

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

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Overview of the American Dental Education Association (ADEA)

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 and Key Priorities 2015-18

Strategic Direction 1: Leadership

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

Priority 1: Demonstrate the value of dental education to students, graduates, academic institutions, corporate members, funders, policymakers and society at large.

Priority 2: Position dental education as a leader in interprofessional education, and dentistry as a core part of the collaborative health care team.

Priority 3: Prepare and engage ADEA members in providing leadership for the association and for the future of dental education.

Strategic Direction 2: Teaching and Learning

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

Priority 1: Provide tools and resources to support ADEA members in preparing graduates for the future of dental practice and their roles as practitioners in a collaborative health care environment.

Priority 2: Prepare dental educators to effectively use new and innovative approaches to teaching and learning that lead to academic success.

Priority 3: Promote the scholarship of teaching and learning as an integral part of the culture of academic dental institutions.

Strategic Direction 3: Research

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

Priority 1: Enhance the ability of all academic dental institutions to demonstrably advance their research missions.

Priority 2: Advocate for increased funding for dental and craniofacial research and research training, and enhance the competitiveness of academic dental institutions to receive support from NIH and other public and private funders.

Priority 3: Produce and promote evidence-based research and reports to inform decision-making by the dental education community and policymakers.

Strategic Direction 4: Service

Support the academic dental community in its mission to meet the evolving oral health needs of a diverse society.

Priority 1: Provide expertise and programming that helps develop a diverse and culturally competent workforce prepared to provide care for all segments of the population.

Priority 2: Promote academic dental institutions as key contributors to increasing access to dental care and improving the oral and overall health of their communities.

Priority 3: Serve as a collaborative partner in the global effort to improve oral and overall health.

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 in a predoctoral, advanced or allied dental education program in an ADEA member institution are eligible for student membership. Student members can join ADEA Sections and ADEA Special Interest Groups. ADEA student membership is a prerequisite for service in the ADEA COSRF, and ADEA membership is free to students at ADEA member institutions.

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)
- Make the right contacts and share information through any of the 38 ADEA Sections and 12 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)

Introduction

Information about the structure and policy-making procedures of 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.

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 Chair-elect of the Association;
9. To elect nominees for representation 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 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 District Commissioners, 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. 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. 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

Ideally, students should confer with the COSRF Administrative Board when considering a resolution and work with Administrative Board members to craft the resolution.

Any individual member may submit a resolution to the Board of Directors by December 1, prior to the next ADEA Annual Session & Exhibition, which in its discretion may or may not choose to forward it for further consideration.

Resolutions not brought before the last Board of Directors meeting prior to the Annual Session & Exhibition may be introduced at the Opening of the House of Delegates and must be presented by a Delegate.

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 President and CEO who then presents it to the ADEA Board of Directors for consideration before the next ADEA Annual Session.

At its discretion, the Board of Directors may submit resolutions to an appropriate Association component group for advice before forwarding the resolution to the House of Delegates.

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

Function

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 26 delegates in the ADEA HOD. The breakdown is as follows:

- Administrative Board - 5 delegates. Board Director, Chair, Vice Chair, Secretary and Member-at-Large.
- District Commissioners - 11 delegates. One delegate for each of the 11 districts.
- 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

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

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 Board Director, Administrative Board, and each region are given, and elections are held.

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). The ADEA Bylaws indicate that the four newly elected Administrative Board members will appoint the Member-at-Large. The newly elected Administrative Board members interview candidates for the Member-at-Large appointment prior to the close of the ADEA Annual Session and announce the appointment before the closing 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 program submissions for the ADEA Annual Session are available immediately following the Annual Session & Exhibition on the ADEA website, www.adea.org.

ADEA COSRF Interim Meeting

This meeting is held in conjunction with other ADEA Council meetings at the ADEA Fall Meetings. This meeting tends to be highly interactive with numerous joint sessions with the other ADEA

Councils in addition to ADEA COSRF programming. COSRF leaders and members spend considerable time during this meeting sharing information to develop and grow ADEA Chapters for Students, Residents and Fellows.

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 Board Director 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

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 (the Member-at-Large is selected by the other Administrative Board members). Any member can hold a board position. Before each ADEA Annual Session & Exhibition, the Vice-Chair and two Council members who are not on the Administrative Board nominate one or more individuals for positions of Secretary, Vice-Chair, Chair and Board Director. Additional nominations come from the floor during COSRF business meetings during Annual Session. Nominations can only be made by ADEA members. Nominees must be ADEA members.

Qualifications & Position Descriptions

ADEA Board Director 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 in addition to the Fall Meeting and Annual Session.

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 Board Director and the ADEA COSRF, planning and coordinating the schedule of meetings and activities for the ADEA COSRF during the ADEA Annual Session and Exhibition and the ADEA COSRF Interim Meeting, and maintaining communication among the Board members. Including the Fall Meetings and Annual Session, time away from school to attend meetings can be up to three 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. There is considerable time

commitment for this position as determined by the Chair and ADEA COSRF. Including the Fall Meetings and Annual Session, 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 works with the ADEA Staff Liaison to ADEA COSRF to ensure 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. Including the Fall Meetings and Annual Session, time away from school to attend meetings can be up to two weeks 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 District Commissioner experience is strongly recommended as the Member-at-Large is in charge of the District Commissioners. 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 District Commissioners. This position is especially important before the ADEA COSRF Interim Meeting and the ADEA Annual Session, as the Member-at-Large assimilates district reports for the meetings. Time commitment for this position mainly requires good communication throughout the year with all District Commissioners and the Administrative Board. The Member-at-Large also serves as a member of the Junior Faculty Award selection committee. Including the Fall Meetings and Annual Session, time away from school to attend meetings can be up to two weeks 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 (Board Director, 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 Board Director.

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 4th 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 District Commissioners

There are 11 delegate positions for eleven districts. Elections are held during the ADEA Annual Session and are coordinated by the Member-at-Large and run by the previous District Commissioners. Each position is open for election annually. Nominations come from the district in which the delegate is located (e.g., District 1 delegate must attend a school in District 1) and can only be made by ADEA members. Nominees must be ADEA members. Any member can hold a District Commissioner position.

The District Commissioners are responsible for serving as the liaison to the Administrative Board for students, residents and fellows at schools in their district including making sure that they know about meetings and issues concerning the ADEA COSRF. Additionally, and central to the position, they mentor new ADEA Chapters as they form and grow. The Member-at-Large is the direct liaison. The District Commissioners are delegates in the ADEA HOD. It is strongly recommended that the District Commissioner attend both the fall and annual meetings. An ideal candidate would be willing to attend the appropriate ASDA District Meeting in the fall following their election, as well.

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

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. Applicants for this position need to submit an information form and are selected by the newly elected Administrative Board through an interview process.

ADEA COSRF Liaison for Advocacy and Governmental Relations (AGR)

The ADEA COSRF Liaison for Advocacy and Governmental Relations is responsible for familiarizing themselves with the legislative issues relative to dental education. Applicants for this position need to submit an information form and are selected by the newly elected Administrative Board through an interview process. The selected applicant should plan to attend the ADEA Advocacy Day on Capitol Hill help in early fall following their appointment and will submit a written report for the COSRF Newsletter(s).

Note: Applicants for the positions of Member-at-Large, ADEA ASPC Student Representative, and COSRF Liaison for AGI should choose only **one** of these positions for-which they would like to be considered by the new Admin Board.

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 District Commissioner to the individual school the liaison represents. This position was created to enhance communication to all the schools. The Liaison works directly under the District Commissioner.

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. All interested individuals must apply through the online ADEA Call for Nominations for Appointments, which is released in the summer.

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. All interested individuals must apply through the online ADEA Call for Nominations for Appointments, which is released in the summer.

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). Ms. Ambika Srivastava (University of Mississippi Medical Center School of Dentistry) is the confirmed representative from ADEA COSRF who will serve as the Commission on Dental Accreditation (CODA) Commissioner for 2019-2021. The next Student Commissioner will be selected by ASDA to serve the two year term, 2021-2023. ADEA will select for the subsequent two-year term, 2023-2025. The term will begin at the conclusion of the 2023 American Dental Association (ADA) Annual Session and end at the conclusion of the 2025 ADA Annual Session. All interested individuals must apply through the online 2022 ADEA Call for Nominations for Appointments. The online application will be available at the ADEA website, www.ADEA.org in summer 2022. An email reminder will be sent to the ADEA COSRF email list.

ADEA COSRF Leadership Orientation

All newly elected ADEA COSRF leaders (Administrative Board members and District Commissioners)

are required to attend the ADEA COSRF Leadership Orientation that takes in May, following the Annual Session. The COSRF Leadership Orientation takes place at ADEA headquarters in Washington, DC and is an opportunity for COSRF leaders to learn about the operational and programmatic functions. During this one-day session, District Commissioners will formulate goals to accomplish during their tenure and establish a timeline for their individual and collective work. ADEA covers the cost of attendance for this meeting, including travel and hotel.

ADEA Chapters for Students, Residents and Fellows

The primary goal of ADEA Chapters is to promote knowledge of and interest in academic careers. ADEA Chapters are stand-alone entities located at ADEA member institutions with membership comprised of students, residents and fellows. ADEA Chapter members must be ADEA members. The [ADEA Chapter Toolkit for Students, Residents and Fellows](#) is an online resource that provides guidance for chapter development and sharing of resources among chapters. The toolkit includes templates and useful information that relate to chapter organization, fundraising, community outreach, and events and activities to promote interest in academic careers.

ADEA Chapters must submit the Chapter Registration Form to ADEA headquarters annually. The form is included in the [ADEA Chapter Toolkit for Students, Residents and Fellows](#) under "How do I start a chapter?"

ADEA COSRF 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.

There are four award categories: New Chapter Award, Bronze-level Chapter Award, Silver-level Chapter Award, Gold-level Chapter Award. Standards for each award level reflect chapter efforts to establish and promote the development of ADEA Chapters for Students, Residents and Fellows at ADEA member institutions for the purpose of increasing awareness about and interest in dental academic careers.

The ADEA COSRF Chapter Award Application Form is on page 16 and judging criteria is on pages 17-18.

ADEA Candidate/Applicant Information Form

Application for the Position of:

Name:
School:
Graduation year:
Phone:
Email:

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? (MAL Only)

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



THE VOICE OF
DENTAL EDUCATION

2019 ADEA COSRF Chapter Award 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.

Chapter/School Name

Name of District (e.g. Pacific)

Your Name

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 New Chapter Award

- B Bronze-level Chapter Award

- C Silver-level Chapter Award

- D Gold-level Chapter Award

Eligibility

1. The 2019 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 2018 and March 2019. (Ongoing activities may have been initiated prior to that period as long as results can be measured during the 2018-19 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).
- 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 Jessica Grenfell at jessica.grenfell@stonybrookmedicine.edu. You'll receive a confirmation email upon receipt of your application. Note: Your application must be received on or before the **January 11** deadline.

Deadline

Applications must be received via email:
myleawil@usc.edu
by **January 11, 2019**.

Application Limitation

- 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 chapter may only receive one award per year.

Judging Criteria

- The following objectives which constitute the judging criteria for ADEA COSRF Awards were established by the ADEA COSRF leadership in May 2018.
- Judging is based on standards described under each award category: New Chapter Award, Bronze-level Chapter Award, Silver-level Chapter Award, Gold-level Chapter Award. The ADEA COSRF Award Committee will include the ADEA COSRF Member-at-Large and District Commissioners. 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.

New Chapter Objectives

1. Identify COSRF contact person
2. Return ADEA Chapter survey in July
3. At least one (1) student in attendance at ADEA Fall Meetings

Bronze-level Chapter Objectives

1. Host one (1) event by the Fall Meetings (and post about it on COSRF Facebook Page)
2. Update COSRF Contact List with most accurate information and return ADEA Chapter Survey in July
3. Register as a student organization with institution and/or ADEA by September
4. At least one (1) student in attendance at ADEA Fall Meetings

Silver-level Chapter Objectives

1. Host two (2) events by the Fall Meetings (and post about it on COSRF Facebook Page)
 - a. At least one in the style of "Why I Teach"
 - b. At least one co-sponsored by another Student Organization
2. Update COSRF Contact List with most accurate information and return ADEA Chapter Survey in

July

3. Register as a student organization with institution and/or ADEA by September
4. Administration allows Automatic Enrollment of all students, residents and fellows and allied students as ADEA Members
5. At least two (2) students in attendance at ADEA Fall Meetings

Gold-level Chapter Objectives

1. Host four (4) events by the Fall Meetings (and post about it on COSRF Facebook Page)
 - a. At least one event in the style of "Why I Teach"
 - b. At least one event co-sponsored by another Student Organization
 - c. At least one Dental Student Ambassador visit
 - d. At least one event involving allied students or residents
2. Update COSRF Contact List with most accurate information and return ADEA Chapter Survey in July
3. Register as a student organization with institution and/or ADEA by September
4. Administration allows Automatic Enrollment of all students, residents and fellows and allied students as ADEA Members
5. Convert Chapter leadership structure to Chair, Chair-Elect or Vice Chair, etc.
 - a. No D4s serving as Chair
 - b. At least one (1) D1, D2, or Allied student serving on Chapter Administrative Board
 - c. Send all communication to ALL students, residents, fellows, and allied students at institution
 - d. Chapter Leadership promotes and participates in ADEA CareerCon
6. At least one (1) student in attendance at ADEA Advocacy Day on Capitol Hill in September (Optional)
7. At least two (2) students in attendance at ADEA Fall Meetings, one of which is a D1, D2, or allied student

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

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 COSRF Districts

COSRF District	Chapter/Dental School Name
1	Boston University Henry M. Goldman School of Dental Medicine
	University of Connecticut School of Dental Medicine
	Harvard School of Dental Medicine
	University of New England College of Dental Medicine
	Tufts University School of Dental Medicine
2	University at Buffalo School of Dental Medicine
	Columbia University College of Dental Medicine
	New York University College of Dentistry
	Rutgers, The State University of New Jersey School of Dental Medicine
	Stony Brook University School of Dental Medicine
	Touro College of Dental Medicine at New York Medical College

COSRF District	Chapter/Dental School Name
3	Howard University College of Dentistry
	University of Maryland School of Dentistry
	University of Pennsylvania School of Dental Medicine
	University of Pittsburgh School of Dental Medicine
	The Maurice H. Kornberg School of Dentistry Temple University
4	East Carolina University School of Dental Medicine
	Dental College of Georgia at Augusta University
	Meharry Medical College School of Dentistry
	University of North Carolina at Chapel Hill School of Dentistry
	Medical University of South Carolina James B. Edwards College of Dental Medicine
	University of Tennessee Health Science Center College of Dentistry
	Virginia Commonwealth University School of Dentistry

COSRF District	Chapter/Dental School Name
5	University of Alabama at Birmingham School of Dentistry
	University of Florida College of Dentistry
	Lake Erie College of Osteopathic Medicine School of Dental Medicine
	Louisiana State University Health New Orleans School of Dentistry
	University of Mississippi Medical Center School of Dentistry
	Nova Southeastern University College of Dental Medicine
	University of Puerto Rico School of Dental Medicine
6	Case Western Reserve University School of Dental Medicine
	University of Detroit Mercy School of Dentistry
	University of Michigan School of Dentistry
	The Ohio State University College of Dentistry
	West Virginia University School of Dentistry

COSRF District	Chapter/Dental School Name
7	Southern Illinois University School of Dental Medicine
	Indiana University School of Dentistry
	University of Kentucky College of Dentistry
	University of Louisville School of Dentistry
	Marquette University School of Dentistry
	Midwestern University College of Dental Medicine-Illinois
	University of Illinois at Chicago College of Dentistry
8	Creighton University School of Dentistry
	The University of Iowa College of Dentistry & Dental Clinics
	University of Minnesota School of Dentistry
	University of Missouri - Kansas City School of Dentistry
	Missouri School of Dentistry & Oral Health
	University of Nebraska Medical Center College of Dentistry

COSRF District	Chapter/Dental School Name
9	Texas A&M University College of Dentistry
	University of Colorado School of Dental Medicine
	University of Texas School of Dentistry at Houston
	University of Oklahoma College of Dentistry
	University of Texas Health Science Center at San Antonio School of Dentistry
10	Arizona School of Dentistry & Oral Health
	University of Nevada, Las Vegas School of Dental Medicine
	Midwestern University College of Dental Medicine-Arizona
	Pacific University Oregon Dental Hygiene
	Oregon Health & Science University School of Dentistry
	Roseman University of Health Sciences College of Dental Medicine – South Jordan, Utah
	University of Utah School of Dentistry
	University of Washington School of Dentistry

COSRF District	Chapter/Dental School Name
11	Loma Linda University School of Dentistry
	University of California, Los Angeles School of Dentistry
	University of the Pacific Arthur A. Dugoni School of Dentistry
	University of California, San Francisco School of Dentistry
	Herman Ostrow School of Dentistry of USC
	Western University of Health Sciences College of Dental Medicine