

## Viterbi Faculty Honors & Awards Office

**New Faculty Orientation** 



#### 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.

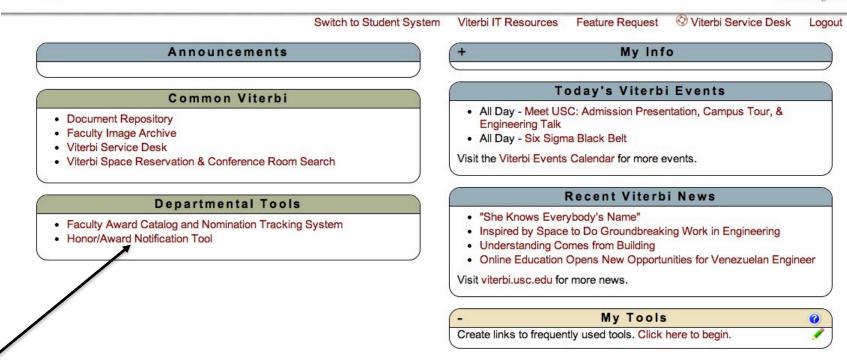
## **Honor Notification Tool**



https://myviterbi.usc.edu/







## **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.



## Won an award? Boast it. Updated your CV? Post it. Ready to be nominated? CONTACT US!



ASTE, BME, ECE, ISE, ISI

Honors & Awards Office Contact: Kim Matsunaga, <u>kim.matsunaga@usc.edu</u>

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!





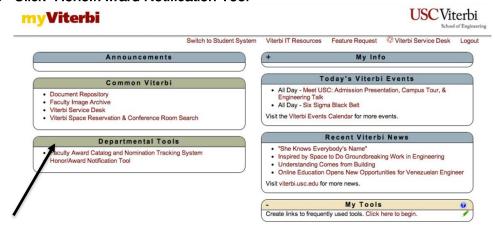


## Honors Notification Tool Quick Guide

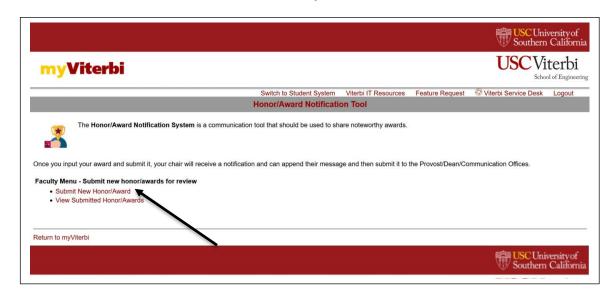
If you receive an award, please share the news through the Faculty Honor Notification Tool in myViterbi. Department chairs screen and release the information for appropriate distribution at the University, School and/or Department level, including our Communications team. Submitted award notifications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

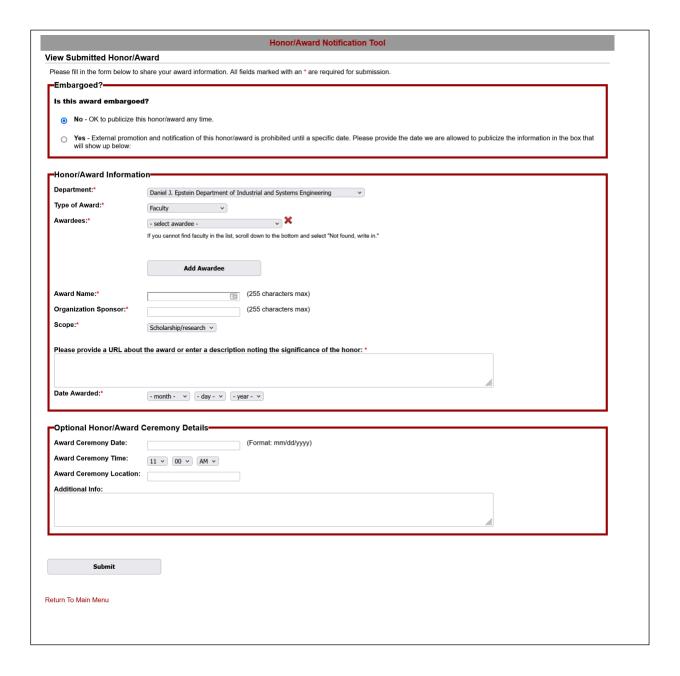


3. Click "Submit New Honor/Award" and enter your information







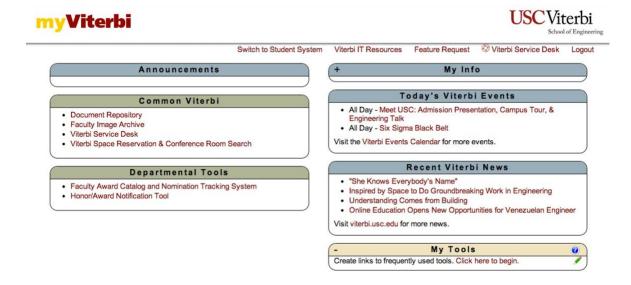




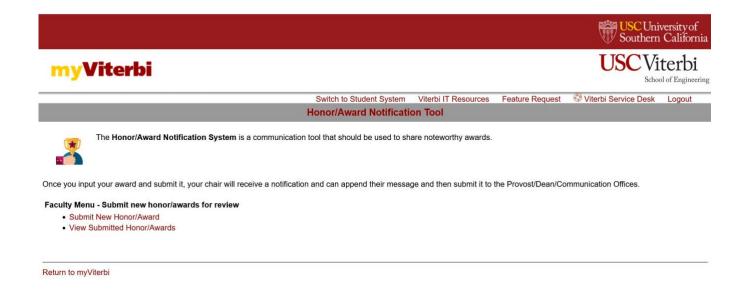


#### **Department Chairs:**

- 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"



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







- 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 <b>Provost Office</b> , the Dean, the Vice Deans, Viterbi Department Chairs, some Viterbi Research Center Directors, the Viterbi School Communications Office, and the <b>EE Department</b> .
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 <b>EE Department</b> 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 <b>no email</b> is sent. Use this option to keep a record of the award a faculty member submits but does not rise to the level of notfying the Provost, Dean, etc.
	If you are archiving this record, please give a reason why:
	Al.
Revise	Use this option to open a <b>copy of this submission</b> that you can edit and then submit. Note this <b>new copy</b> will not be visible to faculty. The original submission will be archived.

# Viterbi Faculty Honors & 100+ Nominations per Year Awards Office

30% Average Success Rate

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

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

**USC** Viterbi

School of Engineering

#### 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 ČV
- » Nomination/research statement draft
- » Required nomination elements (i.e., patents, publications, citations)
- » Reporting of successful nominations via the Honors Notification Tool (on myViterbi)

