



UNIVERSITY OF SOUTHERN CALIFORNIA  
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**MEMORANDUM**

**TO: Viterbi Faculty**

**FROM: Timothy M. Pinkston, Senior Associate Dean**

A handwritten signature in cursive script that reads "Timothy M. Pinkston".

**DATE: May 10, 2010**

**SUBJECT: Faculty Mentor-Mentee Luncheons**

It is important to the Viterbi School of Engineering that a nurturing and supportive environment be provided for our faculty to enable them to prosper and be highly successful. Establishing a thriving faculty mentoring culture within Viterbi is a priority; doing so can be both beneficial to our junior faculty and invigorating for our senior faculty. The Dean's Office encourages effective faculty mentorship and is taking steps to facilitate this school-wide.

Last month, for the first time, we held a Viterbi Faculty Mentor-Mentee Workshop, co-sponsored by the Academic Senate's Academic Leadership and Development Committee and the Mellon Mentoring Forum. This was the first ever faculty mentoring workshop of its kind held at USC, with over 35 faculty members in attendance. The aim of the workshop was to provide training and exposure to best practices, responsibilities, expectations, resources, and relationships for effective mentoring of faculty.

A number of suggestions for improving our mentoring efforts surfaced during the workshop, one of which is the desire for more support for junior faculty to meet periodically with their mentors and amongst themselves in relaxed settings such as over breakfast or lunch. We are pleased to announce that, starting this summer, the Dean's Office will sponsor up to two luncheons per semester at the University Club for each junior faculty to meet with their mentor(s). Please contact Jennifer Walters-Munoz in the Dean's Office beforehand to arrange a requisition. Also, starting this fall, the Dean's Office will organize and sponsor at least one breakfast or luncheon each year for junior faculty across the school to meet and discuss common issues.

As part of a larger institutional effort to enhance faculty support and development, this initiative reflects the school's commitment to creating and sustaining a vibrant mentoring culture.