



Viterbi Faculty Honors & Awards Office

New Faculty Orientation



School of Engineering

University of Southern California

What We Do:



- **OUR MISSION** is to see that the tremendous work of our faculty is recognized and celebrated.
- **WE SERVE** as a resource to identify, research, and coordinate award nominations; and to map award trajectories for individual faculty. Small awards lay the groundwork for more prestigious awards so the earlier we help you get started, the better.
- **OUR GOAL** is to submit 135 nominations per year. We consult with the Dean, Chairs and department award representatives for ideas, but also welcome direct requests.
- Our office reports to Faculty Affairs Manager, Di Dimapindan.



Won an award? Boast it.

Updated your CV? Post it.

Ready to be nominated? CONTACT US!

Won an award?



- If you receive an award, please share the news through the **Faculty Honor Notification Tool** in MyViterbi.
- Department chairs screen and release the information for appropriate distribution to the Dean and our Communications team.
- These awards appear on the Viterbi *Recent Awards* webpage, where applicable.

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](#)

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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 for more news.

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My Tools



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



USC

School of Engineering

Updated your CV?



- Please post/link your CV in MyViterbi and on your profile page in the Viterbi Faculty Directory.
- **Be sure to update your CV and profile regularly.**
- The Awards Office uses this information to load its database, search for award matches and confirm eligibility.

Ready to be Nominated?



PLEASE CONTACT US!

- Reach out if you are interested in pursuing an external faculty award.
- Request award nomination details for any research, teaching, mentoring, or service opportunity.
- Nominate or recommend a colleague for an award.

The Process



What we can do to support you:

- Research nomination criteria, elements and timeline
- Confirm eligibility requirements are met
- Reach out to nominator/references and coordinate their contributions
- Fill out nomination form and edit statements
- Assemble all elements and submit before deadline

What we ask of you:

- Allow us plenty of lead time (preferably three months before deadline)
- Share your current CV
- Provide names of potential nominator(s) and reference(s)
- Provide nomination/research statement drafts
- Keep up your society memberships to qualify for future elevations



Types of awards we manage:

- **Early Career** (i.e., TR35, NAE Frontiers of Engineering)
- **Society-Sponsored** (i.e., teaching awards, technical achievement awards, career awards, medals)
- **Fellow Elevations** (i.e., AAAS, AAAI, AMACAD, ACM, IEEE, AIMBE, ASME)
- **Regional** (i.e., Orange County Engineering Council, Engineers' Council)
- **National** (i.e., National Academy of Inventors, Ellis Island Medal of Honor)
- **International** (i.e., Dan David Prize, Yidan Prize)

We do not process grants or internal nominations.



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ASTE, BME, ECE, ISE, ISI

Honors & Awards Office Contact:

Kim Matsunaga, kim.matsunaga@usc.edu

AME, CEE, CHEMS, CS

Honors & Awards Office Contact:

Kelly Wynn, kelly.wynn@usc.edu

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

We look forward to working with you!

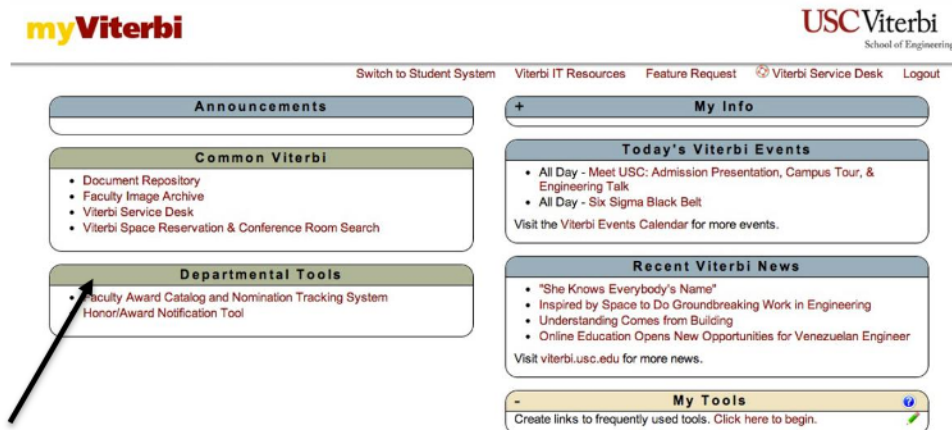


Honors Notification Tool Quick Guide

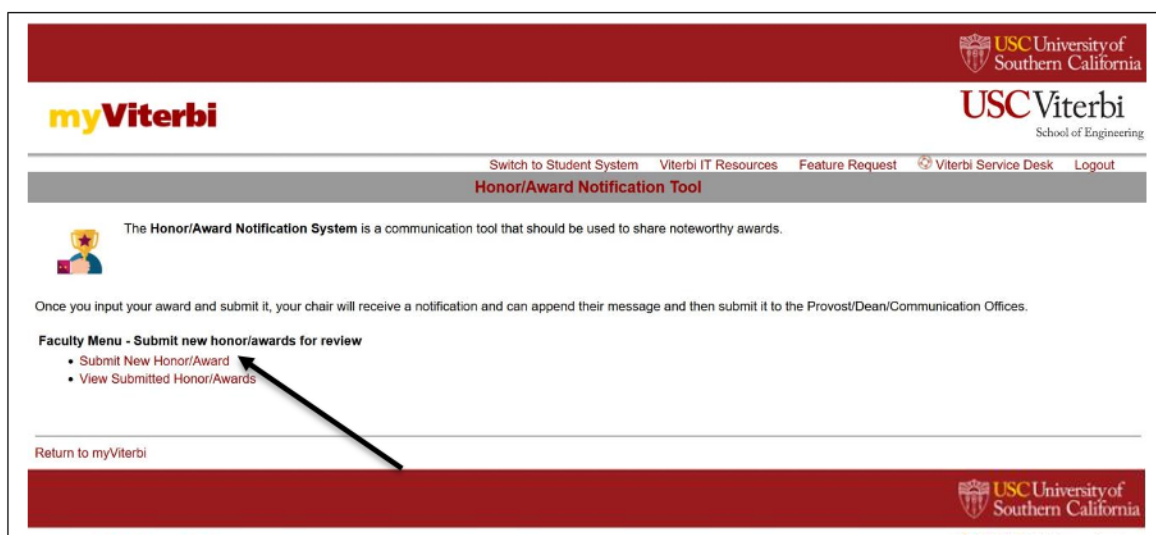
If you receive an award, please share the news through the Faculty Honor Notification Tool in myViterbi. Department chairs screen and release the information for appropriate distribution at the University, School and/or Department level, including our Communications team. Submitted award notifications will appear on the Viterbi "Recent Honors and Awards" webpage.

For Faculty:

1. Log into myViterbi: <https://myviterbi.usc.edu>
2. Click "Honor/Award Notification Tool"



3. Click "Submit New Honor/Award" and enter your information





Honor/Award Notification Tool

View Submitted Honor/Award

Please fill in the form below to share your award information. All fields marked with an * are required for submission.

Embargoed?

Is this award embargoed?

- ☒ No - OK to publicize this honor/award any time.
- ☐ Yes - External promotion and notification of this honor/award is prohibited until a specific date. Please provide the date we are allowed to publicize the information in the box that will show up below:

Honor/Award Information

Department:*

Type of Award:*

Awardees:* ✖

If you cannot find faculty in the list, scroll down to the bottom and select "Not found, write in."

Add Awardee

Award Name:* (255 characters max)

Organization Sponsor:* (255 characters max)

Scope:*

Please provide a URL about the award or enter a description noting the significance of the honor: *

Date Awarded:*

Optional Honor/Award Ceremony Details

Award Ceremony Date: (Format: mm/dd/yyyy)

Award Ceremony Time:

Award Ceremony Location:

Additional Info:

Submit

[Return To Main Menu](#)



Department Chairs:

1. You will be notified via email upon receipt of a new award pending approval
2. Log into myViterbi: <https://myviterbi.usc.edu>
3. Click "Honors/Awards Notification Tool"

[Switch to Student System](#)
[Viterbi IT Resources](#)
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My Tools

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

4. Click "View Submitted Honors/Awards" to view a list of all awards pending review

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Honor/Award Notification Tool

The **Honor/Award Notification System** is a communication tool that should be used to share noteworthy awards.

Once you input your award and submit it, your chair will receive a notification and can append their message and then submit it to the Provost/Dean/Communication Offices.

Faculty Menu - Submit new honor/awards for review

- Submit New Honor/Award
- View Submitted Honor/Awards

[Return to myViterbi](#)



5. Click the “Review” button to scroll through submissions
6. Add a quote, notes, and/or additional people to notify in the Chair Review section

(Required) Please help us determine how broadly to advertise this award by choosing one of the actions below:

Note: No email notification is sent to the submitter or awardees.

Submit and Notify Everyone

Triggers an instant email to the **Provost Office**, the Dean, the Vice Deans, Viterbi Department Chairs, some Viterbi Research Center Directors, the Viterbi School Communications Office, and the **EE Department**.

Submit and Notify Viterbi Only

Triggers an instant email to the the Dean, the Vice Deans, Viterbi Department Chairs, some Viterbi Research Center Directors, Viterbi Awards Office, and the Viterbi School Communications Office.

Submit and Notify Dept Only

Triggers an instant email to the people within the **EE Department** Email List and the Viterbi School Communications Office. There is currently **2 member(s)** on the Department List.

Archive

The item is saved into the archive and **no email** is sent. Use this option to keep a record of the award a faculty member submits but does not rise to the level of notifying the Provost, Dean, etc.

If you are archiving this record, please give a reason why:

Revise

Use this option to open a **copy of this submission** that you can edit and then submit. Note this **new copy** will not be visible to faculty. The original submission will be archived.

Viterbi Faculty Honors & Awards Office

100+
Nominations
per Year

30%
Average
Success
Rate

Kim Matsunaga
Faculty Awards Administrator
kim.matsunaga@usc.edu

Kelly Wynn
Faculty Awards Coordinator
kelly.wynn@usc.edu

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

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, 30% of 2019-20 nominees were junior faculty.

Categories 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 FoE)

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 potential 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)

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