MEMORANDUM

To: USC Faculty

From: Elizabeth Graddy
Vice Provost for Academic and Faculty Affairs

Ginger Clark
Assistant Vice Provost for Academic and Faculty Affairs

Date: November 20, 2017

Subject: USC Mentoring Awards

The USC Mentoring Awards honor individual faculty members for helping to build a supportive academic environment through faculty-to-student mentoring and faculty-to-faculty mentoring. Distinguished mentoring for academic and professional success occurs at USC through formal and informal channels, and may vary in style and substance from discipline to discipline. The criteria for distinguished mentoring at USC have been enhanced as a result of recommendations made by the 2015-2016 Joint Senate/Provost Mentoring Committee, under the leadership of Dorian Traube. Individual awards will be given to faculty members who consistently excel at most or all of the following criteria.

1. **Goal Setting**: Exploring mentees' talents and interests to assist them in defining and attaining their goals.
2. **Support**: Encouraging growth and achievement by providing an open and supportive environment.
3. **Information and Advice**: Carving out regular time to share their knowledge, experiences, and wisdom to guide mentees in reaching their academic, professional, and/or personal goals.
4. **Feedback**: Making themselves available to provide regular and constructive feedback on their mentees’ work, when mentees request it.
5. **Professional Exposure**: Involving mentees in publications, grants, presentations, expositions, or professional/leadership opportunities, and readily sharing knowledge of other such opportunities with mentees.
6. **Networking**: Providing valuable access and opportunities by facilitating academic, professional, and personal contacts.
7. **Inclusion**: Creating access by sharing knowledge of the political landscape and power dynamics in the discipline, and effective strategies for navigating those structures. Working with mentees from underrepresented, first-generation, or marginalized groups within the discipline is a priority, with attention paid to developing skills and support networks for overcoming institutional barriers they may face in the field.
8. **Role Model**: Maintaining high standards for excellence within their own discipline and as an engaged member of the University community. Engaging in respectful relationships with colleagues, junior colleagues, and students. Acknowledging power differentials in professional relationships and behaving with integrity, in line with USC’s Code of Ethics. Encouraging mentees to adopt similar principles of professional behavior.

All faculty members—part-time and full-time—currently employed by USC are eligible for nomination. A nominee may not win two years in a row.

Additional information on the USC Mentoring Awards, including dossier requirements and submittal information, can be found at [http://faculty.usc.edu/mentoring/awards](http://faculty.usc.edu/mentoring/awards).
The nomination deadline is January 26, 2018. Nominations and supplementary materials cannot be accepted after the deadline. Nominations are for a single year’s cycle only.

If you have any questions, please contact Dana Coyle at coyale@usc.edu.