



# Office of Faculty Awards

## *New Faculty Orientation*

USC

School of Engineering

University of Southern California



# About us...

- A resource for faculty, department chairs, department award representatives and the Dean's Office:
  - to identify, research and support faculty nominations for a variety of professional distinctions.
- Your Awards Team:
  - Kim Matsunaga, Faculty Awards Administrator
  - Kelly Wynn, Faculty Awards Coordinator
- Report to Maja Matarić, Vice Dean for Research



# Nominations

- Early-career, mid-career, and senior level awards from national and international institutions, societies and academies:
  - MIT Tech Review 35 - Innovators Under 35
  - Popular Science Brilliant 10
  - Popular Mechanics Breakthrough Award
  - Lemelson-MIT Prize
  - Anita Borg Early Career Award
  - National Academy of Inventors
  - AAAAS, ACM, AIChE, IEEE, AIMBE, ASME Fellow
- Up to 100 nominations per year with a 30% average success rate.



# Award Tracking and Publication

- Faculty self-report awards they receive on **myViterbi** using the **Honor/Award Notification Tool**. Department Chairs screen and release the information as appropriate and the Dean's Office, PR and the Office of Awards are notified.
- Types of awards that should be reported: All and any external awards, including best papers. A selection of awards and all best paper are posted on the Awards website.



# Honor Notification Tool

<https://myviterbi.usc.edu/>

**myViterbi**

**USC Viterbi**  
School of Engineering

[Switch to Student System](#) [Viterbi IT Resources](#) [Feature Request](#) [Viterbi Service Desk](#) [Logout](#)

## Announcements

## Common Viterbi

- Document Repository
- Faculty Image Archive
- Viterbi Service Desk
- Viterbi Space Reservation & Conference Room Search

## Departmental Tools

- Faculty Award Catalog and Nomination Tracking System
- Honor/Award Notification Tool

## + My Info

## Today's Viterbi Events

- All Day - Meet USC: Admission Presentation, Campus Tour, & Engineering Talk
- All Day - Six Sigma Black Belt

Visit the [Viterbi Events Calendar](#) for more events.

## Recent Viterbi News

- "She Knows Everybody's Name"
- Inspired by Space to Do Groundbreaking Work in Engineering
- Understanding Comes from Building
- Online Education Opens New Opportunities for Venezuelan Engineer

Visit [viterbi.usc.edu](http://viterbi.usc.edu) for more news.

## - My Tools

Create links to frequently used tools. [Click here to begin.](#)



# Contact us!

## Office of Faculty of Awards

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<https://viterbischool.usc.edu/awards/>

# Faculty Awards Office

up to **100**  
Nominations  
per Year

**30%**  
Average  
Success  
Rate

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# Award Nomination Process

Identify  
relevant award  
opportunities  
for you or your  
colleagues

**CONTACT  
AWARDS  
OFFICE**

## Why are awards important?

Awards recognize the excellent work of our faculty. They also serve to elevate the profile of USC and the Viterbi School nationally. We nominate individuals across all career stages, disciplines and categories. In fact, 40% of 2017-18 nominees were junior faculty, strategically laying the groundwork for their career trajectories.

## Types of award nominations we process:

- » International/national awards and prizes (i.e., Guggenheim Fellowship, Kavli Prize)
- » National academies (i.e., NMTI, NAI, AAAS)
- » Society awards (i.e., fellows, medals, and technical awards)
- » Early career honors (i.e., TR35, NAE Frontiers of Engineering)

## How the Awards Office supports faculty:

- » Matches awards to faculty
- » Confirms nominees meet eligibility requirements
- » Reaches out to nominators and references
- » Drafts letters, as needed
- » Tracks and manages all final nomination elements for submission

## What we ask from the faculty:

- » Names of nominator(s) and reference(s)
- » Current CV
- » Nomination/research statement draft
- » Required nomination elements (i.e., patents, publications, citations)
- » Reporting of successful nominations via the Honors Notification Tool (on myViterbi)