Including WiSE Representation on Faculty Interviews/Pre-interviews

Interviews:
We suggest participation of members from two sets of women faculty: (1) a representative of the Provost's WiSE program (2) a WiSE faculty member connected to the research area of the candidate or a VSoE WiSE faculty member. Note that the WiSE faculty member's presence is to provide insight into being a WiSE faculty member and researcher at USC (or specifically VSoE) and to discuss possible collaboration. Ultimately, the goal of the WiSE faculty is to promote USC as a good place for research and as a place that provides a supportive and energetic environment for future WiSE faculty. Note that a rule of thumb for the participation of the Provost level WiSE representatives (Golubchik and Hirsch) is that if Dean Yortsos is on the schedule, then it is appropriate for one of them to be on the schedule as well.

1) Official WiSE Representatives:
    a. Leana Golubchik, Director of WiSE and Judith Hirsch, Chair, WiSE Advisory Board
    b. (if the above are unavailable) Malancha Gupta, Chair, VSoE WiSE Committee
    c. Contact Mallory Redel, WiSE Program manager (redel@usc.edu) and carbon copy Leana Golubchik (leana@usc.edu), Judith Hirsch (jhirsch@usc.edu), and Malancha Gupta (malanchg@usc.edu).
2) WiSE Faculty
    a. Please see the attached list of WiSE tenure track and tenured faculty members. Note that faculty from both the College and VSoE are included as a number of the candidates being considered have interdisciplinary interests and thus faculty from outside of VSoE might provide the best match with regards to research.
    b. For WiSE faculty participation, from the provided list, determine who makes the best match and contact that faculty member directly. Please carbon copy Malancha Gupta. If you are unsuccessful in finding a WiSE faculty member, contact Malancha Gupta and she will facilitate.

Pre-interviews (Informal Interviews):
Here, participation by **one** WiSE faculty member is all that is necessary. Also note that for WiSE faculty, a formal interview slot may not be necessary and the faculty member can participate through attending lunch, etc. It is suggested for senior hires (i.e. with tenure) that there be VSoE WiSE committee participation.

1) Malancha Gupta, Chair, VSoE WiSE Committee
    a. If unavailable, VSoE WiSE Committee: Felipe de Barros (fbarros@usc.edu), Civil and Environmental Engineering; Aleksandra Korolova (korolova@usc.edu), Computer Science; Megan McCain (mlmccain@usc.edu), Biomedical Engineering.
    b. Note: WiSE Advisory Board: Linda Duguay (duguay@usc.edu), Biological Sciences; Leana Golubchik (ex-officio) (leana@usc.edu), Computer Science; Julie Higle (higle@usc.edu), Industrial and Systems Engineering; Judith Hirsch, Chair, (jhirsch@usc.edu), Biological Sciences; Anna Krylov (krylov@usc.edu), Chemistry; Murali Annavaram (annavara@usc.edu), Electrical Engineering; Susan Montgomery (smontgom@math.usc.edu), Mathematics; David D'Argenio

(dargenio@bmsr.usc.edu), Biomedical Engineering; Hanna Reisler (reisler@usc.edu), Chemistry; Remo Rohs (rohs@usc.edu), Biological Sciences; Shang-Hua Teng, (shanghua@usc.edu), Computer Science; Raffaella Ghittoni (rghitton@usc.edu), Biological Sciences-Teaching.

    c. Note: Dornsife WiSE Committee: Jill McNitt-Gray (mcnitt@rcf.usc.edu), Biological Sciences and Biomedical Engineering; James Boedicker (boedicke@usc.edu), Physics and Astronomy; Suzanne Edmands (sedmands@usc.edu), Biological Sciences; Gary Rosen (grosen@usc.edu), Mathematics

    d. Contact Malancha Gupta or the WiSE faculty member directly. Again, as above, if contacting a WiSE faculty member directly, please carbon copy Malancha Gupta.

2) WiSE Faculty
    a. See above.

3) Note that if we cannot organize a meeting while the pre-interview candidate is on campus, a telephone interview can be arranged.

Procedural Notes:

1) The earlier a WiSE faculty member is contacted, the more likely you will get good participation. Two to three weeks in advance is recommended. At that time, the WiSE faculty can let you know of her/his availability from which a schedule can be drawn. The more constrained the request (we only have 3-3:30pm on Tuesday available), the more challenging it will be to ensure participation. Typically each year there is at least one search per VSoE department and if multiple WiSE candidates are seen, this can be quite a few interviews. Consider WiSE faculty from all ranks and from all departments in order to share the load.

2) If you have WiSE faculty in your department, please ensure that they are apprised of your search activities even if they are not on the search committee or in the area in which you are searching. They are the most likely to be invested in participating in the interview process and can give the most accurate information of what it is like to be a member of your department's faculty. Note that for faculty on leave, one cannot officially request participation in the daily life of the department; however, most WiSE faculty are committed to increasing diversity and thus they can be asked if they have interest in participating and they can define how they wish to participate.

3) Please provide all WiSE participants with a copy of the candidate's materials (CV, research statement, teaching statement, etc.). Please also provide Malancha Gupta with these items.

4) Please document all of your interview/pre-interviewing efforts with regards to WiSE hiring. WiSE is continually seeking funding to augment its existing programs and since the number of our WiSE faculty is so far below national average, we are often at a disadvantage in terms of requesting such funds. Documentation of our efforts to ameliorate this discrepancy improves our chances in securing additional funds and resources.

5) Note that the WiSE faculty will be providing feedback to the Provost level and VSoE level WiSE committees which will be used to determine whether WiSE will provide funds towards the start-up packages for these candidates.