

Department Executive Officer (DEO) Responsibilities, Selection, and Review Process

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Policy Purpose and Description

This document outlines the responsibilities of the DEO, the process for selecting DEOs, and the process for reviewing DEOs.

Role of the DEOs in the College

The DEO is the principal link between the department and the collegiate administration and is responsible for the academic, administrative, and fiscal leadership of the department. The DEO has the important task of explaining departmental needs to the collegiate administration and explaining collegiate policies and decisions to faculty, staff, and students in the department. The DEO is also a leader of the college and must be able to balance both collegiate and departmental needs. Meetings of all DEOs with the collegiate administration are scheduled regularly.

Expectations of the DEOs

The DEO is expected to:

- Lead development and/or implementation of the strategic plan for the unit
- Recruit, develop, and retain productive faculty of nationally recognized experts.
- Provide inspirational and effective mentorship of faculty, staff, fellows, and students.
- Foster a welcoming environment for faculty, staff, fellows, and students.
- Lead innovation in curriculum and educational programs to ensure quality, content, and delivery of the departmental curriculum.
- Build upon departmental research programs and foster collaboration within the college, the university, and the scientific community.
- Oversee departmental admissions and promote opportunities for student funding, including assistantships and training programs.
- Teach courses and advise departmental graduate students and collegiate undergraduate students.
- Maintain an active scholarship portfolio, including external funding and publications.

- Promote the visibility of the department and college by involvement nationally in professional organizations.
- Transparently manage the departmental budget within the confines of financial support to achieve budgeted goals and maintain a positive fiscal condition.
- Ensure compliance with collegiate, university, state, and federal policies related to grant funding, legislative policies, and academic policies.
- Serve as a member of the collegiate leadership team that guides the strategic initiatives and resources to allow the college to meet its mission, vision, and goals.
- Build and nurture alumni relations.
- Support departmental fund development, including working with the Center for Advancement.

Eligibility

- Candidates should typically hold the rank of full tenured professor.
- Candidates should demonstrate a productive program of research and scholarship.
- Candidates should have a sustained record of service in the department, college, university, and profession.
- Candidates should possess skills that align with the expectations of DEO leaders, as articulated above.

Selection of DEO

When a DEO position becomes vacant, the Dean in consultation with the Provost Office will determine whether to conduct an internal or external search. The Dean will inform the members of the department about the process for selecting a DEO as well as the responsibilities and expectations of that position. If there is an external search, the Dean will convene a search committee and initiate the recruitment process.

For an internal hire, the Dean's office will identify potential DEO candidates based on the established criteria. They will consult with members of the department and other persons whom they deem advisable to consult. The Dean, in consultation with collegiate leadership, will identify the candidate(s) to be interviewed. Similar to an external search, the interview process may include a seminar; meetings with departmental faculty, staff, and students; and meetings with members of the executive committee including DEOs and Associate Deans. Collegiate leadership will survey the faculty, staff, and students to gather confidential feedback. The confidentiality of the feedback will be strictly maintained to encourage honest and open responses.

In accordance with University procedure, the Dean of the College of Public Health shall recommend the appointment after consultation with the Executive Committee and the department involved.

Exceptions to the Normal Process

There may be occasions when the college may need to make an appointment where circumstances do not allow or require for the normal DEO selection process. In those cases, the Dean will appoint a DEO either from among the faculty of the department or from elsewhere in the college.

Evaluation of DEOs

Annual Review of the DEO

- Annual review of the DEO is completed by the dean during spring semester.
- The DEO will be asked to provide the dean with a brief written self-assessment for their past year and goals for their next year. These goals should be linked to particular priorities identified through multi-year reviews of the unit, through strategic planning, and through routine consultation with the dean, faculty and others in the unit.
- The dean will meet with the DEO to discuss the self-assessment (past year/current year goals) and any substantive comments received from faculty. The dean will provide a brief written summary of the discussion to the DEO.
- The DEO has the right to offer a written response of the review within 10 working days of receiving the written summary.
- Review material will be kept with the DEO's personnel records.

Multi-Year Review of the DEO

- Each DEO will be evaluated by the dean prior to reappointment. The evaluation will be initiated during fall semester. This multi-year review is in addition to annual DEO reviews.

- The DEO will be asked to provide a brief written self-assessment addressing each of the following areas:
 - Strategic planning
 - Academic development
 - Faculty excellence
 - Collaboration
 - Resource management
 - Leadership
 - Welcoming environment
 - Teaching, research, and service – personal not department
 - Other areas specified by the dean
- The dean will notify primary faculty and key staff in the unit of the DEO review process. Key staff will be identified by the dean in consult with the DEO.
- A survey will be conducted of primary faculty and key staff in the unit by the dean. Faculty and key staff have the option of meeting with the dean individually and confidentially if they choose.
- The dean will meet with the DEO to review the self-assessment and discuss any substantive comments received. The dean will provide the DEO with a brief written assessment that will include reappointment status and also may include recommendations if warranted.
- The DEO has the opportunity to provide a written response to the review within 10 working days of receiving the review.
- The dean will also inform faculty and key staff in writing of the review results following the meeting.
- Review material will be kept with the DEO's personnel records.