MEMORANDUM

DATE: June 9, 2021

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 (https://www.btaa.org/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 seven years.

We are able to include 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. The program will be virtual and not involve any travel. There will also be meetings on campus to be determined by the schedules of participants.

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 all of the sessions.

The program will be divided into two portions: workshop sessions and “critical friends” sessions, an opportunity to solve problems in a group with colleagues from other institutions. There will be a 90-minute orientation session, three 3-hour workshop sessions, and three 90-
minute critical friends sessions. The workshop sessions will take place on Wednesdays at 2:00-5:00pm ET and critical friends sessions will take place on Fridays at 10:00-11:30am ET. The dates are listed below:

- Friday, September 24, 2021; 10-11:30am ET (Welcome and Introductions)
- Wednesday, September 29, 2021; 2-5pm ET (Workshop Sessions)
- Friday, October 1, 2021; 10:00-11:30am ET (Critical Friends)
- Wednesday, November 3, 2021; 2-5pm ET (Workshop Sessions)
- Friday, November 5, 2021; 10:00-11:30am ET (Critical Friends)
- Wednesday, December 1, 2021; 2-5pm ET (Workshop Sessions)
- Friday, December 3, 2021; 10:00-11:30am ET (Critical Friends)

**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 **July 1, 2021**:

- 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, jbertot@umd.edu).
Overview of the Department Executive Officers (DEO) Virtual Experience

DEO is a leadership development program for academic unit leaders (up to 5 from each participating Big Ten university) that traditionally meets in-person at the Big Ten Conference Center for three days in length in the fall. Due to the COVID pandemic, the 2021 program will be a virtual program that consists of a welcome session, three half-day synchronous online interactive modules, and three Critical Friends sessions. For your information, DEO goals and objectives follow this overview.

The three half-day workshop modules will be held on Wednesdays at 1:00-4:00pm CT/2:00-5:00pm ET between September-December. The three Critical Friends session will take place on the Friday following each module at 9:00-10:30am CT/10:00-11:30am ET.

The Critical Friends groups will be cross-institutional small group with approximately 6 Fellows that will be led by the DEO Liaisons. Participants will be assigned to these groups and the groups will remain consistent throughout the program. Fellows must be able to attend all module and critical friends sessions in order to participate in the program.

Program Dates
*Virtual Events via Zoom*

**Welcome and Introductions**
Friday, September 24, 2021
9:00-10:30am CT/10:00-11:30am ET

**Module 1 & Critical Friends Session 1**
Wednesday, September 29, 2021
1:00-4:00pm CT/2:00-5:00pm ET
Friday, October 1, 2021
9:00-10:30am CT/10:00-11:30am ET

**Module 2 & Critical Friends Session 2**
Wednesday, November 3, 2021
1:00-4:00pm CT/2:00-5:00pm ET
Friday, November 5, 2021
9:00-10:30am CT/10:00-11:30am ET

**Module 3 & Critical Friends Session 3**
Wednesday, December 1, 2021
1:00-4:00pm CT/2:00-5:00pm ET
Friday, December 3, 2021
9:00-10:30am CT/10:00-11:30am ET
Department Executive Officers (DEO) Goals and Objectives

Target Audience/Definition of DEO: Individual in an academic unit responsible for faculty recruitment, promotion and tenure, faculty evaluation, faculty oversight, growth and development, curriculum and instruction management, student success, unit-level strategic planning, budgets, and infrastructure.

Goal Statement: The goals of the Big Ten Academic Alliance Department Executive Officer (DEO) Program are to (i) facilitate the development of academic unit leaders through the provision of a structured educational program focused on key leadership skills and competencies; (ii) develop a cadre of highly trained and motivated individuals who will be effective leaders on their own campuses; and (iii) create a community of academic unit leaders who engage with one another regarding critical issues across Big Ten Academic Alliance universities.

Objectives
The objectives for the DEO Seminar are to:

1. Understand central roles and responsibilities of academic unit leaders within major research universities
2. Facilitate understanding of one’s own and others’ leadership styles to maximize unit success
3. Develop and enhance approaches for effective internal and external communication
4. Infuse values of diversity, equity and inclusion in all aspects of one’s leadership
5. Consider the range of approaches to challenges and opportunities that confront academic leaders within and beyond the unit
6. Encourage the development of a support team through which academic unit leaders can receive trusted and candid feedback
7. Describe approaches for effective faculty and staff development, mentoring, and performance evaluations
8. Recognize and articulate strategies for the management of difficult personnel
9. Differentiate between faculty rights and responsibilities
10. Identify opportunities to enhance self-care and personal development