New Faculty Orientation

Administration: Viterbi Business Affairs
HR & Administration | Facilities & Space Planning | IT

August 2022

Presenters: Kasia Bzdak Perdue, Jeffrey Wiginton, Tim Cowell, Michael Goay
Viterbi School of Engineering – Simplified Org Chart

Dean, Executive Vice Dean & Vice Deans

Research & Innovation

Academic Departments

Dean’s Office

Viterbi Admissions & Student Engagement

Viterbi Business Affairs

Academic Programs & Faculty Affairs
Viterbi Business Affairs (VBA) – Leadership

Vice Dean for Administration & Finance
Kim Bregenzer

- Director, Research Administration (Operations) Nicole Burelli
- Director, Research Administration Nichole Phillips
- Chief Financial Officer Chris James
- Director, Space Planning & Design Tim Cowell
- Sr. Director, Facilities Management & Operations Jeffrey Wiginton
- Executive Director, Information Technology Michael Goay
- Executive Director, Human Resources Kasia Bzdak Perdue
- Director, Payroll Operations Max Kipnis
Viterbi Administration Model – Decentralized Structure

Central VSOE Administration
- Dean + Vice Deans
- Dean’s Office
- Viterbi Business Affairs

Departmental Leadership
- Faculty Chairs
- DBMs (Dept. Bus. Managers)

DEPARTMENT BUSINESS MANAGERS are a key resource!

DBMs manage:
• Department HR, employee relations, staff supervision/oversight, etc.
• Department finances, purchasing, etc.
• General space/facilities such as admin. space allocations, key requests, housekeeping, etc.
• Research administrator assignments (staff who will handle your pre & post award activities)
Viterbi Business Affairs
Human Resources
Human Resources & Payroll – Overview of Key Resources

Human Resources:
• Human Resources & Payroll Team (School-level)
• HR/Payroll System - Workday
• Office of Human Resources, Equity, and Compliance: https://svphr.usc.edu/
  • Subordinate Offices: Office for Equity, Equal, Opportunity, and Title IX (EEO-TIX); Office of Culture, Ethics & Compliance; Office of Professionalism and Ethics

Key Employee Resources:
• Employee Gateway: http://employees.usc.edu/
• University Policies: http://policy.usc.edu/

Key University Offices:
• USC Benefits Office: https://employees.usc.edu/benefits-perks/
• USC Payroll Services: https://comptroller.usc.edu/payroll-services/
• USC Office of Postdoctoral Affairs: https://postdocs.usc.edu/
Human Resources & Payroll – Highlights for Incoming Faculty

• Faculty with 9-month contracts may choose a 12-month pay option
• Payday occurs on the 26th of each month for monthly (exempt) employees
• Direct deposit is strongly encouraged, as is the online W-2 option
• All new employees must enroll in the benefit programs within 30 days of their date of employment
• Benefits coverage is effective the first of the month after approval of your benefits enrollment transaction
  • Employees can make changes to their benefits during Open Enrollment - this occurs in November of each year; changes become effective January 1st
  • Benefits can be changes when other qualifying events occur (marriage, birth of a child, etc.)
  • The USC Supplemental Disability Plan & the USC Retirement Savings Program both have a 12-month waiting period

Please note: Faculty members should work with their departments to hire staff – employees cannot work in any capacity prior to completing Form I-9 (Employment Eligibility Verification)
Viterbi Business Affairs
Facilities & Space Planning
Facilities and space, including instructional and research laboratories, are jointly managed by departments and the school.

- School coordinates major renovations & projects while the units handle issues such as housekeeping, keys, data lines, minor repairs & maintenance, etc.; however, keys are ordered thru the VBA Facilities Coordinator.
- Problems in research labs (water leak, electrical issue, etc. – contact USC Facilities Management Services (FMS) @ (213) 740-6833 and the Viterbi facilities staff.
- Before purchasing equipment:
  - Ensure it meets LADBS requirements (e.g., is UL rated or equivalent)
  - Check with Viterbi Facilities if building infrastructure supports the equipment.

Viterbi Facilities manages:
- Administrative Unit Space (the Dean’s Office, VBA, Advancement, etc.)
- Ronald Tutor Hall (RTH), an interdisciplinary building
- Many school-wide activities such as coordination of the school’s Emergency Response Drill, annual ‘clean-up’ events, etc.

Michelson Hall (MCB) has a dedicated Building Manager – Jivin Seward – jseward@usc.edu
Facilities & Space Planning (continued)

Check out the Facilities pages of the VBA website = http://viterbi.usc.edu/vba/ especially if you have experimental research laboratories, and

University Environmental Health & Safety (EH&S) website https://ehs.usc.edu/
  • Laboratory Safety Policies and Procedures including training requirements
  • Chemical Inventory User Guide
  • Fire/Life Safety

Viterbi Lab Safety Specialist – Megan Utley – meganutl@usc.edu - is on our facilities team. Megan coordinates closely with our PIs and USC Environmental Health & Safety (EH&S) and Fire/Life Safety, and is a valuable resource for experimental researchers

Need an improvement to your lab facility?
Complete a Facilities Request Form and submit to your Department Chair/DBM, who will review first, then submit to the Viterbi Facilities Director via Google Docs link
  • If a lab renovation is approved, a Lab Renovations Request Form is completed
  • We annually ask departments and faculty to submit requests for needed improvements
  • As budgets allow, we review requests submitted throughout the year as issues arise
  • The Facilities Request Form link is available at the VBA Facilities website
Facilities & Space Planning continued

Space

• Research space is assigned at the department level; Department Chairs work with Dean’s Office as needed to assign space to new faculty, and to reassign space within their units. Formal, school-level reviews of research space assignments every 2-3 years

• Process to request additional space –
  • First work with your department chair
  • If no space is available at the department level, then space may be requested from the school via a Space Request Form available at VBA-Facilities website

• If a research proposal submittal will require additional space if awarded than what PI currently has, the PI needs to notify the department chair prior to submittal of the proposal to ensure the department is able to meet the space needs upon award

• As with most universities, space is limited (all our space is allocated). Shared instrumentation labs are becoming more popular and are encouraged
New Building
under construction
~115,000 Gross SF/~77,900 Net SF
5 floors above + 2 levels below grade
285 seat auditorium
adjacent foyer/pre-function area
175 seat interior amphitheater
Expected completion Spring 2024
Campus Adjacent Viterbi Facilities

Center for Advanced Manufacturing (CAM) - [http://cam.usc.edu/#/](http://cam.usc.edu/#/)
- Located at 1119 W. 25th Street (corner of Hoover and 25th Streets)
- Equipment includes a suite of 3-D printers including a metal 3-D printer, CNC machines, injection molding machine and manufacturing robots
- Director is Professor S. K. Gupta (AME)

Flying Robotics Shared Research Lab
- 2917 S. Flower St – a few blocks north of campus at Flower and 30th Street
- ~3,500 SF total warehouse with motion-capture installation, and seating area
- Research time may be scheduled in the space
- Contact: Professor Gaurav Sukhatme (CS)
Other Viterbi Resources

**Machine Shop – KAP Basement** – Seth Weiman, Machine Shop Foreman
- Located in basement of KAP
- Shared with Dornsife College
- Faculty Advisory Committee meets annually
- [https://viterbischool.usc.edu/shared-research-infrastructure/viterbi-dornsife-machine-shop/](https://viterbischool.usc.edu/shared-research-infrastructure/viterbi-dornsife-machine-shop/)

**Graduate Student Machine Shop** – SSC 109 - contact Seth Weiman for training/access
- [http://gradstudentshop.usc.edu/](http://gradstudentshop.usc.edu/)

**Baum Family Maker Space** – SSL First Floor - Dr. Allan Weber, Director
- Undergraduate facility to support instructional projects/extracurricular teams
- On-site lab manager, machinist, and technician
- [http://viterbiundergrad.usc.edu/bfms/](http://viterbiundergrad.usc.edu/bfms/)
Viterbi Business Affairs
Information Technology
IT Services at Viterbi

- USC central IT aka ITS provides core IT services campus-wide, while local IT units provide supplemental services. ITS info is at https://itservices.usc.edu/

- Viterbi IT supports all Viterbi academic units except ECE-Systems & AME that currently have their own IT support for faculty. More info is at https://viterbiit.usc.edu/

- Highlights of Viterbi IT services:
  - Endpoint management, break/fix, data backup
  - Support services to use ITS resources – host/DNS registrations, firewall rules, etc
  - Web publishing
  - Software
  - Instructional computing resources
IT Services at Viterbi (continued)

Getting Assistance

• Viterbi IT, M-F 8a-5p: 213-740-0517, walk-in DRB 205
  • engrhelp@usc.edu
  • Viterbi Service Desk tool in myViterbi https://myviterbi.usc.edu/

• ITS, 24x7: 213-740-5555
  • consult@usc.edu
  • ITS Service Portal at https://itusc.service-now.com/its_sp
Directory Info, Web Publishing, & myViterbi Tools

USC Directory  https://usc.edu/directories
You can update your contact info yourself via Workday, https://employees.usc.edu/

Viterbi & Dept Faculty Directory Info https://viterbi.usc.edu/directory/faculty/
You can manage most of this directory information yourself through the "Web Profile and Faculty Information Tool" within myViterbi web portal, https://myviterbi.usc.edu/

Web Publishing
USC provides a hosted WordPress solution for faculty to use for websites. It is called sites@USC (https://itservices.usc.edu/sites/). The point person for Viterbi is Andreas Tillmann, tillmann@usc.edu.

Key Tools for Faculty in myViterbi Web Portal:
• PhD Application Viewer
• Teaching Assistant System
• Grader, Mentor & Course Producer Applications
• Directed Research Management

To learn which tools and how your department uses them your first contact should be your departmental student services team. Check out also myViterbi Catalog – to see what tools are available within myViterbi, learn more about your access within tools that are enabled for you.
Software

School-wide Software

More info is at https://viterbiit.usc.edu/services/hardware-software/

Native install: Adobe Creative Cloud, Microsoft Azure Dev Tools for Teaching, Oracle Academy, VMware Academic (e.g., VMware Workstation/Fusion)

SaaS: Overleaf Premium (web LaTeX), Piazza; coming Fall-2022, Doodle Premium, Grammarly Premium

Software available for use on various Viterbi computing platforms: https://viterbiit.usc.edu/services/hardware-software/viterbi-software-list/

Campus-wide Software via ITS

https://software.usc.edu

Google Drive/Suite, LastPass Premium, MATLAB, Mathematica, Microsoft Office, Microsoft OneDrive for Business, Qualtrics, SentinelOne EDR, Slack
Computing Resources

Viterbi - Instructional

Engineering Computing Center (ECC), 24x7 in SAL building:
https://viterbiit.usc.edu/services/engineering-computing-center/

Virtual Desktop with powerful GPU support
More Info: https://viterbiit.usc.edu/instructional-support/#myDesktop
To access: https://mydesktop.vlab.usc.edu

ITS - Instructional

Linux-based Student Computing Facility accessible via SSH at viterbi-scf1.usc.edu,
viterbi-scf2.usc.edu.

Several student computer centers
https://itservices.usc.edu/spaces/computingcenters/

Virtual Desktop with lightweight GPU support, to access https://cloudapps.usc.edu/

ITS - Research

Center for Advanced Research Computing, https://www.carc.usc.edu
Thank you for listening, and Welcome to USC and Viterbi School of Engineering!