MEMORANDUM

To: Academic Deans

From: Elizabeth Garrett
       Provost and Senior Vice President for Academic Affairs

Date: September 13, 2012

Subject: Provost’s Mentoring Award

The Provost’s Mentoring Award will be presented this spring at the Academic Honors Convocation to an individual faculty member who has demonstrated sustained success in mentoring other USC faculty, postdoctoral fellows, graduate students, or undergraduate students.

The nomination deadline is November 1, 2012. Candidates must be nominated by the dean of their school.

All full-time faculty who have demonstrated a continued commitment to advising colleagues and students are eligible nominees. They should either have won a USC Mellon Mentoring Award in the past, or be nominated at this time by their dean, with equivalent evidence of excellence in mentoring. Deans will receive lists of their USC Mellon award winners by separate communication.

I ask that each dean nominate one faculty member from his or her school. Nominations should include a letter of nomination from the dean and supporting letters from two or more peers or current or former mentees of the nominee. Deans also may request that their 2011-2012 nomination be reactivated by providing any new material for inclusion in this year’s package.

Criteria for this award may be found at the following website: http://mentor.usc.edu/provost-awards/

Please submit all nominations materials to:

         2013 Provost’s Mentoring Award
         Office of the Vice Provost for Faculty Affairs
         ADM 204 MC 4019
         Attn: Pamela D. Bennett, Ph.D.

You may also email materials in PDF format to pdbennet@provost.usc.edu. Please put 2013 PROVOST’S MENTORING AWARD in the subject line. Questions may be addressed to Pamela Bennett.