

Lydia Lee

From: Lydia Lee
Sent: Monday, January 29, 2018 5:55 PM
To: Tessa Yao; Kaela Berry; Angela Inostroza-Hoffman; Dell Cuason; 'EE-S Chair Admin'; Marilyn Poplawski; Michele Medina
Cc: Julian A. Domaradzki; Lucio Soibelman; Cyrus Shahabi; Michael Gruntman; Sandeep Gupta; Eun Sok Kim; Ellis Meng; Marjorie Brownbill; Linda Rock; Jacob Beal; Timothy Pinkston; Cassandra Nash
Subject: FYI: Procedures re: T/TT interviews this hiring season

Dear All,

With the interview season well underway for tenure and tenure-track candidates, please find below a courtesy reminder about some procedural aspects in setting up candidate interviews with Timothy, Linda, and Yannis.

For Linda Rock:

If the candidate being considered is an experimentalist, please contact Marjorie Brownbill (brownbil@usc.edu) to set up a 15-minute meeting between Linda Rock and the candidate so that concerns about space can be addressed. If you're unsure whether the candidate is an experimentalist, please confirm with your department chair or faculty hiring committee chair.

For Timothy Pinkston:

Timothy meets with all tenure and tenure-track candidates. Please contact me (lydial@usc.edu) to set up a 30-minute meeting. If the meeting length needs to be adjusted, I will let you know separately, if I haven't already done so. Prior to the meeting, I will need the CV, talk abstract (when available), and complete itinerary (when available).

For Yannis Yortsos:

Yannis meets with specific candidates; he does not meet with all tenure and tenure-track candidates. If in doubt, please contact Cassandra Nash (Cassandra.nash@usc.edu) to confirm. Generally though your department chair will know prior if the candidate needs to meet with Yannis.

Thanks, All, for your hard work with this process of scheduling so many visits and maintaining control of all the moving parts.

Regards,
Lydia

Lydia Lee
Faculty Affairs Lead Coordinator
USC Viterbi School of Engineering
OHE 200 MC 1450
lydial@usc.edu | (213) 740-8707