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).