

Viterbi Mentoring Programs and Activities Summary
Viterbi's Mentoring webpage is located
at http://viterbi.usc.edu/academics/faculty_resources/mentoring/

The Viterbi School of Engineering is committed to mentoring its faculty and students. The following provides a summary of programs and activities supported by the school under a "network of mentors" model that engages senior faculty and peer mentors, administrator mentors, and external mentors.

Mentoring by Senior Faculty and Peers:

- With mutual consent, each junior faculty member is assigned one or more official mentors upon arrival at USC. The mentor or mentoring team is comprised of senior faculty well suited for the mentoring role. The school sponsors up to two mentor-mentee luncheons each semester and monitors mentorship effectiveness. Informal mentoring and innovation in mentoring is encouraged.
- At least two junior faculty luncheons each year are sponsored to facilitate peer-to-peer mentoring.
- An annual NSF Career Grant internal review process is made available to all interested and Career-eligible faculty, which provides two reviews per proposal by past Career Grant winners in the school.
- PhD students and postdocs are mentored about careers in academia by faculty through a panel series sponsored by the school each semester in which at least five role-model faculty panelists discuss with students various topics of interest for improving their placement in academia. Viterbi has a faculty-student matching tool to facilitate mentorship of undergraduates in research.
- Mentoring is counted as a line-item service component of the annual faculty merit review.

Mentoring by Administrators:

- The Dean hosts a New Faculty Orientation and a luncheon each fall for new faculty to help them get acclimated to their new surroundings by providing overviews of USC and Viterbi, introducing key faculty and staff, steering them to useful resources available in Viterbi and at USC including the Center for Excellence in Teaching (CET), and acquainting them with mentoring activities.
- The Vice Dean for Research annually presents a fall mentoring forum for all junior and new faculty, covering a breadth of topics including the school's and university's research initiatives, the funding climate, funding opportunities, participation in centers and interdisciplinary research, proposal preparation and cost-share negotiations, mentoring programs, the Office for Research Advancement resources, the Center for Excellence in Research (CER), training courses and other resources.
- The Vice Dean for Research facilitates meetings between the junior faculty members and the PIs of large on-campus research efforts or centers, provides information on program guidelines for early career research programs, examples of winning proposals, and relevant contact information for agencies that are potential research funding sources.
- The Vice Dean for Faculty Affairs annually meets with the junior faculty to discuss promotion issues and periodically meets one-on-one with junior faculty throughout their probationary period.
- The school held a Mentor-Mentee Workshop, exposing and training mentors and mentees about best practices, responsibilities, expectations, benefits, and resources for effective mentoring. This may be continued annually along with a recognition event to celebrate mentoring achievements.

Mentoring by External Persons:

- Forums with visiting speakers whose presentations have mentoring value are sponsored by Viterbi.
- The school has partnered with MentorNet, an e-mentoring network that provides an outlet for matching undergraduate women and underrepresented minorities in engineering with mentors from industry and other institutions (over 1,300 registered mentors on MentorNet network-wide).