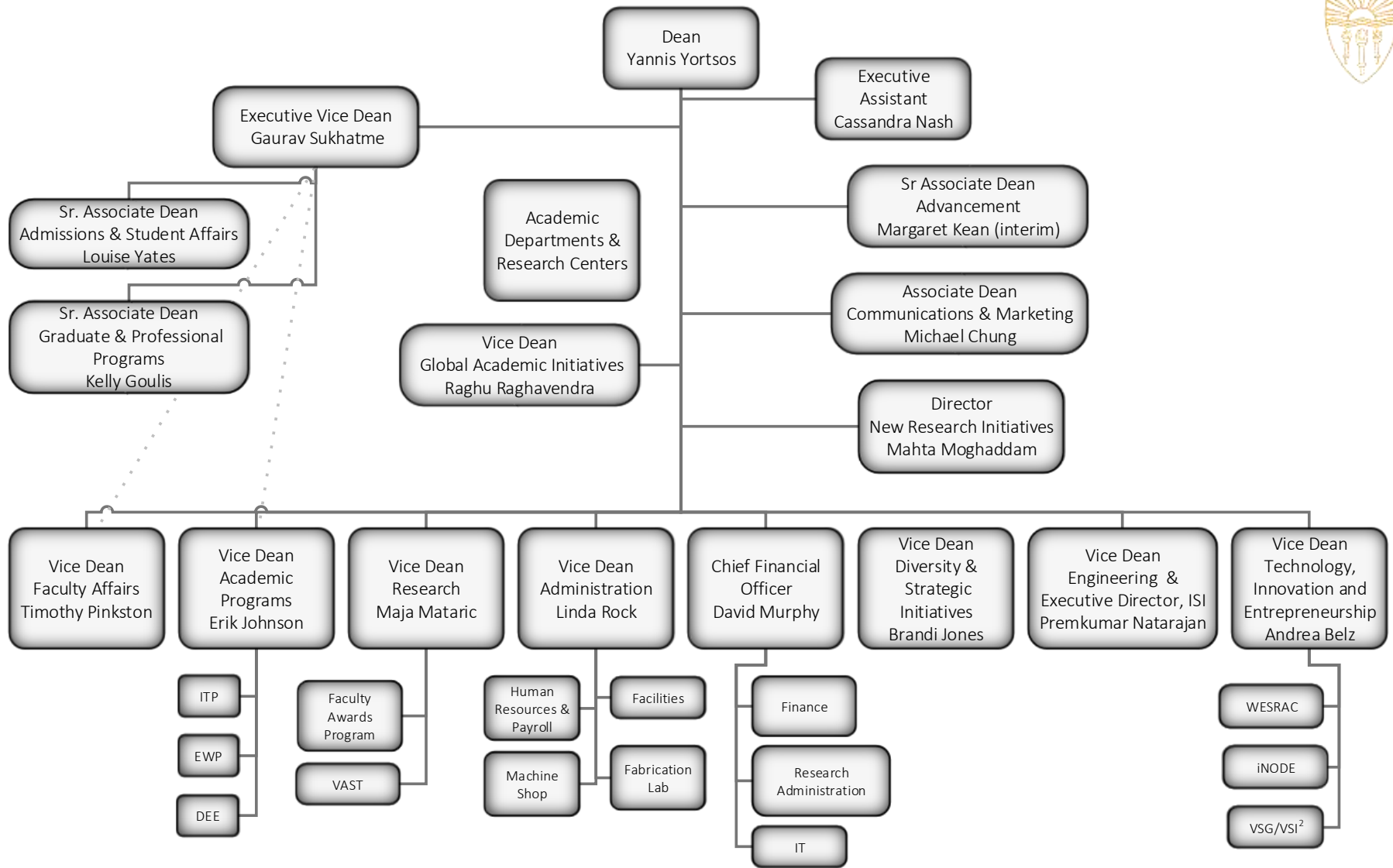




New Faculty Orientation August 2017 Administration/Facilities/Space

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Administration - Organization



School Level

Viterbi Business Affairs (VBA) – Olin Hall 500

VBA website = <http://viterbi.usc.edu/vba/> - with school policies/procedures/links, etc.

- **Human Resources and Payroll Administration**
 - Susan Robles, Director of Human Resources
- **Facilities**
 - Jeffrey Wiginton, Facilities Director, and Ana Montes, Facilities Coordinator
- **Budget Administration/Finance**
 - David Murphy, Chief Financial Officer
- **Contracts & Grants**
 - Nichole Phillips, Director Research Administration
- **Information Technology**
 - Michael Goay, Executive Director Information Technology

Administration – Organization Continued



Decentralized structure

- Each department has a department coordinator who is the main point of contact for:
 - Department HR, employee relations, staff supervision/oversight, etc.
 - Department finances, purchasing, etc.
 - General space/facilities such as key requests, housekeeping, etc.
 - Your department coordinator will assign a research administrator who will handle your pre & post award activities
- Department Coordinators report directly to their Department Chair, and indirectly to Viterbi Business Affairs
 - Start with your department coordinator on inquiries, or the research administrator your department coordinator has assigned for your support
 - If necessary, contact VBA point person
- IT – two academic units have their own IT support for faculty (EE-S & AME); other departments use Viterbi IT
 - Viterbi IT Services for faculty info is at <https://viterbi.usc.edu/resources/vit/faculty-support/>

Employee Resources – University Level



USC Employee Gateway – <http://employees.usc.edu/>

- Comprehensive website for faculty & staff, pulls together all employee information on benefits, university policies, campus services, news, events, etc, including:
 - **Workday** – university human resources, benefits, payroll and performance management system provides self-serve functions to help employees manage their personal, payroll, and benefits information. This is where you update home and work address data, view your payroll records, make benefits elections/changes, set-up Federal and State tax withholding, etc.
 - **University Holiday Schedule & Academic Calendar**
 - **Benefits**
 - **USC Credit Union**

Policies - <http://policy.usc.edu/>

- This is the official home of all university policies with links connecting you directly to specific policies including research, intellectual property, conflicts of interest, administrative & business practices, student policies, the Faculty Handbook, etc.



Human Resources/Payroll

Payroll - <http://ais-ss.usc.edu/empldoc/>

- Faculty with 9-month contracts may choose a 12-month pay option
 - Election is done only once a year and may not be changed during an AY
 - 12 month option pays 7/1 – 6/30
- Payroll website has a helpful FAQ section as well as forms, schedules, etc.
- Payday is the 26th of the month for monthly (exempt) employees including graduate assistants (research and teaching assistants) and some categories of postdoctoral scholars - those classified as postdoc research associates
 - Postdoc Scholars classified as Fellowship Trainees & PhD Fellowship recipients are paid via the university financial aid system generally on or near the monthly payday with a catch-up check run
- Direct deposit is strongly encouraged
- Online W-2 option also strongly encouraged
- VBA-Payroll enters employee payroll directly into the university system
 - Instructions generated at department level and submitted to VBA-Payroll by approximately the 10th of the month – this includes instructions for summer months, research assistants, etc.

Human Resources/Benefits



Benefits - <http://benefits.usc.edu/>

- New employees must enroll in the benefit programs **within 30 days of their date of employment**
 - After 30 days you will wait for open enrollment period to enroll
- Benefits coverage is effective the first of the month after approval of your benefits enrollment transaction
 - Open Enrollment is the time we can make changes to our benefits. It occurs in November and changes become effective January 1st
 - There are qualifying events that may occur anytime throughout the year when we may make benefits changes (marriage, births, etc)
- The Supplemental Disability Plan has a 12-month waiting period and the USC Retirement Savings Program has a 6-month waiting period and service requirements
- If you have a 9-month pay option, discuss with the Benefits Office how to pay employee costs for benefits during the summer – there are several options



Facilities & Space

- Facilities, including instructional and research laboratories, are jointly managed by departments and the school
 - Typically the school coordinates major renovations and projects while the units handle issues such as housekeeping, keys, data lines, minor repairs and maintenance, etc.
 - If you have been assigned research lab space, you may have already met Jeffrey Wiginton and Ana Montes, and begun working with them on renovations
 - Problems in research labs (water leak, electrical issue, etc – contact the Viterbi facilities staff, your department coordinator and USC Facilities Management (FMS)
 - Please check with Viterbi Facilities before purchasing equipment to ensure infrastructure is in place

- Viterbi Facilities manages:
 - All administrative 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 Plan, annual ‘clean-up’ events, etc.

Facilities & Space continued



Check out the Facilities pages of the VBA website = <http://viterbi.usc.edu/vba/> especially if you have experimental research laboratories. Website has information and links to university websites on topics such as:

- Laboratory Safety Policies and Procedures including training requirements
- Chemical Inventory User Guide
- Fire/Life Safety
- Much more....

Viterbi Lab Safety Specialist – Megan Utley – 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

The mechanism for requesting improvement to facilities is to complete a **Facilities Request Form** and submit via your department to Facilities Director

- 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
- Facilities Request Form is available at the Facilities website



Facilities & Space continued

Space

- Space is managed at both a school and department level
- 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 review of research space assignments every 2 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 tight (all our space is allocated). Shared instrumentation labs are becoming more popular and are encouraged

New Building - Michelson Hall for Convergent Bioscience (MCB) – Opens Fall 2017



- Bioscience-related research
- Researchers from Viterbi School, Dornsife College, Keck Medicine
- ~190,000 Gross SF, ~112,000 Net SF
- Northwest corner - McClintock Ave & Downey Way
- 4 floors above ground plus basement
- ~60% of the building built-out; remainder is shelled-lab space for future researchers
- Coffee/Tea Bar on ground floor
- Grand Opening November 1, 2017
- Basement - new Nanofab and Imaging fee-based facilities – current clean room and imaging centers will relocate in 2018



MCB Photo taken August 7, 2017

New Campus Adjacent Facilities



Center for Advanced Manufacturing (CAM) - <http://cam.usc.edu/#/>

- 2727 S Flower St – a few blocks north of campus at Flower and 28th Street
- ~7,000 SF total
- 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

Other Resources



Machine Shop – contact Don Wiggins, Machine Shop Foreman

- Located in basement of KAP
- Faculty Advisory Committee meets annually
- Low hourly rate
- http://viterbi.usc.edu/research/shared_research/viterbi_machine_shop.htm

Graduate Student Machine Shop – contact Don Wiggins for training/access

- Located in SSC 109
- <http://gradstudentshop.usc.edu/>

Undergraduate Student Fabrication Lab – contact Dan Cordova

- Located in RRB 114 & 115
- On-site staff lab manager/machinist
- <http://viterbi.usc.edu/students/undergrad/research/fablab/>

Equipment Bazaar

- Electronic bulletin board for equipment sharing/swapping – via <https://myviterbi.usc.edu/>