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MEMORANDUM

DATE: April 4, 2025

TO: Deans, Chairs and School Directors

FROM: John Bertot, Associate Provost for Faculty Affairs
Laura Rosenthal, Director for Faculty Leadership

SUBJECT: Call for Nominations: Big Ten Academic Alliance Department Executive Officers Program

The Office of the Provost encourages deans to nominate up to two chairs or school directors (e.g., School of Music, School of Languages, Literatures, and Languages) per college for participation in the highly regarded [Big Ten Academic Alliance Department Executive Officers \(DEO\) Program](#). Each year, approximately 85 department chairs from Big Ten Academic Alliance universities attend this leadership development seminar. The topics range from conflict resolution and time management to faculty development and performance reviews. Big Ten Academic Alliance institutions and UMD's attendees have found this to be a valuable and effective program designed to provide chairs and directors with insights and skills focused on their roles as unit heads.

We are able to include up to five chairs or school directors from our university to participate in the next Department Executive Officers Seminar. Many who attend will be in their first, second, or third year of leading a unit, but chairs and directors at any stage would benefit from the program. Participants will also be invited to attend on-campus meetings with the Academic Leadership Program (ALP) participants. These meetings introduce participants to current University of Maryland leaders, their responsibilities, and their concerns. The meetings will take place about twice per month and are optional for DEO participants.

Please note that this seminar is specifically designed for current chairs and school directors.

Program Expectations

DEO 25-26 will take place primarily online, except with the main seminar in person. In addition to the schedule below, meetings on leadership topics and with various University of Maryland leaders

will also be held on campus, in person, at a time that considers the schedules of the selected participants. DEO scholars should expect to meet on campus about twice monthly on average.

Welcome Session	October 3, 2025	Zoom, time TBA
Critical Friends Session A	October 16, 2025	Zoom, time TBA
Critical Friends Session B	October 23, 2025	Zoom, time TBA
Critical Friends Session C	October 30, 2025	Zoom, time TBA
Seminar	November 5-7, 2025	Big Ten Conference Center in Chicago, Illinois

Participants must be available to attend all of the sessions to be eligible.

Nomination Process

Deans should work with their college's APT and awards manager to upload the following nomination materials to the APA system via faculty.umd.edu/apa by **May 1, 2025**:

- Letter from the applicant explaining why they would like to participate in the DEO Seminar and how their participation would benefit the unit they lead as well as their college (2-page limit).
- Letter of nomination from the Dean.

Materials should be combined into a single, searchable, PDF document.

A committee composed of Associate Provosts will select the participants.

Questions may be directed to either Laura Rosenthal (lrosent1@umd.edu) or John Bertot (x54252, jbortot@umd.edu).