

**ADEA Council of Students, Residents, and Fellows (ADEA COSRF)**  
**Membership Handbook**

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## ***Overview of the American Dental Education Association (ADEA)***

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Welcome to the American Dental Education Association (ADEA). Student members can participate in many activities. This handbook is designed to help you understand the ADEA, the ADEA Council of Students, Residents, and Fellows (ADEA COSRF), learn about the benefits of student membership, and help recruit students, residents, and fellows.

### **ADEA Mission**

The mission of the ADEA is to lead the individuals and institutions of the dental education community to address contemporary issues influencing education, research, and the delivery of oral health care for the improvement of the health of the public. The Association's core values are:

1. **Promoting and Improving Excellence in All Aspects of Dental Education.** The Association values the development of faculty, staff, and administrators as the key to improving dental education.
2. **Building Partnerships in Support of and Advocating for the Needs of Dental Education.** The Association values partnerships with those who share an interest in improving dental education by ensuring a sufficient flow of resources and favorable policy options.
3. **Serving the Individual Needs of Members and Institutions.** The Association values providing a broad range of services for the benefit of both individuals and institutions.
4. **Encouraging Communication and Sharing of Information Among the Association's Members.** The Association values intelligent, candid, and efficient communication among Association members, individuals, and academic dental institutions.
5. **Expanding the Diversity of Dental Education.** The Association values diversity and believes that those who populate dental education—students, residents, fellows, faculty, staff, administrators, and patients—should reflect the diversity of our society.
6. **Recognizing the Needs of Those the Association Serves.** The Association values responsiveness to the needs of students, residents, fellows, alumni, patients, and all other constituents.
7. **Promoting Oral Health.** The Association values oral health care as being integral to the general health and well-being of individuals and society.

ADEA Strategic Directions 2011-14

### **Strategic Direction 1: Leadership**

Provide leadership for the future of dental education and serve as the authority on the education of the dental, allied dental, and advanced dental workforce.

#### *Key Priorities*

- 1.1 Deepen the connection between academic dental institutions and their parent institutions to elevate the profile and integration of dental education on the academic campus, encourage interprofessional education, and highlight the critical role of oral health in improving the overall health of the public.
- 1.2 Identify, evaluate, and share models for the cost-effective delivery of dental education to ensure the sustainability of academic dental institutions.
- 1.3 Provide guidance, data, and analysis on the education of oral health professionals in emerging workforce models to institutions, organizations, and policymakers that are designing workforce

models to ensure that these new types of members of the dental team possess the values, attitudes, knowledge, and skills needed to provide quality oral health care to all.

- 1.4 Provide leadership development programs and opportunities targeted to the needs of new deans, program directors, and department chairs, as well as emerging leaders among the students, residents, and fellows, to prepare this cadre of academic leaders for their new roles.

### **Strategic Direction 2: Teaching and Learning**

Provide dental, allied dental, and advanced dental educators with the information, knowledge, and tools they need to prepare students, residents, and fellows for an undiscovered future.

#### *Key Priorities*

- 2.1 Provide professional development programming and resources targeted to the needs of new dental educators to enhance the pedagogical skills and competencies of these new members of the faculty.
- 2.2 Encourage and support academic dental institutions in integrating models of interprofessional education as a foundation for preparing students, residents, and fellows to provide patient-centered care.
- 2.3 Provide access to high quality curricular tools, templates, and guidance to support effective teaching and learning in the classroom, the clinic, or wherever learning occurs.
- 2.4 Promote the scholarship of teaching and learning as an integral part of institutional culture.

### **Strategic Direction 3: Research**

Promote the importance of research as the foundation of dental education, and of the science and practice of dentistry.

#### *Key Priorities*

- 3.1 Encourage the integration of research into the mission of all academic dental institutions and provide opportunities for the discussion of research policy issues across the dental education community.
- 3.2 Promote opportunities for research collaborations that bring the differing strengths of each academic dental institution to the process of scientific discovery.
- 3.3 Advocate for increased funding for dental and craniofacial research and research training and enhance the competitiveness of academic dental institutions for receiving NIH and other grant funding.
- 3.4 Produce relevant and timely research on key issues in dental education to support informed decision-making by the dental education community and policy makers.

### **Strategic Direction 4: Service**

Guide the preparation of the dental, allied dental, and advanced dental workforce needed to meet the evolving oral health needs of a diverse society.

#### *Key Priorities*

- 4.1 Support the recruitment, inclusion, and success of individuals from underrepresented minorities and low-income backgrounds in entering the dental, allied dental, advanced dental, and academic dental careers to develop the diverse workforce needed for the future of dentistry.

- 4.2 Identify, develop, and promote educational pathways that prepare the students for the full spectrum of roles performed by the dental, allied dental, and advanced dental workforce, including academic, research, practice, industry, and public service careers.
- 4.3 Identify, develop, and promote mechanisms by which academic dental institutions can contribute to solutions for addressing the access to care challenge to improve the health of the nation.
- 4.4 Provide access to ADEA's programs, products, and services to the global dental education community to strengthen the quality of dental education worldwide.

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### **ADEA COSRF Mission**

The mission of the ADEA COSRF is to serve as the national voice and advocate for all students, residents, and fellows in the dental education community by addressing the issues that shape the present and future of dental education.

### **ADEA COSRF Function**

It is the function of the ADEA COSRF to serve as the voice and advocate of all dental and allied students, residents, and fellows on a national level as well as provide a forum for them to communicate with other students, residents, fellows, faculty, and administrators. Additionally, the ADEA COSRF offers a chance for student leaders to develop their skills. All student members will learn more about dental education and careers in dental education.

### **ADEA COSRF Objectives**

Each ADEA Council sets objectives for its constituency. Those of the ADEA COSRF are:

- To provide effective student, resident, and fellow input into both dental and allied dental education.
- To promote the advancement of dental education by providing student input and involvement into the Association's activities.
- To stimulate students, residents, and fellows to assume roles in dental and allied dental education and research.
- To encourage implementation of ADEA policies in ADEA Member Institutions.
- To recommend student consultants, through the ADEA Board of Directors, to other groups and organizations.
- To work in partnership with other student dental organizations to promote the involvement of students, residents, and fellows in the advancement of dental education.

### **Who Can Become a Member**

All dental and allied students, residents, and fellows enrolled full-time in a predoctoral or advanced dental education program are eligible for student membership. Student members can join ADEA Sections and ADEA Special Interest Groups. Although ADEA student membership is a prerequisite for service in the ADEA COSRF, membership alone is not the determining factor. According to the ADEA Bylaws, each ADEA Member Institution may have one student representative for any of the following types of programs at their institution: one representative for a program leading to the D.D.S. or D.M.D. degree; one representative for all students enrolled in advanced dental education programs; one representative for each dental hygiene education program; one representative for each dental hygiene education program; one representative for each dental assisting program; and one representative for each dental laboratory technology education program. Immediately following the ADEA Annual Session the ADEA central office requests from dental schools the name(s) of their representative(s) to the ADEA COSRF.

## **Member Services and Benefits**

- Information about ADEA awards, scholarships, and fellowships (save time and effort accessing these financial opportunities)
- Professional development and leadership development opportunities (get ahead of the curve with information that could significantly advance your career)
- Annual subscription to the *Journal of Dental Education (JDE)* (online, fully searchable database of *JDE* abstracts and articles – also access over 900 other related online journals!)
- Access to MedEdPORTAL®
- Annual subscription to the *Bulletin of Dental Education* (stay in the loop on current events in dental education)
- Subscription to ADEA's *Member News* (get the most out of your ADEA membership)
- Make the right contacts and share information through any of the 36 ADEA Sections and 9 ADEA Special Interest Groups – at no additional cost. These groups provide members the opportunity to learn more about specialty areas and to meet others through groups of mutual interest.
- Member discounts (save money on the cost of attending ADEA events)
- Opportunity to present ideas at the ADEA Student Poster Session (get your work noticed by peers and leaders in dental education)
- Advocacy and legislation on Capitol Hill (help grow opportunities in dental education and help preserve the advances that have been made)
- ADEA Communities of Interest (networking and share knowledge with peers and faculty)
- ADEA YouTube

## ***ADEA Governance: Orientation for Members***

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### **Introduction**

Information about the structure and policy-making procedures of the ADEA can be found in the ADEA Bylaws published in the July issue of the *Journal of Dental Education* and online at [www.adea.org](http://www.adea.org).

### **ADEA House of Delegates (ADEA HOD)**

The ADEA House of Delegates (ADEA HOD) is the Association's governing and legislative body. It convenes twice at the ADEA Annual Session. The ADEA HOD consists of the ADEA Board of Directors and all or some members of the seven ADEA Councils.

### **Powers and Duties.**

The ADEA HOD has the following powers and duties:

1. To enact and, where appropriate, enforce policies of the Association;
2. To approve all resolutions, opinions, and memorials in the name of the Association;
3. To elect active, provisional, and honorary members;
4. To approve changes in the ADEA Bylaws, ADEA Policy Statements, and ADEA Position Papers;
5. To approve new ADEA Sections;
6. To approve the Association's operating budgets;
7. To establish branch offices of the Association or change the location of the ADEA Central Office;
8. To elect the President-elect of the Association;
9. To elect nominees for membership in other organizations when so requested; and
10. To serve as an advocate on behalf of all Association policies and positions.

### **Reference Committees**

## **Purpose of Reference Committees**

Before each ADEA Annual Session, the ADEA Board of Directors appoints two Reference Committees, the ADEA Reference Committee on Association Administrative Affairs and the ADEA Reference Committee on Association Policy. Most resolutions to be considered by the ADEA HOD are referred to one of these committees. Resolutions dealing with administrative, procedural, and business affairs of the Association are referred to the Reference Committee on Association Administrative Affairs. Resolutions dealing with the policies and public positions of ADEA are referred to the Reference Committee on Association Policy.

The Reference Committees hold hearings at the ADEA Annual Session, at which all individual members have an opportunity to discuss and debate the resolutions before they are considered by delegates at the Closing Session of the ADEA HOD. After their hearings, the Reference Committees write reports recommending specific actions on each resolution, and the reports are presented at the Closing Session.

## **Reference Committee Hearings**

Hearings are open to all individual members and other ADEA Annual Session participants. Reference Committee Chairs have the authority to determine whether a nonmember may speak.

At their hearings, each Reference Committee provides an opportunity for discussion on each resolution referred to it. A Reference Committee must recommend action to the ADEA HOD on each resolution, even if there is no discussion at the hearing. However, if there is no discussion, a Reference Committee need not necessarily recommend approval of a resolution; it can recommend another action. Reference Committees have considerable authority; they may propose the adoption of a resolution, or they may recommend amendment, postponement, or rejection. Each Reference Committee prepares a report at the end of its hearing, which will be given at the Closing Session of the ADEA HOD. Each committee must, in its report, explain its recommendations briefly, noting the reasons for agreement or disagreement with the original recommendations.

A Reference Committee Chair cannot permit motions or votes at hearings because Reference Committees are intended only to receive information and opinions. Further, a Chair may not debate points, either at the hearing or the Closing Session of the ADEA HOD.

## **Resolutions**

Resolutions are the vehicles by which the Association's policies and administrative procedures are established, amended, or deleted.

Resolutions may be introduced either between an ADEA Annual Sessions or at an ADEA Annual Session during the Opening Session of the ADEA HOD. Each year, the ADEA Board of Directors presents several resolutions to the ADEA HOD, and any individual member may also present resolutions.

## **Format of Resolution**

Resolutions must follow a specific format. They should not be numbered because staff assigns numbers. "Whereas" clauses should not be used. Instead, when necessary, a succinct background statement should precede the resolution.

Resolutions proposing expenditure of Association funds must be accompanied by a cost impact statement estimating the total amount of funds required and the period of expenditure. Such resolutions presented without cost impact statements will be declared deficient. Staff will assist resolution drafters in estimating expenditures.

Any resolution whose approval would change the ADEA Policy Statements and ADEA Position Papers must specify exactly how those documents would be affected. Likewise, any resolution whose approval would change the ADEA Bylaws must specify exactly how those documents would be affected. Staff will assist members in drafting these resolutions.

The following fictitious statement and resolution exemplifies the format of an ADEA resolution.

Sample ADEA Resolution  
ADEA Board of Directors Quorum

The present American Dental Education Association Bylaws provide that a majority of the members of the ADEA Board of Directors constitutes a quorum for the transaction of business. It is believed that the quorum requirements should be increased because it is presently possible for only six individuals to make important decisions affecting the Association. The following resolution is therefore presented for consideration.

*Resolved*, that the quorum requirement for the ADEA Board of Directors be increased from a majority of the members to two-thirds of the members; and be it further

*Resolved*, that the bylaws Chapter IV (ADEA Board of Directors), Section E (Quorum), which reads:

*Section E. Quorum*, A majority of the members constitutes a quorum for the transaction of business at regular or special sessions.

Be amended to read:

*Section E. Quorum*. Two-thirds of the members constitute a quorum for the transaction of business at regular or special sessions.

### Developing a Resolution

For the sake of completeness, it must be mentioned that resolutions may sometimes be introduced for the purpose of making a statement, and not necessarily acceptance. Obviously, this tactic is for sending a very strong message and should be reserved for extreme cases, lest the ADEA COSRF develop a reputation for frivolous resolutions.

### Researching Issues

Most resolutions presented by the ADEA COSRF are first developed at national meetings; a few are developed at the Administrative Board level. All of them begin with someone's vision of a better and more responsive organization.

Students, residents, and fellows are encouraged to pursue their ideas about issues that are not currently dealt with by ADEA and are germane to the educational process. If you are not sure whether an issue is of concern to students, residents, or fellows (or faculty and/or administration), conduct surveys at the appropriate level. Try to research as many sides of an issue as you can.

If you are not sure whether your proposal would garner national support, talk to the other regional representatives, Administrative Board members, and the professional staff at ADEA to see if other

students, residents, or fellow or ADEA Councils have raised similar concerns. They will also be able to help you formulate a background statement and put your proposal in the form of a resolution.

Remember, the educational process (and factors that impact on it) is not static. There will always be a need to respond to new developments, research, and concerns. The ADEA Councils can affect the policy of ADEA.

### Format and Wording

Resolutions must follow a specific format. Regional sponsors are encouraged to adapt the following specifications to resolutions originating in their area. Try to make the language of the resolution as concise and clear in its intent as possible. Do not hold up an important idea just because it is not fully developed. Help with wording is available from the professional staff at ADEA and the Administrative Board.

To begin with, a succinct background statement should precede each resolution, instead of the “Whereas” clauses commonly used by other organizations. This statement (a short paragraph) contains the reason you feel this resolution is necessary and any pertinent background information followed by: “The ADEA COSRF asks the ADEA Board of Directors to approve this resolution and forward it to the ADEA HOD.” Those resolutions that are designed to add to or modify ADEA Policy Statements, ADEA Position Papers, or ADEA Bylaws (which are described in the most recent July issue of the *Journal of Dental Education*) must specify exactly how those documents would be affected. If the resolution is presented at the Opening Session of the ADEA HOD, the same format and wording described above apply, but the request to the ADEA HOD would be: “The ADEA COSRF asks the ADEA HOD to approve the following resolution.”

### Cost Impact Statement

Be aware that cost impact statements must accompany resolutions whose passage would require unusual expenditures of Association funds. However, these do not need to be developed at the regional level. The assistance of the ADEA professional staff will be required to estimate the total cost and define the period of expenditure. For example, a resolution requesting surveys would require a cost impact statement that takes into consideration increased staff time, online survey development and execution, and any costs involved in the statistical analysis of the data collected.

The ADEA HOD will not consider a resolution whose approval would lead to additional expenditures and is presented without cost impact statement.

### Introduction of a Resolution

#### **How to Introduce a Resolution at an ADEA Annual Session**

Only delegates may introduce resolutions at an ADEA Annual Session and only at the Opening Session of the ADEA HOD. The ADEA Councils meet before the Opening Session of the ADEA HOD. During those meetings, they have an opportunity to develop resolutions that can then be presented by one of their delegates at the Opening Session.

If an ADEA Council develops a resolution after the Opening Session, the resolution cannot be considered by the ADEA HOD until the following year. However, the resolution can be sent immediately after the ADEA Annual Session to the ADEA Executive Director who then presents it to the ADEA Board of Directors for consideration before the next ADEA Annual Session.

### **How to Introduce a Resolution between ADEA Annual Sessions**

Any individual member may submit a resolution between ADEA Annual Sessions. Resolutions should be sent to the ADEA Executive Director who forwards them to the other members of the ADEA Board of Directors.

The ADEA Board of Directors often refers resolutions to the appropriate ADEA Councils, ADEA Sections, or standing and special committees for their recommendations. The ADEA Board of Directors, however, takes action on all resolutions prior to the ADEA Annual Session and sends them on to the ADEA HOD. The ADEA Board of Directors may recommend approval, postponement, or rejection of a resolution, or may simply forward a resolution without comment.

All individual members must present resolutions to the ADEA Executive Director in writing before November 1 preceding the ADEA Annual Session in order for the ADEA Board of Directors to review the resolution prior to the ADEA Annual Session. Nondelegates who fail to meet that deadline may still ask a delegate to introduce a resolution for them at the Opening Session of the ADEA HOD. ADEA COSRF members can present resolution ideas to the Council for consideration and discussion at the ADEA COSRF Interim Meeting or the ADEA Annual Session to the Council or at any time to the Administrative Board. The latter process is preferred to allow understanding and discussion of the proposal and any necessary revision or refinement before presentation to the entire Council.

### Passage and Enactment

After a resolution is discussed at the regional level and a consensus is agreed upon, it is usually sent on to the ADEA COSRF Administrative Board (and to the professional staff liaison to the Council) and then onto the ADEA Board of Directors. Copies should ideally be sent to the Administrative Board two to three weeks before the ADEA COSRF Interim Meeting. The ADEA Vice President for Students, Residents, and Fellows will present the resolution to the rest of the ADEA Board of Directors, indicate the support it has received from the Council, and clarify its intent, if necessary.

The ADEA Board of Directors may:

- Refer the resolution to appropriate ADEA Councils and ADEA Sections for their recommendation or support;
- Return the resolution to the ADEA COSRF with suggested revisions; or
- Send the resolution to the ADEA HOD where it will be considered by the members of the ADEA HOD and the appropriate Reference Committee that will recommend approval, rejection, or no recommended action.

Assume that our resolution has now cleared the ADEA Board of Directors with a recommendation that it be brought before the ADEA HOD for consideration. It will then be assigned to one of the Reference Committees that meet at the ADEA Annual Session. The Reference Committees hold hearings at which all individual members have an opportunity to discuss and debate each proposed resolution before the delegates at the Closing Session of the ADEA HOD consider them. Council members should understand the resolutions passed at the ADEA COSRF Interim Meeting and should be prepared to explain them to educators and other students, residents, and fellows. After their hearings, the Reference Committees write reports recommending specific actions on each resolution.

During the business meeting of various ADEA Councils, each of the resolutions will be discussed and an official position reached. During the Closing Session of the ADEA HOD, each ADEA Council's delegates will then take their place on the floor to discuss and vote on the resolutions. Amendments may be offered. Eventually, a vote is taken. Only then will you know what is to become of what started out as an idea at the regional level.

If the resolution is adopted, it will either become policy incorporated into the ADEA Policy Statements, ADEA Position Papers, and ADEA Bylaws or become the basis for a new initiative.

### Passage Politics

The *best* way to ensure prompt consideration of the ADEA COSRF resolutions is to be sure they are presented to the ADEA Executive Director by November 1, which is immediately following the ADEA COSRF Interim Meeting. Hence, we stress that you send typed background statements and resolutions to the ADEA Vice President for Students, Residents, and Fellows two weeks before the ADEA COSRF Interim Meeting. November 1 is the deadline for submitting resolutions to the ADEA Executive Director for consideration by the ADEA Board of Directors. Nondelegates who fail to meet that deadline may still ask a delegate to introduce a resolution for them at the Opening Session of the ADEA HOD.

All resolutions will be presented to the ADEA COSRF before the Opening Session of the ADEA HOD. A way to ensure a better reception of the students, residents, and fellows' opinions is to present at Reference Committee meetings and on the floor of the ADEA HOD. It can also be helpful to request support of the resolution(s) from other ADEA Councils.

## **ADEA Council of Students, Residents, and Fellows (ADEA COSRF) Delegates**

### Function

A delegate is an elected position that a student, resident, or fellow can seek in the ADEA Council of Students, Residents, and Fellows (ADEA COSRF). A delegate represents a group of students/constituents in the Council and is a voting member in the ADEA HOD. The ADEA HOD is composed of delegates from all ADEA Councils.

The ADEA COSRF delegate carries the responsibility of representing the student, resident, and fellow voice in deciding issues concerning dental education, as a voting member of the ADEA HOD. This is an extremely important position and it is unique among any other student dental organizations. When you go to the ADEA HOD, you are deciding issues for dental education on the same level as other ADEA Council delegates.

### Breakdown of Delegates

The Council of Students, Residents, and Fellows is represented by 27 delegates in the ADEA HOD. The breakdown is as follows:

- Administrative Board - 5 delegates. Vice President, Chair, Vice Chair, Secretary, and Member-at-Large.
- Regional Representatives - 12 delegates. Two delegates for each region: Northeast, Southeast, Ohio Valley, Midwest, South Central, and Pacific.
- Non-D.D.S./D.M.D. Student Representatives – 10 delegates. Two delegates each: Hospital Based, Non-Hospital Based, Dental Hygiene, Dental Assisting, and Dental Laboratory

Technology.

## **ADEA Council of Students, Residents, and Fellows (ADEA COSRF) Meetings**

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### **ADEA Annual Session and Exhibition**

Once a year, usually in March, the ADEA holds its general meeting, known as the ADEA Annual Session and Exhibition. The July *Journal of Dental Education (JDE)* issue of the same year documents the proceedings of the ADEA Annual Session. As a student representative, you will be participating in the ADEA Council of Students, Residents, and Fellows (ADEA COSRF). If you familiarize yourself with the content of the July issue of the *JDE* for the previous year, you will find pertinent issues to discuss at the ADEA COSRF Interim Meeting and the ADEA Annual Session and will be a more effective participant.

### **Council Business**

At least three ADEA COSRF business meetings are held during the course of the ADEA Annual Session. During these meetings, resolutions are introduced and discussed, reports of the Vice President, Administrative Board, and each region are given, and elections are held.

The Center Group Leaders (CGLs) and other students, residents, and fellows holding positions including the Commission on Dental Accreditation (CODA) representative will report on activities of the previous year.

The newly elected Administrative Board of the ADEA COSRF meets with the outgoing Administrative Board members prior to the Closing Session of the ADEA House of Delegates (ADEA HOD). At this time, Administrative Board members select from candidates for the Member-at-Large position (the only Administrative Board position not elected by the entire Council), and the CGLs. The ADEA Bylaws indicated that the four newly elected Administrative Board members will appoint the Member-at-Large immediately after the close of the ADEA Annual Session. In the interest of time, the newly elected Administrative Board members will interview candidates for the Member-at-Large appointment prior to the close of the ADEA Annual Session and announce the appointment immediately prior to the close of the ADEA HOD.

### **Council Programs**

The ADEA COSRF has developed programs in past years that focus on topics of interest to students, residents, and fellows. Extensive development is involved, requiring a full year of planning and preparation, but provides a favorable high-profile for the ADEA COSRF. Guidelines and deadlines for submission for programs for the ADEA Annual Session are sent to all Council Administrative Board members by the ADEA Central Office.

### **ADEA Council of Sections Programs**

The ADEA Council of Sections is responsible for putting on most of the programming at the ADEA Annual Session. Students, residents, and fellows are encouraged to attend any of these symposia and idea sessions.

### **ADEA COSRF Interim Meeting**

This meeting is usually held in conjunction with several other ADEA Councils. This meeting tends to be

highly interactive with numerous joint sessions with the other ADEA Councils and ADEA Special Interest Groups, in addition to ADEA COSRF programming. Before the implementation of a national ADEA COSRF Interim Meeting, individual regional meetings were coordinated and conducted by regional representatives and the Member-at-Large.

### **ADEA Joint Council Administrative Boards Meeting**

The Administrative Board meets in Washington, DC, in January. This meeting is held in a joint session with the other ADEA Council Administrative Boards and the ADEA Board of Directors. Expenses for attending the meeting are provided by the Association. At the meeting, ADEA COSRF business is discussed, the Vice President reports on ADEA Board of Directors activity, planning for the ADEA Annual Session is finalized and projects are developed and followed. The meetings are intense and informal discussions late into the night are common.

## ***Delegate-Level Leadership Opportunities***

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### **ADEA Council of Students, Residents, and Fellows (ADEA COSRF) Administrative Board**

There are five positions on the Administrative Board. All elections are held during the ADEA Annual Session. Each position is open for election annually. Any member can hold a board position. Nominations come from the floor and can only be made by ADEA members. Nominees must be ADEA members.

#### Qualifications & Position Descriptions

**ADEA Vice President for Students, Residents, and Fellows**—nominees are preferred to have at least one year of experience on the Administrative Board. This position can be held for up to three years by the same person. This person serves as an ex officio member of the ADEA COSRF and is a member of the ADEA Board of Directors as the student representative. There is extensive time commitment for this position including personal time (phone calls, correspondence, mailings, etc.) and time away from school/graduate program of up to three weeks a year to attend meetings.

**Chair of the ADEA COSRF Administrative Board**—nominees are preferred to have at least one year of experience on the Administrative Board. This position can only be held for one year.

The Chair is responsible for coordinating all activities of the ADEA COSRF. In terms of time commitment, this position involves serving as liaison between the Vice President and the ADEA COSRF, planning and coordinating the schedule of meetings and activities for the ADEA COSRF during the ADEA Annual Session and Exposition and the ADEA COSRF Interim Meeting, and maintaining communication among the Board members. Time away from school to attend meetings can be up to two weeks a year.

**Vice Chair of the ADEA COSRF Administrative Board**—nominees are preferred to have at least one year of experience on the Administrative Board. This position can only be held for one year.

The Vice Chair is responsible for assisting the Chair in fulfilling responsibilities for the ADEA COSRF and serves in the position of Chair in the absence of the Chair. The Vice Chair also serves as an intermediary between the ADEA COSRF and the ADEA Centers. These Centers are as follows: ADEA Center for Educational Policy and Research; ADEA Center for Equity and Diversity; and the ADEA Center for Public Policy and Advocacy. The Vice Chair accomplishes this by working with the ADEA Centers' leaders. There is considerable time commitment for this position as determined by the Chair and ADEA COSRF. Time away from school to attend meetings can be up to two weeks a year.

**Secretary of the ADEA COSRF Administrative Board**—nominees are not required to have previous

experience on the Administrative Board. This position can only be held for one year.

This person is responsible for all written information for the ADEA COSRF including minutes during Administrative Board meetings, correspondence to other organizations, monthly written announcements, reminders, articles for the *Bulletin of Dental Education*, etc. In addition, the Secretary ensures that ADEA COSRF online resources found on the ADEA website and the ADEA COSRF website are updated and accurate. There is considerable time commitment for this position in terms of maintaining active correspondence for the ADEA COSRF. The Secretary is also responsible for the ADEA COSRF Newsletter. Time away from school to attend meetings is up to one week a year.

**Member-at-Large of the ADEA COSRF Administrative Board**—nominees are not required to have previous experience on the Administrative Board, however prior regional representative experience is strongly recommended as the Member-at-Large is in charge of the regional representatives. This position can only be held for one year.

Nomination for this position comes from the ADEA COSRF, but selection for Member-at-Large comes from the newly elected Administrative Board through an interview process of each interested candidate.

This person is responsible for communication between the Administrative Board and the regional representatives. This position is especially important before the ADEA COSRF Interim Meeting and the ADEA Annual Session, as the Member-at-Large assimilates regional reports for the meetings. Time commitment for this position mainly requires good communication throughout the year with all regional representatives and the administrative board. The Member-at-Large also serves as a member of the junior faculty selection committee. Time away from school to attend meetings is up to one week a year.

Note: The biggest concern for the Administrative Board is consistency. In the interest of having consistency on the Board, students, residents, and fellows are encouraged to hold positions on the Board that will allow for the greatest amount of time that can be served. For example, first-year students are encouraged to apply for positions of Member At Large and Secretary so they can move up and hold other positions while they are in school and possibly in graduate programs.

#### Administrative Board Election Procedures

Succession is not automatic for the ADEA COSRF Administrative Board positions. Elections are held every year. Nominations will be taken in advance of the ADEA Annual Session up until the day before elections. Nominees must submit the candidate information form to the Secretary the day before elections. Candidates for elected positions (Vice President, Chair, Vice Chair, and Secretary) will be given an opportunity to speak in front of the Council before elections. All candidates will be provided with a standardized PowerPoint background that includes information from their candidate information form. Speaking time will be limited to three minutes for Vice Chair and Secretary and five minutes for Chair and Vice President.

Voting will take place following the speeches. Each school in attendance at that time will have one equal vote to be placed on a written ballot and collected and counted by the professional ADEA COSRF Liaison. In the event of a tie, the ADEA COSRF will follow parliamentary procedure to decide the tie vote (Sturgis 4<sup>th</sup> Edition, 2001). As such, members will recast votes as described above until the vote is decided. Another method can be used but must be approved by the entire ADEA COSRF.

#### **ADEA COSRF Regional Representatives**

There are 12 delegate positions for all of the regions (two for each region). Elections are held during the ADEA Annual Session and are coordinated by the Member-at-Large and run by the previous

regional representatives. Each position is open for election annually. Nominations come from the region in which the delegate is located (e.g., Northeast delegate must attend a school in the Northeast region) and can only be made by ADEA members. Nominees must be ADEA members. Any member can hold a Regional Representative position. The Regional Representatives are responsible for serving as the liaison to the Administrative Board for students, residents, and fellows at schools in their region including making sure that they know about meetings and issues concerning the ADEA COSRF. Additionally, they mentor new ADEA chapters as they form and grow. The Member-at-Large is the direct liaison. The regional representatives are delegates in the ADEA HOD. The regional representatives are also responsible for completing the Peer Review Survey after the Annual Session they were elected at. Regional Representatives are also required to make newsletter submissions throughout their elected year. It is strongly recommended that the regional representative attend both the fall and annual meetings

### **Hospital Based/Non-Hospital Based Delegates**

There are four delegate positions available for advanced dental education students in these programs. All elections are held during the ADEA Annual Session among qualified applicants from these groups. Each position is open for election annually. Nominations come from the floor and can only be made by ADEA members. Nominees must be ADEA members.

### **Allied Dental Program Delegates**

There are six delegate positions available for dental hygiene, dental assisting, and dental laboratory students. Each allied group is allowed two delegates. All elections are held during the ADEA Annual Session among qualified students, residents, and fellows from these groups. Each position is open for election annually. Nominations come from the floor and can only be made by ADEA members. Nominees must be ADEA members.

### ***Other Leadership Opportunities***

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#### **ADEA Annual Session Program Committee (ADEA ASPC) Student Representative**

The ADEA Annual Session Program Committee (ADEA ASPC) Student Representative helps plan the ADEA Annual Session. The Representative is required to attend two planning meetings with the ADEA ASPC Representatives from other ADEA Councils and give input on what students, residents, and fellows would like to see at the ADEA Annual Session. It is important for the Representative to promote the ADEA Annual Session to the students, residents, and fellows and collect feedback from the ADEA Council of Students, Residents, and Fellows (ADEA COSRF) to improve future meetings.

#### **Center Group Leaders (CGLs)**

The Center Group Leaders (CGLs) are non-delegate positions. CGLs act as liaisons to the three ADEA Centers, which are as follows: 1. ADEA Center for Equity and Diversity 2. ADEA Center for Educational Policy and Research 3. ADEA Center for Public Policy and Advocacy. CGLs are responsible for familiarizing themselves with the issues that the centers focus on and educating the ADEA COSRF in these areas at the ADEA COSRF Interim Meeting and the ADEA Annual Session. CGLs are expected to initiate one project pertaining to their respective centers and report on this project at the annual session. CGLs work directly with the Vice Chair and are required to make a newsletter submission during their elected year. CGLs need to submit an applicant information form and are selected by the newly elected Administrative Board through an interview process.

#### **Chapter Liaison**

The Chapter Liaison is a contact point for each individual school. The role of the Chapter Liaison is to act as a link from the regional representative to the individual school the liaison represents. This position was created to enhance communication to all the schools. The Liaison works directly under the regional representative.

### **ADEA Commission on Change and Innovation in Dental Education (ADEA CCI) Public Relations Task Force Student Representative**

The Public Relations Task Force was formed to develop a coordinated communication strategy for the advancement of the ADEA Commission on Change and Innovation in Dental Education (ADEA CCI) agenda. This ADEA Task Force gives special attention to new and creative ways to disseminate the message of ADEA CCI and develop a strategy to fully utilize the ADEA CCI website and newsletter. There is only one student that sits on this ADEA Task Force, which meets in January and March in Washington, DC. Also you will attend the National ADEA CCI Liaisons meeting.

### **Journal of Dental Education Student Editor**

The role of the Student Editor is to promote publication of ideas, activities, and research from ADEA student members within the "From the Students' Corner" section of the *Journal of Dental Education*. The Student Editor solicits student interest, helps students, residents, and fellows develop concepts for manuscripts, and helps edit manuscript drafts to submission quality. The Student Editor should be mentioned in the Acknowledgments section of any publication for which substantial contributions were made. This role is an excellent opportunity for anyone interested in a career involving academic research.

### **ADEA Postdoctoral Application Support Service (ADEA PASS) Task Force Student Representative**

The ADEA Postdoctoral Application Support Service (ADEA PASS) Task Force Student Representative helps to bridge the gap between students, schools, and the ADEA PASS administration. Serving on the ADEA PASS Task Force is a way to ensure that students' perspectives are being heard. The goal of the ADEA PASS Task Force is to make ADEA PASS easy to use and a place that students can feel they are being represented to graduate programs in the best possible way. Responsibilities include conference calls and meetings at the ADEA Annual Session.

### **ADEA Associated American Dental Schools Application Service (ADEA AADSAS) Task Force**

The ADEA Associated American Dental Schools Application Service (ADEA AADSAS) Task Force Student Representative offers a student perspective on the predoctoral application service. The goal of the ADEA AADSAS Task Force is to ensure that the ADEA AADSAS application process is meeting the needs of applicants, health professions' advisors, and dental school admissions officers. Responsibilities include participation in conference calls and attendance at the ADEA AADSAS Task Force Meeting during the ADEA Sections on Admissions Officers and Student Affairs and Financial Aid (ADEA AFASA) Meeting and at the ADEA Annual Session.

### **ADEA/ASDA Representative on the Commission on Dental Accreditation (CODA)**

This is a two-year position that alternates between ADEA and the American Student Dental Association (ASDA). Mr. Joseph Eliason (University of California, San Francisco) is the current Commission on Dental Accreditation (CODA) Commissioner. The next Student Commissioner will be selected by ASDA to serve for the two year term, 2013-2015. ADEA will select for the subsequent two-year term, 2015-2017. The term will begin at the conclusion of the 2015 American Dental Association (ADA) Annual Session and end at the conclusion of the 2017 ADA Annual Session. All interested individuals must apply through the online 2014 ADEA Call for Nominations for Appointments. The online application will be available at the ADEA website, [www.ADEA.org](http://www.ADEA.org) in summer 2014. An email reminder will be sent to the ADEA COSRF email list.

### **ADA Council on Dental Education and Licensure – Committee D**

An ADEA COSRF representative has been added to this 12-member committee that develops collaborative strategies to promote dentistry as a profession, especially to underrepresented minorities. The Committee's charge is to promote dentistry and dental team careers and to develop and implement a comprehensive career guidance campaign to attract students into dentistry with an emphasis on attracting underrepresented minorities.

## **Student Chapters at Colleges and Universities**

See the document [Sample Student Organization Constitution Template](http://www.ADEA.org) at the ADEA website, [www.ADEA.org](http://www.ADEA.org). Over the years students interested in academic dentistry have formed clubs or “chapters” at their academic institution. ADEA has the following requirements for these student groups that want to refer to their organization as “chapters”:

- Commitment to ADEA’s core values, mission, and strategic directions as reflected in chapter programs
- Use of the name “The ADEA Student Chapter at <name of home academic dental institution>” in its entirety. Groups may not use the name “ADEA Chapter” or “ADEA Student Chapter” only
- Provide a current contact name of the group’s leader to the ADEA Central Office to the ADEA COSRF Staff Liaison, Ms. Sonja Harrison
- Are not engaged in fundraising, except to a limited extent for the purposes of attending or holding educational events
- Register as a student organization
- Adhere to sound financial management of chapter’s limited funds

Groups that comply with these guidelines are eligible for Chapter Awards. ADEA does not formally recognize, and assumes no responsibility for the activities, or financial liabilities of student chapters.

## ***Chapter Awards***

Different ADEA chapters are at different levels of development and experience varying levels of participation at different institutions. The purpose of the chapter awards is to recognize outstanding efforts at the local level.

## **Distinguished Chapter Awards**

These awards are unlimited and ideally every chapter would perform to this level. These awards can and should be won on a yearly basis by the same chapters. In order to meet this standard to achieve the Distinguished Chapter status your chapter must:

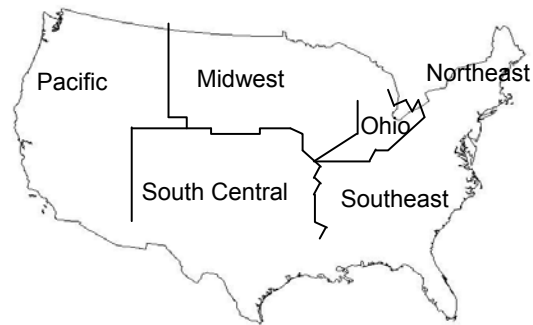
- Have in attendance two students, residents, or fellows at the ADEA COSRF Interim Meeting and two at the ADEA Annual Session
- Host two “Lunch and Learn” type sessions at your institution covering topics that are central to the ADEA mission (not informational sessions for dental products)
- 100% of first- and second-year students are ADEA members
- Nominate one faculty member for the Junior Faculty Award
- Complete the Chapter Award Application Form
- Have in place a chapter constitution and/or bylaws

## **Individual Chapter Awards**

These chapter awards are limited and seek to recognize specific chapters for particularly outstanding achievements in specific areas. More details can be found in the Chapter Awards application Form in the Appendix. The individual chapter awards are in the following areas:

- Award for ADEA Innovative Chapter of the Year
- Award for Most Improved Chapter
- Award for Outstanding Membership & Communication
- Award for Outstanding Chapter Organization
- Award for Outstanding Activities
- Award for Outstanding Advocacy & Ethics

## ADEA Council of Students, Residents, and Fellows Regions



### **Northeast**

Boston University  
Columbia University  
Harvard School of Dental Medicine  
New York University  
Stony Brook University  
Tufts University  
University at Buffalo  
University of Connecticut  
University of Maryland  
University of Medicine and Dentistry of New Jersey  
University of New England

### **Midwest Region**

Creighton University  
Marquette University  
Midwestern University-Illinois  
Southern Illinois University  
University of Detroit Mercy  
University of Illinois at Chicago  
University of Iowa  
University of Minnesota  
University of Nebraska Medical Center  
University of Michigan  
University of Manitoba

### **Ohio Valley**

Case Western Reserve University  
Indiana University  
Howard University  
The Ohio State University  
The Maurice H. Kornberg School of Dentistry,  
Temple University  
University of Kentucky  
University of Louisville  
University of Pennsylvania  
University of Pittsburgh

### **Pacific**

Arizona School of Dentistry and Oral Health  
Midwestern University-Arizona  
Loma Linda University  
Oregon Health & Science University  
Roseman University of Health Sciences  
University of California, Los Angeles  
University of California, San Francisco  
University of Nevada, Las Vegas  
University of Southern California  
University of the Pacific Arthur A. Dugoni  
School of Dentistry  
University of Washington  
Western University of Health Sciences

### **Southeast**

East Carolina University  
Lake Erie College of Osteopathic Medicine  
Medical College of Georgia  
Medical University of South Carolina  
Meharry Medical College  
Nova Southeastern University  
Virginia Commonwealth University  
University of Florida  
University of North Carolina at Chapel Hill  
University of Puerto Rico  
University of Tennessee

### **South Central**

Baylor College of Dentistry  
Louisiana State University  
University of Alabama at Birmingham  
The University of Colorado  
University of Mississippi  
University of Missouri-Kansas City  
University of Oklahoma  
University of Texas Health Science Center at  
San Antonio

## **ADEA Candidate/Applicant Information Form**

***Application for the Position of:***

**Name:**

**School:**

**Graduation year:**

**Phone:**

**Email:**

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**Number and Name of previously attended ADEA Meetings:**

**Prior experience with ADEA (National):**

**Prior Experience with ADEA (Local /school):**

**Other leadership experiences**

**Why do you feel you are qualified for this position? (CGL and MAL Only)**

**What do you hope to accomplish in this position? (CGL and MAL Only)**

**2012 ADEA COSRF Chapter Awards Application Form**

The ADEA Council of Students, Residents, and Fellows (ADEA COSRF) Chapter Award honors outstanding achievements by ADEA chapters in serving members in accordance with the ADEA COSRF Chapter Judging Criteria.

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**Chapter/School Name** **Name of Region (e.g. Pacific)**

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**Your Name**

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**Email Address** **Phone**

**AWARDS**

Every chapter applying for the ADEA COSRF Awards will be assessed and reviewed for consideration in all award categories. However, if your chapter would like for a special consideration for one or more particular award categories, please mark a ✓ next to the award category (or categories) listed below. Note: Based on your application and supporting material provided, your ADEA chapter may receive recognition for a different award than what was marked on this page.

- A        Award for ADEA Innovative Chapter of the Year
  
- B        Award for Most Improved Chapter
  
- C        Award for Outstanding Membership & Communication
  
- D        Award for Outstanding Chapter Organization
  
- E        Award for Outstanding Activities
  
- F        Award for Outstanding Advocacy & Ethics

**Eligibility**

1. The 2012 ADEA COSRF Chapter Awards are open to all ADEA chapters.
2. Awards are given to chapters, not individuals.
3. Programs must have been conducted between March 2011 and March 2012. (Ongoing activities may have been initiated prior to that period as long as results can be measured during the 2011-12 academic year.)

## Submission Guidelines

Please follow guidelines **exactly**.

- All entries must be typed in Times New Roman.
- The first page must be the official entry form (1st page of this application form).
- If you want special consideration for the Innovative Chapter of the Year Award or Most Improved Chapter Award, your application must be accompanied by an outline of your chapter's accomplishments in **BULLET** format on **all four judging criteria categories** (pg 21-22).
- For specific award category (or categories), please submit an application form in **BULLET** format for special considerations **per** award category. Again, every application will be reviewed for recognition in all award categories.
- You may attach supporting material as needed at the end of the completed application. **Important:** A picture can be worth a thousand words. **Please include pictures and event programs**, if any. If the chapter is selected for an award, a picture will be requested for the award presentation during the ADEA Annual Session.
- Each page of your application must be submitted in PDF format (Adobe Acrobat file) and emailed to Hannah Ye at [hannahy216@gmail.com](mailto:hannahy216@gmail.com). You'll receive a confirmation email upon receipt of your application. **Note:** Your application must be received on or before the **January 27** deadline.

## Deadline

- Applications must be received via email to [hannahy216@gmail.com](mailto:hannahy216@gmail.com) by **January 27, 2012**

## Application Limitation

- An individual ADEA chapter that is applying for ADEA Innovative Chapter of the Year Award **or** Most Improved Chapter Award may ask for special consideration **only** for that one particular award. However, the chapter will be considered for all categories as with all other applications received.
- If not applying for the aforementioned two awards, each chapter may ask for special consideration on more than one award category.
- Please limit your list of accomplishments to **one page** per category.
- A local chapter may only receive one award per year.

## Judging

- Judging is based on standards of excellence as itemized in the ADEA COSRF Chapter Award judging criteria (pg 20-21). The ADEA COSRF Award Committee will include the ADEA COSRF Member-at-Large and Regional Representatives. The Administrative Board Secretary will facilitate the judging process.
- An application that has asked for special consideration for a specific award will receive more favorable marks for that award than one that has not.

Winners will be announced and presented with a personalized award certificate during the ADEA COSRF Meeting and/or Luncheon at the ADEA Annual Session.

## ADEA INNOVATIVE CHAPTER OF THE YEAR AWARD

- One award will be given to the chapter that best exemplifies the characteristics of an exemplary ADEA chapter.
- Explain in bullet format how the chapter has demonstrated innovation and outstanding accomplishments in the areas of **all four** judging criteria.
- Each category must be addressed with a clear heading (e.g. "Membership & Communication") with accomplishments listed in bullet format underneath.
- Supporting material, such as activity calendars, meeting minutes, chapter newsletters, photos, or other related materials can be attached to the **end** of this application.

## **MOST IMPROVED CHAPTER AWARD**

- One award will be given to the chapter that has shown the most progress toward being an exemplary ADEA Chapter.
- Each category must be addressed with a clear heading (e.g. "Membership & Communication"). Specific improvement must be noted in bullet format. Highlight new factors that led to improvement.
- Supporting materials, such as activity calendars, meeting minutes, chapter newsletters, photos, or other related materials can be included to the **end** of the application.

### **Four Categories of Judging Criteria**

1. Membership & Communication
  - 100% membership
  - Chapter encourages member participation
  - Chapter recruits and provides activities for pre dental members
  - Chapter employs the following communication vehicles: class announcements, bulletin boards, email, and a website
  - Chapter publishes a local newsletter (please specify how many times per school year)
  - Chapter contributes to national ADEA publications
  - Chapter utilizes ADEA branding (including ADEA signage such as banner, etc.)
  - Chapter interacts with other ADEA chapters in region toward the common goal of bettering a younger chapter and helping other ADEA chapters better establish presence on their campus
2. Chapter Organization/Leadership
  - Chapter has a current constitution (that adheres to the ADEA COSRF template) on file with the local school student government. The local chapter must, upon request, be able to provide the Awards Committee with a copy of the Constitution and ADEA Bylaws.
  - Regular meetings for both leaders and members are held
  - Chapter has a written long-term plan and short-term goals that are updated and accomplished annually
  - Chapter leaders present information learned from regional and national meetings to chapter members
  - Chapter has invited a faculty advisor/advocate and dean to events
  - Chapter is recognized as an influential entity within the school
  - There are established procedures for the election and appointment of officers
  - Chapter has several leadership positions that cover specific duties
  - All leaders have a written position description
  - There are established procedures for leadership training
  - Regular meetings are scheduled for leaders and members
  - Chapter leaders encourage members to apply for national ADEA leadership positions
  - Chapter conducts one or more organized efforts at fund-raising
3. Activities
  - Chapter offers professional or educational programs for interaction between students and faculty, staff, state/local dental societies
  - Chapter offers tutoring/mentoring
  - Chapter organizes fair (e.g. vendor, organized dentistry, etc.)
  - Chapter organizes Lunch/Dinner and Learns frequently
  - Chapter provides social and outreach activities
  - Chapter interacts with other ADEA chapters in region through activities
  - Chapter participates in community or humanitarian activities
  - Chapter organizes activities that are unique and original

4. Advocacy & Ethics
- Acts as a resource for information on financial aid and other pertinent issues
  - Provides mentoring services for new members such as explaining requirements, providing class notes, or preparing test booklets
  - Supports the individual and collective concerns of members
  - Serves as voice for entire chapter membership
  - Attends State and National Lobby Day events
  - Attends and relays information obtained during interim meetings and the ADEA Annual Session
  - Presents issues relating to access to care to members
  - Organizes activities focusing on ethics, such as Lunch and Learns
  - Develops resources on ethics for your chapter
  - Displays a chapter Code of Ethics prominently at chapter (website, newsletter, bulletin boards, etc.) and distributes the Code to members of chapter
  - Publish articles that focus on ethics in a chapter newsletter and website
  - Faculty involvement in ethics activities

**NOTE:** Chapters do NOT need to meet all the standards of excellence as itemized above. Please only use the judging criteria as a guideline.