

Resources for the Department Chair

A service of the Office of the Vice Provost for Academic and Faculty Affairs

Undergraduate Education

Nelson Eugene Bickers
Vice Provost for Undergraduate Programs

<http://undergrad.usc.edu/>

Breaking Bread Program

http://undergrad.usc.edu/faculty/breaking_bread/index.html

Undergraduate Research Associates Program (URAP)

<http://undergrad.usc.edu/research/urap/>

Leave of Absence

<http://www.usc.edu/dept/ARR/loa.html>

Refer to each department's advisers for specifics on walking a student through the withdrawal process.

Graduate Education

Sally (Sarah) Pratt
Vice Provost for Graduate Programs

<http://www.usc.edu/schools/GraduateSchool/>

Thesis / Dissertation Submission

http://www.usc.edu/schools/GraduateSchool/current_thesis_dissert.html

To contact the Thesis Coordinator: thesisdc@usc.edu or (213) 740-9033

Graduate Assistant Handbook

http://www.usc.edu/schools/GraduateSchool/fac_guidelines_forms.html

Qualifying Examinations and Committee Composition Forms and Information

http://www.usc.edu/schools/GraduateSchool/current_guidelines_forms_03.html

Parental Leave for Ph.D. Students

http://www.usc.edu/schools/GraduateSchool/parental_leave_phd.html

To begin the process, students should talk with the staff graduate adviser in their department or program.

Office of Postdoctoral Affairs

<http://postdocs.usc.edu/>

Grace Ford Salvatori Hall (GFS) 315

3601 Watt Way

Los Angeles, CA 90089-1695

(213) 740-5485 | postdocs@usc.edu

Resources for Postdoctoral Scholars

<http://postdocs.usc.edu/postdoc-resources/>

Student Affairs

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Vice Provost for Student Affairs

<http://studentaffairs.usc.edu/>

USC Student Judicial Affairs and Community Standards

<http://www.usc.edu/student-affairs/SJACS/>

For additional information, contact Donna Budar-Turner, interim director: sjacs@usc.edu or (213) 821-7373

Disruptive Classroom Behavior

http://www.usc.edu/student-affairs/SJACS/pages/faculty/disruptive_behavior.html

Academic Integrity Training

http://www.usc.edu/libraries/about/reference/tutorials/academic_integrity/index.php

Reporting Academic Misconduct

http://www.usc.edu/student-affairs/SJACS/pages/faculty/academic_misconduct.html

Student Counseling Services and Student Medical Services

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

Engemann Student Health Center

1031 West 34th Street

Los Angeles, California 90089

(213) 740-9355 | eshcgen@usc.edu

Center for Academic Support

<http://sait.usc.edu/academicsupport/>

Student Union 301

Los Angeles, California 90089-0896

(213) 740-0776 | study@usc.edu

Patricia Tobey, Associate Dean, Academic Support

tobey@usc.edu

Christopher Mattson, Director, Support Centered Program (SCP)

cemattso@usc.edu

Edward Roth, Director, Disability Services & Programs

eroth@usc.edu

Faculty Research and Resources

Randolph Hall
Vice President of Research
<http://research.usc.edu>

Center for Excellence in Research – Proposal Review Service
<https://research.usc.edu/for-investigators/proposal-and-grantwriting/>

Department of Contracts and Grants
<https://research.usc.edu/dcg/>
Health Sciences Campus: (323) 442-2396
University Park Campus: (213) 740-7762

Funding Opportunities for Faculty
<https://research.usc.edu/for-investigators/funding/>

USC Stevens Center for Innovation
<http://stevens.usc.edu/>
<http://stevens.usc.edu/contact-us/>
1150 South Olive Street, Suite 2300
Los Angeles, California 90015

Faculty Affairs

Elizabeth A. Graddy, Ph.D.
Vice Provost for Academic and Faculty Affairs
<http://faculty.usc.edu>

Leaves and Sabbaticals
For additional information, please contact Debora Chan Southwell: debora.southwell@provost.usc.edu or (213) 740-6725

Tenure and Promotion
For additional information, please contact Dana Irwin: danairwi@usc.edu or (213) 740-6722

Human Resources: Compliance and Career Development
For additional information, please contact David Haugland: haugland@usc.edu or (213) 740-2545

Advancing Scholarship in the Humanities and Social Sciences
For additional information, please contact Lydia Lee: lydial@usc.edu or (213) 740-6799

Select Additional Resources

- Faculty Portal: <http://faculty.usc.edu>
- Employee Gateway: <http://employees.usc.edu>
- University Policies: <http://policy.usc.edu>
- Faculty Handbook: <http://www.usc.edu/facultyhandbook>

- Promotion and Tenure Guidelines: http://policy.usc.edu/files/2014/02/appointments_promotion_tenure.pdf
- Evaluation of Department Chairs and Faculty: http://policy.usc.edu/files/2014/02/evaluation_deptchairs_faculty.pdf
- Campus Safety and Emergency Preparedness: <http://preparedness.usc.edu/>

Center for Excellence in Teaching

<http://cet.usc.edu/>

Grace Ford Salvatori Hall, Suite 211

3601 Watt Way

Los Angeles, California 90089-1695

(213) 740-9040 | usccet@usc.edu

Academic Senate

<http://www.usc.edu/academe/acsen/>

United University Church - UUC 414

University of Southern California

Los Angeles, California 90089-2991

(213) 740-7169 | croque@usc.edu

USC Center for Work and Family Life

<http://www.usc.edu/programs/cwfl/>

3535 South Figueroa Street, Suite 202

Los Angeles, California 90089-1263

(213) 821-0800 | cwfl@usc.edu

Faculty Career Development

- Faculty Mentoring: <http://faculty.usc.edu/mentoring/>
- Lynda.com: <http://www.usc.edu/its/lynda>

Faculty Research

- Mentoring for Department Chairs: <https://research.usc.edu/for-investigators/training/helping-faculty-write-effective-proposals-best-practices-for-department-chairs/>
- Institutionally Limited Competitions: <https://research.usc.edu/for-investigators/funding/competitions/>
- Procedures for Submitting Proposals: <https://research.usc.edu/policies/>
- Research Training Finder: <http://sc-ctsi.org/training-matrix/>
- Grant Forward: <https://research.usc.edu/for-investigators/funding/databases/>
- Workshops and Training: <https://research.usc.edu/for-investigators/training/>

Best Practices

The following two articles provide some best practices for making the transition from faculty to administration.

Achterberg, Ph.D., Cheryl. "Look Before You Leap: Transitions from Faculty to Administration." *Academic Leader* 20(8) (August 2004): 1, 7

http://www2.acenet.edu/resources/chairs/docs/Achterber_look.pdf

A list of top 10 issues that often are stumbling blocks for faculty transitioning to an administrative role.

Bane, K. Denise. "The Balancing Act: Managing the Chair's Role as Teacher, Scholar, and Administrator." *Academic Leader* 23(7) (July 2007): 4, 8

http://www2.acenet.edu/resources/chairs/docs/Bane_balance.pdf

The author's tips for surviving her first year as division chair.

From the University of Michigan:

"How to Help New Faculty Settle In: Common Problems and Alternative Solutions"

<http://www.advance.rackham.umich.edu/HelpNewFacultySettleIn.pdf>

While some of the details are specific to resources available at the University of Michigan, the principles are applicable generally.