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MEMORANDUM

DATE: March 16, 2018

TO: Deans of Departmentalized Colleges

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 for participation in the Big Ten Academic Alliance Department Executive Officers (DEO) Seminar (<http://www.btaa.org/projects/leadership/deo/introduction>). 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 over the past five years.

The Provost will provide funding support for five individuals to participate in the next Department Executive Officers Seminar, to be held at the Big Ten Center near Chicago O'Hare Airport; dates to be determined. Nominees should have held the role of a department chair or director for at least one year; most who attend will be in their second or third year. Please note that, in contrast to the Big Ten Academic Alliance Academic Leadership Program, this seminar is specifically designed for current chairs and directors.

Program Expectations

Participants are expected to attend the entire three-day off-campus seminar, as well as a briefing and debriefing session before and after the seminar; participants will be expected to share what they have learned at the seminars with on-campus constituencies.

Nomination Process

Deans should submit the following to Michele Frazier (mfraz@umd.edu) by April 13, 2018:

- Letter from the applicant explaining why he or she would like to participate in the DEO Seminar (2-page limit).
- Letter of nomination from the dean.

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).