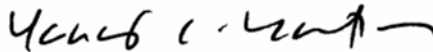


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MEMORANDUM

To: VSoE Faculty**From: Yannis C. Yortsos, Dean****Date: November 13, 2007****Subject: Faculty Mentoring**

The Viterbi School of Engineering is committed to mentoring its faculty through the following programs:

- Each junior faculty member has at least one official mentor assigned upon arrival at USC. The mentor is a senior faculty member in the VSoE who is well suited for the mentoring role. Mentoring assignment practices may vary among VSoE departments, ranging from one-on-one mentoring to assigning a mentoring team. The school welcomes mentoring innovation.
- The Sr. Associate Dean for Research presents an annual fall mentoring forum for all junior and new faculty, covering a breadth of topics, including the school's and university's research initiatives, the funding climate, funding opportunities, participation in centers and interdisciplinary research, proposal preparation and cost-share negotiations, mentoring programs, the Office for Research Advancement resources, the Center for Excellence in Research (CER), training courses and other resources.
- An annual NSF Career Grant internal review process is made available to all interested and Career-eligible faculty, which provides two reviews per proposal by past Career Grant winners in the school.
- Forums with visiting speakers whose presentations have a mentoring value are arranged throughout the academic year.
- In the area of teaching, the School is working with the Distance Education Network (DEN) to make available to the faculty a selection of lectures from highly evaluated courses as a series of models for teaching practices. The faculty are also mentored about the opportunities available through USC's Center for Excellence in Teaching (CET).

In addition, the following mentoring programs are currently being developed:

- Assembling a packet of information to help acclimate an incoming faculty member to the current research funding environment relevant to his/her research topics, including

facilitating meetings between the junior faculty members and the PIs of large on-campus research efforts or centers, information on program guidelines for early career research programs, and examples of winning proposals and relevant contact information for agencies that are potential research funding sources.

- The Senior Associate Dean for Academic Affairs will meet with the junior faculty annually to discuss promotion issues.
- Mentoring programs will be developed for associate professors that build on our assistant professor mentoring model but focuses on plans for achieving promotion to the rank of full professor.
- The school will hold an annual mentor recognition event that will include a discussion of best practices. Further, we are exploring means by which mentoring can become part of the service component of the faculty load.

Cc: Provost
Vice Provosts