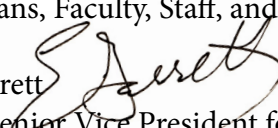




MEMORANDUM

To: Academic Deans, Faculty, Staff, and Postdoctoral Scholars

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

Date: September 21, 2011

Subject: USC Office of Postdoctoral Affairs

Office of the Provost

Elizabeth Garrett
Provost and
Senior Vice President
for Academic Affairs

Frances R. and
John J. Duggan
Professor of Law,
Political Science and
Public Policy

I am pleased to announce the launch of the USC Office of Postdoctoral Affairs. The office will be the liaison between my office and the academic units, and will serve as a resource for faculty and staff, and especially for our postdoctoral scholars, who are dispersed across ten schools and several research affiliates.

A productive, vibrant and well-trained community of postdoctoral scholars is not only essential to our research enterprise in the sciences but is also becoming increasingly important throughout academia. The new office will assist deans and departments in attracting more of the best postdoctoral scholars, coordinate several aspects of their training, facilitate interdisciplinary collaboration, and help place them in the world's best institutions.

Reporting to Executive Vice Provost Michael Quick, the office will oversee the dissemination of university policies and Provost's initiatives as they pertain to the hiring, training, stipends, benefits and mentoring of postdoctoral scholars. The office will also manage the Provost's Postdoctoral Scholars Program in the Humanities, which launched this year, and will provide an annual programming budget to the USC Postdoctoral Association to assist with creating a connected and trained postdoctoral community through professionalization opportunities and social events.

As well as working with deans and the faculty, the office will also work closely with the USC Career Center, the Office of International Services, the Office of Research Advancement, the Center for Excellence in Teaching, the Center for Excellence in Research and the USC Postdoctoral Association to help make USC the university of choice for all postdoctoral scholars.

The office will be led by Dr. Mark Todd, Associate Provost for Academic Affairs, and is located on the University Park Campus, GFS 315. For more information please visit <http://postdocs.usc.edu/>

cc: Michael Quick
Mark Todd