



Suite 2117, Thomas V. Miller, Jr.
Administration Bldg.
7901 Regents Drive
College Park, MD 20742
301-405-6803 | faculty.umd.edu

MEMORANDUM

DATE: April 18, 2023

TO: Deans

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 Seminar

The Office of the Provost encourages deans to nominate one or two chairs or directors per college for participation in the [Big Ten Academic Alliance Department Executive Officers \(DEO\) Seminar](#). Each year, approximately 65 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 have found this to be a valuable and effective program, as have UMD's attendees.

We are able to include up to five chairs or 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 Seminar. 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 weekly and are optional for DEO participants.

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

Program Expectations

Participants are expected to attend all of the sessions. The sessions include:

Welcome & Introductions (1 hour) – Virtual via Zoom

Friday, September 29, 2023

10:00-11:00am ET

Critical Friends Session 1 (90 minutes) – Virtual via Zoom

Wednesday, October 4, 2023

2:30-4:00pm CT/3:30-5:00pm ET

Critical Friends Session 2 (90 minutes) – Virtual via Zoom

Wednesday, October 25, 2023

3:30-5:00pm ET

Department Executive Officer Seminar at Big Ten Conference Center in Rosemont, IL

November 2-4, 2023

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 **June 1, 2023**:

- 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.

The University of Maryland and Big Ten Academic Alliance reaffirm their commitment to diversity by strongly encouraging the nomination of women and faculty of color.

A committee composed of Associate Provosts will select the participants.

Questions may be directed to either Laura Rosenthal (x51022, lrosent1@umd.edu) or John Bertot (x54252, jbortot@umd.edu).