



Office of Viterbi Faculty Honors & Awards

New Faculty Orientation

Agenda



- 1. About the Office of Viterbi Faculty Honors & Awards**
- 2. Getting “Award-Ready”**
- 3. The Nomination Process**
- 4. Won an Award? Now What?**
- 5. Contact us!**



About the Office of Viterbi Faculty Honors & Awards (VFHA)

- **OUR MISSION** is to ensure that the outstanding research, teaching, mentoring, and service achievements of the Viterbi faculty are duly recognized within and outside of the university.
- **OUR SERVICES** include comprehensive logistical support aimed at identifying, researching, and coordinating award nominations for faculty. Our efforts also include analysis, such as mapping out individual award trajectories, beginning with smaller recognitions that build a foundation for more prestigious honors. Early involvement is crucial to maximize the potential for success.
- **OUR GOAL** is to submit 100+ nominations annually. We aim to increase our current success rate of 30+% by making our award resources accessible to all faculty, strategically matching faculty to valuable opportunities, and collaborating with all involved parties to develop robust nomination packages.

Examples of Awards we Manage



- **National** (i.e., Ellis Island Medal of Honor, National Medal of Science, National Inventors Hall of Fame, Television Academy)
- **International** (i.e., Yidan Prize, Samsung Ho-Am Prize, L'Oréal-UNESCO for Women in Science, MassRobotics Rising Star and Robotics Medals)
- **National** (i.e., Ellis Island Medal of Honor, National Medal of Science, National Inventors Hall of Fame, Academy of Motion Picture Arts and Sciences)
- **Early Career** (i.e., TR35, NAE Frontiers of Engineering, New Voices in STEM, Ellis Island Beacon Award, ACS C&EN's Talented 12)
- **Society-Sponsored Awards and Medals** (research, teaching, technical achievement, mentoring, and service)
- **Society Fellow Elevations** (i.e., AAAS, AAI, ACM, IEEE, AIMBE, ASME, ASCE, ACS, SES, ASEE, APS, AIChE, AIAA, NAI, TMS)
- **Regional** (i.e., Orange County Engineering Council, Engineers' Council, Los Angeles Business Journal)

We do not process grants or internal nominations.

Getting Award-ready



- Make sure your CV is regularly updated in MyViterbi and on your Viterbi Faculty profile page.
- Keep current with society memberships.

Ready to be nominated?



PLEASE CONTACT US!

- Reach out if you are interested in pursuing an external faculty award or seek details about nomination requirements.
- Fill out a Request for Award Nomination Support form or contact us directly with questions about nomination requirements.
- You may also recommend and/or nominate a colleague for an award.
- **STAY TUNED!** An internal, searchable Faculty Awards Catalog will be launched soon!

The Nomination 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
- Edit drafts of nomination forms and statements of support
- Assemble all elements and ensure they are submitted by the deadline

What we ask of you:

- Allow plenty of lead time (three months before the deadline)
- Share your current CV
- Confirm your nominator(s) and reference(s)
- Provide requested nomination materials by the internal deadline
- Suggest awards for current and/or future candidacy

Won an award?



- If you receive an award, please share the news through the **Faculty Honor Notification Tool** in myViterbi.

WHY?

- Department chairs screen and release the information for appropriate school/university distribution.
- Reported awards are included in an assessment for possible annual bonuses and merit increases.
- Reported awards may be displayed on the **Viterbi Awards and Honors** webpages: <https://viterbischool.usc.edu/awards/>
- Reported awards appear in Viterbi News, where applicable.
- Reported awards are added to the VFHA database for record-keeping and analysis.

Faculty Awards Menu

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



myViterbi

Common Viterbi

- Dean Event Request
- Document Repository
- Equipment Bazaar
- myViterbi Catalog
- Viterbi Information System (VIS)
- Viterbi Service Desk
- Viterbi Space Reservation / Conference Room and Instructional Space Search
- Web Profile and Faculty Information Tool

Faculty Awards

- Faculty Award Catalog and Nomination Tracking System
- Honor/Award Notification Tool
- Faculty Awards Database (VIS)
- Viterbi Faculty Honors and Awards Office (SharePoint)

VFHA Department Contact Information



Email: faculty.awards@usc.edu

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

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Faculty Awards Administrator

ASTE, BME, ECE, ICT, ISE, ISI

Kelly Wynn, kelly.wynn@usc.edu

Faculty Awards Coordinator

AME, CEE, CS, EIS, MFD, TAC



Won an award? Boast it.

Updated your CV? Post it.

Ready to be nominated? CONTACT US!

We look forward to working with you!



Thank you.