactor to Loyola Marymount University. Each academic year one award will be given.

2. Eligibility

All full-time, tenured faculty members of LMU are eligible for this 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 recognize a tenured member of the professoriate whose service exemplifies the LMU mission in a manner that is outstanding and meaningful.

4. Nominations

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

5. Criteria for Selection

The Rains Award is designed to highlight the substantial accomplishment of a faculty member whose service is truly extraordinary, and therefore exceeds normal expectations for service.

The criteria for selection include the extent to which the awardee has demonstrated substantial achievement in:

- leadership
- mentoring
- program and policy development
- otherwise contributing to the common good of the campus and larger community, and working toward fulfillment of the University's mission and goals.

6. Supporting Evidence

Applicants will submit two USB drives that contain all of the application materials *except* the dean and chair letters. Applicants should include a cover document and 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 letter of nomination, which clearly addresses how the nominee has demonstrated achievement in the criteria for the award (see above)

- A letter from the nominee outlining his or her commitment to service and detailing relevant service projects in terms of goals, objectives, and tangible results (not to exceed three pages)
- A current *curriculum vitae* (for the nominee)
- Letters of support (no more than three) from colleagues or other persons in a position to comment on the candidate's service. The letters should clearly address how the nominee has demonstrated achievement in the criteria for the award (see above).

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 Rains Award for Excellence in Service consists of a University medal and a monetary award of \$5,000.

9. Award Announcement

The Rains Award for Excellence in Service will be announced at the Academic Awards Convocation. Since public recognition is an integral part of the Award, the recipient will attend the Academic Awards Convocation and be given a medal commemorating the Award. To honor the awardee, the university will host a celebratory social function at which the awardee will give a brief personal reflection on his or her service.