




## MEMORANDUM

To: USC Faculty

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

Date: October 27, 2011

Subject: Advancing Scholarship in the Humanities and Social Sciences

### 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

To continue and accelerate USC's rise in excellence, I am expanding the Advancing Scholarship in the Humanities and Social Sciences (ASHSS) program to bolster the scholarship of our top faculty in the arts, humanities, and humanistic social sciences. The underlying principle guiding the expansion and change in the program is to support our most productive faculty at critical moments during the research process so that they can produce high-caliber scholarly work sooner. As a result of consultation with and feedback from faculty, the ASHSS program now has three distinct funding channels that target faculty in these disciplines at strategic points during their academic careers. All of these programs will be administered by Vice Provost Beth Meyerowitz; questions should be directed to her office at [vpfpd@usc.edu](mailto:vpfpd@usc.edu).

#### Early Sabbatical

Through a competitive application process, USC faculty in the arts, humanities, and humanistic social sciences at the rank of full or associate professor can apply for an early sabbatical. Applicants must have accrued a minimum of six semesters since their last sabbatical or, for non-tenure-track faculty, have served a minimum of three uninterrupted years of service. Successful applications will present a viable and realistic plan to produce leading work, a compelling case for why the early sabbatical is critical at this moment in the research process, and how the early sabbatical will accelerate scholarly output. Preference will be given to full professors who already have a proven track record of high-quality productivity.

The Office of the Provost will provide the applicant's dean with an appropriate amount to cover teaching replacement costs.

Full details and an application can be found at <http://fpd.usc.edu>. Note that all sabbatical rules apply. Completed applications with the signature of the applicant's department chair must be submitted to the Office of Faculty and Programmatic Development by **November 30, 2011**. The Office of Faculty and Programmatic Development will seek approval from the applicant's dean and submit dean-approved applications to the Provost's Office by **January 9, 2012**.

### Research Grants

Through a competitive application process, USC faculty in the arts, humanities, and humanistic social sciences (with the exception of visiting faculty), can apply for research grants of \$5,000 - \$25,000 to help foster inquiry into a new area of study, further develop current research, produce creative work, or cover course release to engage in a non-teaching semester. Successful applications will be able to demonstrate that the grant will support generation of original scholarship. Preference will be given to newly promoted associate professors as an expression of the university's commitment to their careers, belief in their scholarly promise, and laudatory acknowledgment of having achieved tenure.

Full details and an application can be found at <http://fpd.usc.edu>. Completed applications with all required signatures must be submitted to the Office of Faculty and Programmatic Development by **February 17, 2012**.

### Grant Writing Mentorship Program

Through a competitive application process, tenure-track and tenured USC faculty in the arts, humanities, and humanistic social sciences can apply for help in writing strong proposals for fellowships and grants to a preferred list of organizations. Preference will be given to junior faculty.

Successful applicants will receive a \$2,500 stipend to write a proposal for submission and receive mentoring from top faculty in their field. If the proposal results in a fellowship or grant award, the university will provide an additional \$2,500 on top of customary dean's support for external fellowship recipients.

Tenure-track and tenured faculty who choose to submit a proposal on their own that results in a fellowship or grant award are also eligible to receive \$2,500 from the university. Likewise, faculty whose applications for help and mentoring are denied but who choose to submit the proposal and consequently receive a fellowship or grant are also eligible for the \$2,500 stipend.

Preferred organizations that qualify for the \$2,500 stipend include the Fulbright Program, American Council of Learned Societies, the Getty Foundation, and John Simon Guggenheim Memorial Foundation. A complete list is available online at <http://fpd.usc.edu>. Exceptions may be made on a case-by-case basis for particularly prestigious honors and fellowships not found on the list. Inquiries should be directed to [vpfpd@usc.edu](mailto:vpfpd@usc.edu)

Full details and an application can be found at <http://fpd.usc.edu>. Completed applications with all required signatures must be submitted to the Office of Faculty and Programmatic Development by **February 17, 2012**, for fellowships and grants with a Spring or Summer 2012 deadline. For fellowships with a Fall 2012 deadline, completed applications must be submitted by **April 2, 2012**.