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Overview

This manual is a general guide to the American Dental Education Association’s Councils, Sections, Special Interest Groups, Committees, Task Forces, and other groups. It contains current policies in addition to the Bylaws that govern activity, decision-making processes, and operations. It is intended for use by Council members and other volunteer leaders to guide deliberations, procedures, and practice.

From time to time ADEA reviews its policies and procedures and makes revisions. Any policy or procedure outlined in this manual may be modified at any time. In addition, the Board of Directors will resolve all questions of policy interpretation and has the authority to decide in all cases whether and how to apply these policies to any particular set of circumstances.

Approvals of the various policies and procedures occur at four levels: the House of Delegates, the Board of Directors, the Councils, and ADEA Headquarters. Those entities responsible for changing or approving the policies, rules or procedures are found at the bottom right hand corner of the appropriate page as follows:

Approval by: House of Delegates
Approval by: Board of Directors
Approval by: Councils
Approval by: ADEA Headquarters
The Mission

The mission of 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.
Core Values

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, individual and institutional.

5. **Expanding the Diversity of Dental Education.** The Association values diversity and believes that those who populate dental education—students, 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, 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.
Strategic Directions and Key Priorities 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 in order to strengthen the quality of dental education worldwide.
The Governance Process

Introduction
The American Dental Education Association is an organization led by its members and has a democratically based governance structure. Members—especially new ones—may have difficulty understanding the Association by studying its Bylaws. The ADEA Governance Policies and Procedures Manual is meant to bridge the gap and provide a summary of the Association’s structure and its policymaking procedures.

How ADEA is Organized
It’s important to know how ADEA is organized in order to understand the Association’s policymaking procedures. Illustration 1 at the end of this section depicts how ADEA is organized into four basic components: (1) the House of Delegates, (2) the Board of Directors, (3) the Councils and their Administrative Boards, and (4) the Sections.

House of Delegates
The House of Delegates is the Association’s legislative policymaking body. It convenes twice at each Annual Session & Exhibition. The House of Delegates consists of the Board of Directors (see below). It also includes all or some members of the Association’s seven Councils as follows:

- All members of the Councils of Deans and Faculties are delegates.
- The numbers of delegates from the Councils of Allied Dental Program Directors, Hospitals and Advanced Education Programs, and Students, Residents, and Fellows, are based on percentages of those Councils’ members.
- The number of Section delegates depends on the number of Sections. The Councilor and chair of each Section serve as delegates.
- The chair, chair-elect, and vice president serve as delegates for the Corporate Council.

Board of Directors
The Board of Directors is ADEA’s Executive Committee and is responsible for running the Association’s affairs between Annual Sessions. It has 11 members: Chair of the Board, Chair-elect of the Board, Immediate Past Chair of the Board, Board Directors of each of the seven Councils, and President and CEO. The Board of Directors can establish interim Association policies that are consistent with existing policies if it apprises the House of Delegates of its actions at the next Annual Session & Exhibition.

How Resolutions are Introduced and What Happens to Them

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 Annual Session & Exhibition or at an Annual Session & Exhibition during the Opening of the House of Delegates. Each year, the Board of Directors presents resolutions to the House of Delegates, and any individual member may also present resolutions.
How to Introduce a Resolution at an Annual Session & Exhibition

Only members of the House of Delegates may introduce resolutions at an Annual Session & Exhibition and only at the Opening of the House of Delegates (See Illustration 2). The Councils meet before the Opening of the House of Delegates. During those meetings, they have an opportunity to develop resolutions that can then be presented by one of their delegates at the Opening of the House.

If a Council develops a resolution after the Opening of the House, the resolution cannot be considered by the House of Delegates until the following year. However, the resolution can be sent immediately after the Annual Session & Exhibition to the President and CEO who then presents it to the Board of Directors for consideration before the next Annual Session & Exhibition.

How to Introduce a Resolution Between an Annual Session & Exhibition

Any individual member may submit a resolution between Annual Sessions and Exhibitions (See Illustration 3). Resolutions should be sent to the President and CEO who forwards them to the other members of the Board of Directors.

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

Any ADEA individual members may present resolutions to the President and CEO in writing before the November 1st preceding the Annual Session & Exhibition. This allows the Board of Directors sufficient time to review the resolution. ADEA members who fail to meet the deadline may ask a member of the House of Delegates to introduce a resolution for them at the Opening Session of the House of Delegates.

Format of Resolution

Resolutions must follow a specific format:

1. They should not be numbered because the ADEA staff assigns numbers.

2. “Whereas clauses” should not be used. Instead, when necessary, a succinct background statement should precede the resolution.

3. 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.

4. Any resolution whose approval would change the Policy Statements and Position Papers must specify exactly how those documents would be affected. Likewise, any resolution whose approval would change the 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 a resolution.
Sample Resolution
Board of Directors Quorum

The present Bylaws of the American Dental Education Association provide that a majority of the members of the 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 Board of Directors be increased from a majority of the members to two-thirds of the members; and be it further

Resolved, that Bylaws Chapter IV (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 meetings.

Be amended to read:
Section E. Quorum. Two-thirds of the members constitute a quorum for the transaction of business at regular or special meetings.

Nominations for Chair-elect of the Board

By April 1 each year, the Board of Directors invites the general membership to suggest nominees for the office of Chair-elect of the Board. Members may nominate as many individuals as they wish, including themselves. The deadline for submitting nominations is November 1. Council Administrative Boards may also nominate individuals.

Between November 1 and December 31, the Immediate Past Chair of the Board and the seven Board Directors meet as a nominating committee to consider all nominations and shall recommend one or more candidates to stand for election. If a Board Director or Councilor is a nominee, the chair from that Board Director’s or Councilor’s Council serves on the nominating committee to ensure representation from the Council. Any delegate may present additional nominations to the President and CEO for Chair-elect of the Board no later than thirty days prior to the Opening of the House of Delegates. Any delegate presenting a nomination must obtain the candidate’s consent to run and a copy of the candidate’s curriculum vita, which will be made available for delegates’ review prior to the Annual Session & Exhibition.

Composition
The House of Delegates is comprised of the following:
1. The Officers;
2. The Council of Deans as represented by all of its members;
3. The Council of Faculties as represented by all of its members;
4. The Council of Allied Dental Program Directors is represented by its Administrative Board and one Delegate for every 10 of its member programs (or major portion thereof) in each of its four membership categories—dental assisting education, dental hygiene education, dental laboratory technology education, and advanced allied dental education. Each category is represented by at least two Delegates.
5. The Council of Hospitals and Advanced Education Programs (COHAEP) is represented by its Administrative Board, one representative from each of the ADA-recognized dental specialties, two representatives from advanced education in
general dentistry programs, plus one delegate for every 10 COHAEP member programs. COHAEP shall have at least 16 Delegates.

6. The Council of Sections is represented by each Section’s Councilor, Section Chair, and its Administrative Board members. If a Section Councilor and/or Section Chair is unable to serve as a Delegate in the House of Delegates, he or she may appoint either the current Section Chair-elect or Section Secretary to be ratified to serve as the alternate Delegate;

7. The Council of Students, Residents, and Fellows is represented by its Administrative Board, by two predoctoral dental students from each of the regions recognized by the Council, by four advanced dental students, residents, or fellows (two from hospital-based programs and two from non-hospital-based programs), and by six allied dental students (two each from dental hygiene, dental assisting, and dental laboratory technology education programs);

8. The Corporate Council is represented in the House of Delegates by its Administrative Board.

**Delegate Selection**

a) All members of the Council of Deans serve as Delegates to the House of Delegates.

b) All members of the Council of Faculties serve as Delegates to the House of Delegates. Members are elected or appointed by their institution.

c) The Council of Allied Dental Program Director’s Delegates to the House of Delegates are nominated by members of the Council and approved by the Council’s Administrative Board. The Administrative Board also serves as Delegates to the House of Delegates.

d) The Council of Hospitals and Advanced Education Program’s Delegates to the House of Delegates include representatives from the dental specialties who are nominated and reviewed by the Council’s Administrative Board. Delegates that represent programs self-nominate or are nominated by the Council’s Administrative Board. Delegates are appointed by the Council’s Administrative Board.

e) The Council of Sections Delegates to the House of Delegates include the Councilor and Chair of each Section. The members of the Administrative Board also serve as Delegates to the House of Delegates. SIG Officers may not serve in the House of Delegates.

f) The Council of Students, Residents, and Fellows elects Delegates at the Annual Session & Exhibition. Each member institution represented at the Council meeting to elect Delegates gets one vote.

g) The Corporate Council Delegates to the House of Delegates consist of the Council’s Administrative Board.

**Alternates. Ratification**

All Council alternates to the House of Delegates must be selected prior to the Annual Session & Exhibition and be ratified by the appropriate Council prior to the Opening of the House of Delegates. ADEA Headquarters should be notified prior to the meeting with the following information about the alternate: name, school, institution or program, email address, and the council position he or she is serving as an alternate for. Staff will provide the Chair of each
Council with a list of that Council’s alternates. The alternates will be ratified by vote of the Council at the Annual Session & Exhibition prior to the Opening of the House of Delegates.

Approval by: ADEA House of Delegates
Approval by: ADEA Board of Directors
2. What Happens to Resolutions Introduced at Annual Session

Reference Committee on Association Administrative Affairs → House of Delegates → Reference Committee on Association Policy

Delegates

3. What Can Happen to a Resolution Introduced Between Annual Sessions

Reference Committee on Association Administrative Affairs → House of Delegates → Reference Committee on Association Policy

President and CEO → Board of Directors → Council/s → Section/s

Individual Member
About ADEA Councils

Each Council is expected to:

- Represent its constituency within the Association and at the member institutions
- Recommend to the Board of Directors how the interests of the Council’s constituency might be represented through the federal legislative and regulatory processes
- Exchange information among its members with other ADEA component groups and among member institutions
- Work with other ADEA component groups to encourage coordinated approaches to dental and allied dental education and health care delivery
- Identify and provide consultation on projects, studies, and reports that will benefit the membership
- Introduce resolutions to the Board of Directors, the House of Delegates, or both
- Meet at Annual Sessions and Exhibitions.
Roles and Responsibilities of the Council Administrative Board Members

Each Council has an Administrative Board consisting of a Chair, Chair-elect (Vice Chair for the Council of Students, Residents, and Fellows), Secretary, Member-at-Large, and Board Director (ex officio).

A person must be an Individual Member of the Association and a member of his or her Council to be eligible for a Council office, with the exception that past Administrative Board members of the Council of Sections who may no longer be members of the Council are eligible for nomination as Board Director for Sections.

Duties:

Chair. It is the duty of a Chair:
   a) To provide leadership in meeting Council goals and objectives
   b) To chair Council meetings and
   c) To plan programs for Council meetings

Chair-elect. It is the duty of a Chair-elect:
   a) To chair Council meetings in the absence of the Chair
   b) To perform any duties requested by the Chair and
   c) To serve as Chair of the Nominating Committee to select candidates for Council office

Secretary. It is the duty of a Secretary:
   a) To record the minutes of Council and Administrative Board meetings, or to see that they are recorded
   b) To submit the minutes of Council Annual Session & Exhibition meetings to the ADEA Headquarters within sixty days after the meeting and
   c) To perform any duties requested by the chair

Member-at-Large. It is the duty of a Members-at-Large:
   a) To perform any duties requested by the Chair

It is the duty of Board Directors:
   b) To serve as an ex officio Council officer and Association officer
   c) To represent the Council's interests on the Board of Directors
   d) To serve as a consultant from the Board of Directors to the Council in conducting its business and meeting its objectives and
   e) To report the Board of Director's actions to the Council

Approval by: House of Delegates
Approval by: Board of Directors
Approval by: Councils
Approval by: ADEA Headquarters
Council of Allied Dental Program Directors

The Council of Allied Dental Program Directors consists of the directors of dental assisting, dental hygiene, and dental laboratory technology education programs in each active, provisional, and affiliate member institution. In member institutions offering more than one allied dental education program, the person (or an alternate) who is the department/division chair or head is also a member of the Council. Council membership may also include the directors (or their alternates) of special allied dental education programs at the post-entry level that lead to a baccalaureate or advanced degree. In addition, a member of the Administrative Board who is no longer in any of the above categories may remain a member of the Council for the duration of his or her term.

Mission
The mission of the Council of Allied Dental Program Directors is to represent and promote allied dental education within the policies, procedures, and activities of the American Dental Education Association.

Goals
- Foster leadership and advance the quest for academic excellence among allied dental educators
- Advocate, represent and promote allied dental education programs in all types of educational settings Serve as the resource for ADEA on all matters and issues related to allied dental education
- Support current ADEA strategic directions in leadership, teaching and learning, service and research

Purpose/Priorities
Its purpose is to provide representation of all allied dental education programs, to coordinate discussion regarding allied dental education’s key issues and advise the Board of Directors regarding issues affecting the allied dental community. Priorities include having an active voice on educational issues which affect allied students, faculty and administration on a local, regional, or national level. This may, but not limited to, include:
- Providing support services to non-dental school institutions
- Enhancing leadership skills for allied dental administrators and faculty
- Facilitating curricular reform in allied dental education
- Maintaining relevance in accreditation, licensing and credentialing mechanisms
- Developing relationships and collaborations with other related associations
- Encouraging allied dental faculty diversity, recruitment, retention, and development
- Enhancing diversity in allied dental student recruitment
- Preparing the workforce of the future
- Ensuring educational quality in new oral healthcare workforce models
- Determining data sets that will be useful for allied dental education and faculty

Projects:
- Allied Faculty Leadership Development Program
- Allied Dental Program Directors Conference
- Dental Hygiene Centralized Application Service (DHCAS)
ADEA/AAL Institute of Allied Health Educators

Meetings
Spring: Meeting at the Annual Session & Exhibition
Summer: During the Allied Dental Program Directors Conference
Winter: Administrative Board meeting in Washington, DC (Administrative Board only)

Allied Dental Program Directors’ Conference Attendance Requirements
Membership in ADEA is required for attendance at this meeting. Registration fees for this conference are determined by the membership status of the institution.

ADPDC Program Goals
This annual conference allows administrators of allied dental education programs to discuss areas of mutual concern in a small meeting format and to:

- provide a forum for the exchange of information on policies and programs that relate to allied dental education administration.
- stimulate the exchange and dissemination of ideas and information among allied dental program administrators.
- serve as a mechanism to address current issues in allied dental education and administration.
- facilitate communication and networking opportunities among allied dental program administrators.
- exchange information about Accreditation Standards and their implementation in preparation for upcoming site visits.

Eligibility to attend ADPDC
The following program directors are eligible to attend the Conference:

- Program director, program coordinator, department chair (that has oversight of a CODA accredited allied program) interim director, coordinator or chair, and co-chair, co-coordinator or co-director (Co-directors, co-coordinators or co-chairs must have this shared responsibility defined by institutional contract) of CODA accredited allied dental programs,
- Directors of degree completion and graduate programs in institutions with a CODA-accredited entry-level program,
- Institutions that have entry-level CODA accredited distance learning sites with specifically identified administrative distance site coordinators,
- Any director that has retired and no longer holds a faculty appointment or affiliation with an allied dental education program,
- Former program director that has assumed a different administrative position within the same institution where the CODA accredited program is housed,
- Program director that has completed an initial accreditation (IA)** site visit by CODA (may register and attend the conference as an affinity member),
- Newly appointed director whose term does not begin until July or September following the Conference.
- Program Directors of Advanced Allied Dental Programs that are not eligible for CODA accreditation
The following individuals are NOT eligible to attend the Conference:

- If the program director cannot attend, he/she may NOT send a substitute.
- Directors of Programs eligible for CODA accreditation that are NOT accredited

**Registration Verification**

Individuals handling registration forms will be cross-checking registrant names with the ADA Commission on Dental Accreditation list for program director status. In addition, ADEA membership status will also be checked by ADEA staff. Program Directors that work for multiple schools must register for the ADPDC through the school in which they are serving as Program Director.

[Click here for access to the Council's Online Toolkit.](#)
The Corporate Council

The Corporate Council consists of the official representative of each Corporate Member. The Corporate Council has five Officers: a Chair, Chair-elect, Secretary, Member-at-Large, and a Board Director (ex officio). An individual must be a member of the Corporate Council to be eligible for a Corporate Council position.

Corporate Council Administrative Board members are elected at the Council’s meeting at the Annual Session & Exhibition. As directed by the Bylaws, the method of voting is left to the discretion of the Council Chair. All Corporate Council Officers are installed at the Council’s meeting at the Annual Session & Exhibition unless a quorum is not achieved. In that case an electronic ballot after the Annual Session & Exhibition will be issued.

An individual may not hold two or more Corporate Council offices simultaneously. Corporate Council Officers may not send alternates to attend meetings in their place, except that Council Administrative Board members unable to attend a House of Delegates meeting may appoint alternates to represent them. Such alternates must be members of the Corporate Council.

Purpose
The primary purpose of the Corporate Council is to represent the Corporate Members within the Association.

Goals
- Increase understanding between Corporate Members and other ADEA members
- Maintain strong base of corporate membership
- Identify and support programs of interest to the entire ADEA community
- Apprise Corporate Members of relevant Association activities
- Establish criteria for, and advise the Board of Directors on, the approval of applications for corporate membership
- Exchange information among its members, with other component groups of the Association, and among the Association's Member Institutions
- Serve in a liaison role between the corporate and academic members of the Association
- Impart Corporate Members' knowledge to other Association members
- Work with other component groups of the Association to encourage coordinated approaches to dental and allied dental education and care delivery
- Identify projects, studies, and reports that will benefit the Council's or the Association's membership and provide consultation on those projects, studies, and reports
- Introduce appropriate resolutions to the Board of Directors and House of Delegates

Projects
- Corporate Council collectively supports the Annual Session & Exhibition Opening Plenary
- Increase corporate membership
- Increase corporate involvement in educational programming at the Annual Session & Exhibition and, when appropriate, other ADEA meetings

**Meetings**
Spring: Meeting at the Annual Session & Exhibition
Fall: Interim meeting at the annual meeting of the American Dental Association
Winter: Administrative Board meeting in Washington, DC

[Click here for access to the Council’s Online Toolkit.](#)
The Council of Deans

The Council of Deans consists of the dean (or an alternate) of each Active and Provisional member institution, the chief dental administrator (or an alternate) of each affiliate member institution conducting non-hospital-based advanced dental education programs, the chief dental officer or administrator (or an alternate) of each affiliate-member federal dental service, and the President (or an alternate) of the Association of Canadian Faculties of Dentistry. In addition, the Council includes any members of its Administrative Board who are no longer in the above categories.

Function
The primary function of the Council of Deans is to represent its constituency within the Association and at the member institutions; to recommend to the Board of Directors how the interests of the Council’s constituency might be represented through the federal legislative and regulatory processes; to exchange information among its members, with other ADEA component groups, and among member institutions; to work with other ADEA component groups to encourage coordinated approaches to dental and allied dental education and health care delivery; to identify and provide consultation on projects, studies, and reports that will benefit the membership; to introduce resolutions to the Board of Directors, the House of Delegates, or both; and to meet at Annual Sessions.

Projects
- Accreditation and licensure policy issues
- Deans Conference planning
- New deans’ orientation
- Interprofessional Education

Meetings:
Members of the Council of Deans convene biannually to conduct Council business. Members meet in the spring at the Annual Session & Exhibition and in the fall at the annual Deans Conference, a forum for professional development.
The Council of Faculties

The mission of the Council of Faculties is to represent and advocate for faculty. The Council works to promote excellence and collegiality within dental education and the oral health professions.

Function
The primary function of the Council of Faculties is to represent its constituency within the Association and at the member institutions; to recommend to the Board of Directors how the interests of the Council’s constituency might be represented through the federal legislative and regulatory processes; to exchange information among its members, with other ADEA component groups, and among member institutions; to work with other ADEA component groups to encourage coordinated approaches to dental, advanced dental, and allied dental education and health care delivery; to identify and provide consultation on projects, studies, and reports that will benefit the membership; to introduce resolutions to the Board of Directors and House of Delegates; and to meet at the Annual Session & Exhibition.

Priorities
- Serving as the primary advocacy group for dental faculty
- Creating and implementing projects designed to enhance the professional development of faculty
- Taking an active role in recruiting and retaining dental faculty as individual members of ADEA
- Facilitating the exchange of information between dental faculty and other ADEA constituents
- Promoting the scholarship of teaching and learning
- Implementing Council activities that support attaining ADEA action priorities and strategic directions
- Recommending changes in ADEA policy and structure when deemed necessary by the Council

Council Projects
The Council of Faculties works with the following initiatives:
- SoTLfest (Scholarship of Teaching and Learning activities at the Annual Session & Exhibition)
- MedEdPORTAL
- Technology divide between faculty and students
- Faculty recruitment and development, encouragement of new faculty, and mentoring as a means to support faculty recruitment and retention

Composition
The Council of Faculties consists of one faculty member (or an alternate) elected by the faculty of each active and provisional member institution, in addition to any members of the Administrative Board who are no longer in the above category. Members are elected to three-year terms, and approximately one-third of the members are replaced or re-elected annually according to a schedule maintained in the Central Office. The methods of electing members,
removing members for cause, and electing new members to fill unexpired terms are left to the discretion of individual member institutions. Each faculty electing or reelecting a member in a given year is required to notify the Central Office of the name of its representative by the January 1 preceding the Annual Session & Exhibition at which the incumbent faculty member’s term ends.

Meetings
Spring: ADEA Annual Session & Exhibition
Fall: ADEA Interim Meeting
Winter: ADEA Joint Council Administrative Board Meeting

Click here for access to the Council's Online Toolkit.
The Council of Hospitals and Advanced Education Programs

The Council of Hospitals and Advanced Education Programs (COHAEP) includes faculty (including Program Directors and Chiefs of Service) in postdoctoral education in Commission on Dental Accreditation-approved advanced dental education programs located in ADEA-member institutions, Residents and Fellows in Commission on Dental Accreditation-approved advanced dental education programs located in ADEA-member institutions, and past members of the COHAEP Administrative Board who are employed in ADEA member institutions.

The primary function of the COHAEP is to represent its constituency within the Association and at the member institutions; to recommend to the Board of Directors how the interests of the Council’s constituency might be represented through the federal legislative and regulatory processes; to exchange information among its members, with other ADEA component groups, and among member institutions; to work with other ADEA groups to encourage coordinated approaches to dental and allied dental education and health care delivery; to identify and provide consultation on projects, studies, and reports that will benefit the membership; to introduce resolutions to the Board of Directors, the House of Delegates, or both; and to meet at Annual Sessions and Exhibitions.

Mission
The Council of Hospitals and Advanced Education Program’s (COHAEP) mission is to provide a common forum to discuss and move forward on issues related to the education of post-graduate dental students and residents.

Purpose
Its purpose is to provide representation of all advanced dental certificate, degree, or specialty programs with a goal to coordinate discussion and advise the Board of Directors regarding issues affecting the post-graduate education of dental students and residents.

Priorities
Priorities include having an active voice on educational issues which affect the post-graduate education of dental students and residents on a local, regional, or national level. This may include, but is not limited to accreditation, legislation, licensure, definitions, or funding.

Meetings
COHEAP will provide a membership meeting at the Annual Session & Exhibition. COHEAP will provide Council meetings for its Administrative Board members at the winter Administrative Board meeting and the Annual Session & Exhibition. Additional correspondence and meeting opportunities may include: e-mail communication, listserv participation, the Fall Meetings, and at additional selected ADEA meetings.
The Council of Sections

The Council of Sections includes the Council of Sections Administrative Board, Section Councilors and Chairs or their alternates, and any former member of the Council’s Administrative Board. Alternates for the Councilors and Chairs may be a current Section Chair-elect or Section Secretary only. All Section Officers from each Section and Chairs of each Special Interest Group are eligible to participate in Council business meetings and may vote at those meetings. Section Councilors, Chairs and those who have previously served as a Section Councilor or Chair are eligible for election to the Administrative Board. The Council of Sections Section Councilor is elected by each Section to a three-year term. Councilors may be re-elected to one additional three-year term.

Mission
The mission of the Council of Sections (COS) is to represent the many disciplines, administrative functions, and special interests of dental and allied dental education within ADEA and to provide a venue where all these constituencies come together to address contemporary issues influencing education, research, and the delivery of oral health care for the improvement of the health of the public.

Purpose
The Council of Sections is composed of 37 Sections and 11 Special Interest Groups (SIGs) that represent major disciplines and various areas of interest in dental and allied dental education. The Sections and SIGs are designed to allow members with shared interests to come together to develop program content, policy papers in their fields of practice or areas of interest, provide for professional and social networking, career development, and mentoring.

Meetings (for Administrative Board)
- ADEA Fall Meetings
- ADEA Annual Session & Exhibition
- ADEA Joint Council Administrative Boards (January)

Section and Special Interest Group Officers Meetings
- ADEA Fall Meetings
- ADEA Annual Session & Exhibition
- Interim Meetings

Click here for access to the Council’s Online Toolkit.
Sections:
Academic Affairs
Anatomical Sciences
Behavioral Sciences
Biochemistry, Nutrition, and Microbiology
Business and Financial Administration
Cariology
Clinic Administration
Clinical Simulation
Community and Preventive Dentistry
Comprehensive Care and General Dentistry
Continuing Education
Dental Anatomy and Occlusion
Dental Assisting Education
Dental Hygiene Education
Dental Informatics
Dental School Admissions Officers
Development, Alumni Affairs, and Public Relations
Educational Research/Development and Curriculum
Endodontics
Gay-Straight Alliance
Gerontology and Geriatrics Education
Graduate and Postgraduate Education
Minority Affairs
Operative Dentistry and Biomaterials
Oral and Maxillofacial Pathology
Oral and Maxillofacial Radiology
Oral and Maxillofacial Surgery, Anesthesia, and Hospital Dentistry
Oral Biology
Oral Diagnosis and Oral Medicine
Orthodontics
Pediatric Dentistry
Periodontics
Physiology, Pharmacology, and Therapeutics
Postdoctoral General Dentistry
Practice Management
Prosthodontics
Student Affairs and Financial Aid

Special Interest Groups:
Career Development for the New Educator
Dental Hygiene Clinical Coordinators
Foreign-Educated Dental Professionals
Graduate Dental Hygiene Education Programs
Implant Dentistry
Lasers in Dentistry
Professional, Ethical, and Legal Issues in Dentistry
Scholarship of Teaching and Learning
Teaching and Learning with Emerging Technology
Temporomandibular Disorders
Tobacco-Free Initiatives

Approval by: House of Delegates
Approval by: Board of Directors
Approval by: Council of Sections
Council of Sections Project Pool Proposal Guidelines

Purpose
The House of Delegates established the Council of Sections Project Pool in 1995. Its purpose is to fund predominantly national research projects, studies, and reports that support the ADEA Mission, Core Values, and Strategic Directions and the Council of Sections’ Strategic Directions and Goals beyond the normal resources of individual Sections, Special Interest Groups (SIGs), and members.

Who May Apply?
Sections and SIGs may apply for funding. Other ADEA Councils and individual members may also apply, as long as they obtain co-sponsorship of a Section or SIG.

What Makes an Application Competitive?
Although Section/SIG-specific activities may be funded, proposals broader in scope and goals that involve multiple sponsors will be more favorably considered. All cosponsoring Sections/SIGs are required to contribute funds from their budgets to the project budget; a minimum of 10% of the total project budget is recommended. For all proposals, the project’s Principal Investigator should obtain a letter specifying this support from the appropriate Section Councilor(s).

Beyond these requirements, the most competitive applications will:

1. Demonstrate responsiveness to the Mission, Core Values, and Strategic Directions (see appendix);
2. Significantly benefit the Council of Sections;
3. Outline a specific definable project with appropriate methodology and measurable outcomes;
4. Be feasible in time, personnel, and budget; and
5. Identify any potential sources for leveraging of funding.

Application Process
To apply, prepare a proposal following the application protocol described below and submit it to Ms. Monique Morgan, ADEA Staff Liaison to the Council of Sections, at morganm@dea.org. The deadlines are February 1 and September 1 of each year. However, if a project can be shown to have a time factor that requires a decision between those dates, the proposal may be considered outside the normal time frame. A decision to consider an application outside the normal time frame is at the discretion of the Project Pool Chair.

Selection Process
The Project Pool Committee reviews all submitted proposals and recommends the projects to be funded to the Council of Sections Administrative Board. September applicants are notified of the Administrative Board’s decision in November, and February applicants are notified in April. After the decision is announced, the principal project director will receive the funds to conduct the project; for joint projects with multiple Sections or SIGs, only the principal project director is authorized to expend funds.
Project Pool Committee
The Project Pool Committee is headed by a chair appointed by the Council of Sections Administrative Board to a two-year term that is renewable once. The chair appoints the three additional members of the committee from among individuals who are Section Councilors and chairs at the time of their appointment. Those appointments are confirmed by the Administrative Board for two-year terms, renewable once. The Member-at-Large from the Administrative Board also serves on the committee as a liaison.

Reporting
Final reports will be required for all funded projects. For multiyear projects, annual reports on progress and expenditures are also required. At the end of the project, any unexpended funds must be returned to the Project Pool.

Proposal Protocol
Applicants should follow this outline when preparing their proposals:

Title Page
- Title of the Project
- Section(s) or SIG(s) submitting or supporting application
- Dollar amount of confirmed sponsorship
- Name and contact information for the principal project director and all associate project directors

Biographical Sketches for Each Project Investigator
These sketches should follow the NIH biographical sketch format and be no more than two pages each.

Background Statement
Include substantive information that will help the reviewers understand the project as related to the stated need and goals; Mission, Core Values, and Strategic Directions; and the goals/objectives of the Section/SIG(s) submitting the proposal. Make the statement brief, but with sufficient detail regarding the issues to be addressed.

Purpose of the Project
Explain why the project should be initiated and the proposed use of the resulting information. This explanation should include the objectives of the project and a succinct description of expected outcomes.

Duration of the Project
Indicate the date by which the work can be initiated and the date by which it should be completed. Include the total time required for conduct of the project. Projects that can be completed in a reasonable time frame may receive preference.

Conduct of the Project
Describe the project methodology in adequate detail. If you are proposing a survey, attach a draft of the instrument or protocol. Include a timetable of tasks to be performed and the individual(s) responsible for them. Describe the plan for statistical analysis of the data. Indicate
how the project will be evaluated. If the proposal is for a joint project with other Sections or SIGs, designate the proposed relationship and assignment of responsibility.

Budget
Include a line-item budget that includes all anticipated expenditures. Budget requests should be believable and well-justified. Project directors’ salaries may not be included; however, technical, clerical, and administrative support staff may be included as long as they are directly tied to the project. In some instances, consultants for such activities as survey design and analysis may be funded. Equipment is not generally funded, but direct expenses such as paper, printing, and postage are allowed. Travel will only be funded in very rare instances and never to travel to an ADEA event.

Also include a brief statement justifying the need for Project Pool funds to supplement Section/SIG funds and reporting current fund balances for all Sections/SIGs involved and the amount of Section/SIG funds to be spent along with the requested Project Pool funds.

IMPORTANT NOTE: All Project Pool funds must be used for the stated conduct of the project. ADEA awards do not include monies for overhead and indirect costs. Requests for funding for travel, symposia, and workshops will normally not be considered unless they can be justified for dissemination purposes.
ADEA Council of Sections Program Fund

Purpose
The ADEA Council of Sections (ADEA COS) Program Fund was established in January 2012 to enhance and expand programming at the ADEA Annual Session & Exhibition that is organized and implemented by the ADEA COS. This fund allows ADEA Sections and Special Interest Groups to present new and innovative topics from highly qualified speakers with the expectation of enhancing the quality of programming at the Annual Session. The fund is intended to spur competitive program proposals from Sections and SIGs that support the ADEA Mission, Core Values, and Strategic Directions beyond the normal resources and to incentivize joint programming with weight being given to collaborative proposals among multiple Sections and/or SIGs. All ADEA members who attend the ADEA Annual Session & Exhibition will benefit from professional development opportunities the enhanced programming will provide.

Who May Apply?
The designated Program Coordinator for ADEA Sections and SIGs may apply for funding of a program to be held at the ADEA Annual Session & Exhibition. Other ADEA Councils, individual ADEA members or individual members of a Section or SIG are not eligible to apply.

A Section or SIG that has received an award from the ADEA COS Program Fund within three years is not eligible to apply. This includes sections and SIGs that apply as part of collaborations.

What Makes an Application Competitive?
Proposals that involve multiple sections and SIGs will be more favorably considered. Applications will be reviewed using the same criteria of the ADEA Annual Session Program Committee. You may review the rubric located on the ADEA Annual Session & Exhibition Call for Programs site.

If your application is approved by the Program Fund Committee, it does not automatically approve your program for the ADEA Annual Session & Exhibition. Funding is contingent on acceptance of the submitted program by the ADEA Annual Session Program Committee (ADEA ASPC).

Each application will be evaluated based upon the following criteria:
- The potential impact of the program on dental education
- The relevance of the program to the theme or professional development goals of the ADEA Annual Session & Exhibition
- Relevance to the ADEA Strategic Directions
- Collaboration with other ADEA Sections, SIGs, and Councils
- Scientific evidence and merit of the proposed program
- The credentials of the proposed speakers/presenters for the proposed program

Application Process
To apply, complete and submit an application no later than the designated deadline date. Submit applications to the ADEA Council of Sections Administrative Board and copy the Staff Liaison to the ADEA Council of Sections. Late applications will not be considered.
Submitters who previously received funding from the ADEA COS Program Fund are ineligible to apply in a consecutive year.

As this will be a competitive process it is urged to ensure your application is fully completed upon submission, the program abstract is well thought out, clearly written, and error-free.

**Review and Selection Process**

The Program Fund Committee conducts a review of all submitted applications. After a review, the committee will select and forward notifications of acceptance or declination to the designated Section/SIG Program Coordinator. All Section/SIG Program Coordinators will receive a notification no later than one week prior to the ADEA Call for Programs deadline date.

The program abstract provided in the Program Fund application must be the same as the ADEA Call for Program submission. Acceptance or denial for the ADEA COS Program Fund does not affect the outcome of your program proposal to the ADEA Call for Programs.

All programs receiving the minimum weighted average (MWA) of 20 will be reviewed for funding. However, this does not guarantee the program will receive funding.

There is no limit on the number of proposals that will be considered for funding.

**Financial Guidelines**

The maximum allowable amount per program is $3,000.

Presenters approved to receive funding from the ADEA Council of Sections Program Fund are eligible to receive the following reimbursements based on their appropriate category.

**Expert Presenters who are Non-ADEA members** *(classified as a person who either does not have an academic appointment or is not an administrator in a dental education program) and non-US/Canadian Dental Educator* *(classified as a person who has an academic appointment in a dental education program outside of the U.S. and Canadian territories)*

- **Speaker Fee**
  - Professional speaker fee (if applicable)

- **Honorarium**
  - up to $500 (upon request)

- **Airfare** *(coach class only)*
  - up to $650

- **Lodging**
  - up to two nights stay at ADEA conference hotel only

- **Meals**
  - Breakfast *(max $10-20/day including tip)*
  - Lunch *(max $15-20/day including tip)*
  - Dinner *(max $35-45/day including tip)*

*Presenters are not eligible for both a professional fee and an honorarium.

**Expert Presenter who is an ADEA Member**

If an ADEA member is attending the full meeting and presenting at a COS program, and is funded by the COS Program Fund, they are eligible to receive the following:

- **Lodging**
  - up to one night stay at ADEA conference hotel only

- **Meals**

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• Breakfast  (max $10-20/day including tip)
• Lunch     (max $15-20/day including tip)
• Dinner    (max $35-45/day including tip)

*Presenters that are ADEA members are not eligible for professional fees or honorariums.

Funding Disbursement
All presenters will be reimbursed for approved expenses after the completion of their speaking engagement. To complete the execution of funding for your presenter, the following documentation is due to ADEA within 10 days after the meeting.

• COS Program Fund approval letter
• COS Program Fund approved budget
• ADEA approved expense reimbursement form
  • Completed and signed by the approved program presenter
  • All claimed expenses must be accompanied by receipts and may not exceed the specified amounts in the guidelines
  • Submit all completed reimbursement form to the Staff Liaison to the ADEA Council of Sections

Scanned copies of the reimbursement form and receipts are accepted. Please ensure the total expenses do not exceed your approved funding amount. Reimbursement of expenses may take up to four weeks for processing.

*Funds may not be reallocated to another line item in the budget if it has not been maximized.

Contact the Staff Liaison to the ADEA Council of Sections to receive the appropriate reimbursement forms.

Program Fund Committee
The selection committee consists of three Section Councilors who serves a one-year renewable appointment. In addition, one member from the ADEA COS Administrative Board serves as chair of the committee. If a conflict of interest exists related to any proposal, the selection committee member will recuse him/herself from discussion and decisions on the proposal. The chair of the committee will be responsible for oversight.

IMPORTANT NOTE: All program funds must be used for the stated conduct of the program.
Section and Special Interest Group Annual Report Template

Each Section and Special Interest Group (SIG) is required to submit an annual report providing details of its group activities for the last fiscal year (July – March). Below is the information that should be included in your report and submitted no later than July 1 to the Staff Liaison for the Council of Sections.

Please ensure that the document is provided in a professional format (grammatically correct and error-free) that is suitable for posting to your ADEA Section or SIG web page. If your submission does not meet the standards for posting, it will be returned for editing. ADEA will not make edits.

Section or SIG Name
Submitted by
Email address for question

Section/SIG Activities

In this Section, summarize activities and projects of your Section or SIG during the past year. Take this opportunity to highlight innovative activities and projects. Note projects with a national scope and/or collaborative work with other Sections and SIGs, organizations, and institutions.

Examples of activities to include:

- Section/SIG activities – best example(s)
- Summary of Meetings/Programs – include title, description, feedback, etc., for any programs presented by your Section/SIG. Any collaborative activities should be included in this Section as well.
- Annual Session & Exhibition
- Regional meetings
- National meetings
- Newsletter (either electronic or print)
- Project Pool

Membership and Attendance

In this Section, report the following information:

1. Total membership for the Section/SIG as of past Annual Session & Exhibition
2. Total attendance at the past Section/SIG Program and Members’ Forum

Meeting Minutes

This is an opportunity to share information about the progress of your group with your members and potential members. In this Section, include minutes from your Members’ Forum. Please ensure your minutes are provided in a professional format suitable for posting to the ADEA website. If your submission does not meet the standards for posting to the website and you would like it posted, it will be returned for editing. ADEA will not make edits.

Comments or Suggestions to the Council of Sections Administrative Board

In this Section, provide feedback, concerns, comments, and suggestions to the COS Administrative Board that you would like to have addressed.
Criteria to Establish an ADEA Section from an ADEA Special Interest Group

What is an ADEA Section?
An ADEA Section is a group of ADEA members with similar professional specialties who come together to exchange ideas and keep themselves informed about current and discrete developments in the field of dental education. The activities of an ADEA Section are planned by their members and elected officers and provide a clear indication of the diverse interests and needs of its members. Through participation in an ADEA Section, you can help design what, in essence, are small professional organizations within the association. Only ADEA members can belong to a Section, though each member can belong to as many Sections as desired. Current Sections and their officers, along with a brief description of each Section's activities are listed on the ADEA website. You can join Sections by logging into your ADEA membership profile. For more information about a particular Section, contact the Section Councilor, Chair, Chair-elect or Secretary.

Proposal to Establish an ADEA Section from an ADEA Special Interest Group
The process of establishing an ADEA Section from an ADEA Special Interest Group (ADEA SIG) begins with the submission of a formal proposal to the ADEA Council of Sections (ADEA COS) Administrative Board. The proposal is then reviewed by the ADEA COS Administrative Board who makes a recommendation to the ADEA Board of Directors. If approved by the ADEA Board of Directors, a resolution is prepared for the ADEA House of Delegates at the following ADEA Annual Session & Exhibition. A proposal to establish a new ADEA Section must conform to the criteria described below and must be approved by the ADEA House of Delegates.

Proposal Content
The detailed proposal must include the following:

- Submitter Information
- A cover letter
- Support for establishment of the section
- A plan for meeting minimal criteria for operating and maintaining the section
- Organizational Structure

Submitter Information
- Name of Submitter
- ADEA Member Number
- Submitter Institution/Organization
- Contact Number
- Email Address
- Bio sketch (including any previous activities with ADEA)

Cover Letter
The cover letter must include the following information:

- Section Name (ADEA Section on “XXXXX”)
• Explanation of how the Section fits within the mission, vision, and strategic plan of ADEA
• Evidence that there is a core group of ADEA members to represent an active and fully functional unitary interest.
• Explanation of need/rationale for the new section including
  o A statement of goals and objectives of the proposed section with a plan of action of how the goals and objectives will be met.
  o A statement outlining the themes and topics that the proposed section will address and expected outcomes (i.e. scholarly research or white paper).
  o Evidence that the subject area exists at a majority of the member institutions involved in the general area of which the subject is a component.
  o Evidence that no other ADEA Section or SIG meets the needs to be addressed by the proposed section, specifically why the establishment of a section is needed, rather than a study group within an existing ADEA Section or SIG. (For example, Is the scope broad enough to warrant a separate group?)
  o Confirmation that the establishment of this new section will not threaten the existence of a current section or Section.

Support for Establishment of the Proposed Section
A minimum of 50 signatures from ADEA Members are required.

The petition must include the following information:
• A statement indicating that the signatory:
  o Intends to join and requests affiliation with the proposed Section
  o Accepts membership, if the section is established
  o Intends to be an active, participating member and contribute to the goals and success of the section

• Signatory Information:
  o Name of Signatory
  o ADEA Member #
  o Institution
  o Title
  o Membership Expiration Date.

Process to form a Section
New Sections begin operations immediately upon notification by the ADEA Council of Sections Administrative Board, once approval is received from the ADEA House of Delegates. New Sections are on probationary status for two years following approval, and are then evaluated by the Council of Sections Administrative Board. Each Section is assigned a liaison from the ADEA COS Administrative Board to serve as a resource and seek guidance for leadership.

A Plan for Meeting Minimal Criteria and Maintaining a Section
• Plan and conduct an annual Members’ Forum at the ADEA Annual Session & Exhibition
• Work toward supporting ADEAs strategic plan and other programs, as appropriate
• Establish an effective communication mechanism with Section members, (i.e. Listserv, Social Media, Newsletter)
• Submit an annual report of activities using criteria established by the ADEA COS located on the ADEA website.
• Leadership attends the ADEA COS Interim Meeting during the ADEA Fall Meetings (typically held in October) and ADEA COS meetings during the ADEA Annual Session & Exhibition (typically held in March)

Organizational Structure
The organizational structure of a section includes a Councilor, Chair, Chair-elect, and Secretary.

A description of the potential leadership pool that is available to fulfill the leadership requirements of the Section including the names of individuals who are willing, if called upon, to serve and are able to fulfill the roles and responsibilities.

Review Process
The detailed proposal is addressed and submitted to the Chair of the ADEA COS Administrative Board (with copy to the ADEA Staff Liaison to the Council of Sections) who will distribute the proposal to the full ADEA COS Administrative Board for review.

Review by ADEA COS
The ADEA COS Administrative Board will review and determine if the proposal satisfies all requirements for the submission process. At its next meeting or conference call, the ADEA COS Administrative Board reviews the application and provides feedback and requests follow-up information, if necessary.

After review and discussion, the ADEA COS Administrative Board determines if the application should be accepted. If accepted, the proposal is forwarded and recommended for establishment to the ADEA Board of Directors.

Review by ADEA Board of Directors
If approved by the ADEA BOD, a resolution is prepared for the ADEA House of delegates at following ADEA Annual Session & Exhibition.

If the ADEA BOD’s recommendation is unfavorable, the submitter may choose to take an additional year to modify the proposal while ensuring that its original intent is retained.

Approval by the ADEA House of Delegates
If a Section is approved by the ADEA House of delegates, operations begin immediately following the Closing Session of the ADEA House of Delegates and notification by the ADEA COS Administrative Board.

The approved section will be assigned to an ADEA COS Administrative Board Member for mentorship upon approval.

Criteria for Approval
Approval for establishment of a new Section may be given, provided that:

• It represents an active and unitary interest of a group of ADEA members.
• The proposed objectives are aligned with the goals and strategic directions of the association.
• The proposed section represents a distinct and unique topic/area of interest that is unable to find a place in an already established Section or SIG and proves that a new group is necessary.
• It represents an established and reasonably extensive area of professional interest within dental education as a whole.
• It is financially sustainable.
Criteria to Establish a New ADEA Special Interest Group

What is an ADEA SIG?
An ADEA SIG is a group of ADEA members with similar professional specialties who come together to exchange ideas and keep themselves informed about current and discrete developments in the field of dental education. The activities of an ADEA SIG are planned by their members and elected officers and provide a clear indication of the diverse interests and needs of its members. Through participation in an ADEA SIG, you can help design what, in essence, are small professional organizations within the association. Only ADEA members can belong to an ADEA SIG, though each member can belong to as many SIGs as desired. Current SIGs and their chairs and a brief description of each SIG’s activities are listed on the ADEA website. You can join SIGs by logging into your ADEA membership profile. For more information about a particular SIG, contact the SIG's chair.

Proposing a New ADEA Special Interest Group
The process of forming a new ADEA Special Interest Group (ADEA SIG) begins with the submission of a formal proposal to the ADEA Council of Sections (ADEA COS) Administrative Board. The proposal is then reviewed by the ADEA COS Administrative Board who makes a recommendation to the ADEA Board of Directors. A proposal to form a new ADEA SIG must conform to the criteria described for establishment of SIGs.

Proposal Content
The detailed proposal must include the following:
- Submitter Information
- A cover letter
- Support for establishment of the proposed SIG
- A plan for meeting minimal criteria for operating and maintaining a SIG
- Organizational Structure

Submitter Information
- Name of Submitter
- ADEA Member Number
- Submitter Institution/Organization
- Contact Number
- Email Address
- Bio sketch (including any previous activities with ADEA)

Cover Letter
The cover letter must include the following information:
- SIG Name (ADEA Special Interest Group on “XXXXX”)
- Explanation of how the proposed SIG fits within the mission, vision, and strategic plan of ADEA
- Evidence that there is a core group of ADEA members to represent an active and fully functional unitary interest.
- Explanation of need/rationale for the new SIG including
A statement of goals and objectives of the proposed SIG with a plan of action of how the goals and objectives will be met.

A statement outlining the themes and topics that the proposed SIG will address and expected outcomes (i.e. scholarly research or white paper).

Evidence that the subject area exists at a majority of the member institutions involved in the general area of which the subject is a component.

Evidence that no other ADEA Section or SIG meets the needs to be addressed by the proposed SIG, specifically why the creation of a new SIG is needed, rather than a study group within an existing ADEA Section or SIG. (For example, Is the scope broad enough to warrant a separate group?)

Confirmation that the establishment of this new SIG will not threaten the existence of a current SIG.

Support for Establishment of the Proposed SIG
A minimum of 25 signatures from ADEA Members are required.

The petition must include the following information:

- A statement indicating that the signatory:
  - Intends to join and requests affiliation with the proposed SIG
  - Accepts membership, if the SIG is established
  - Intends to be an active, participating member and contribute to the goals and success of the SIG

- Signatory Information:
  - Name of Signatory
  - ADEA Member #
  - Institution
  - Title
  - Membership Expiration Date. The petition will include a statement indicating that the signatory

Process to form a SIG
New SIGs begin operations immediately upon notification by the ADEA Council of Sections Administrative Board, once approval is received from the ADEA Board of Directors. New SIGs are on probationary status for two years following approval, and are then evaluated by the Council of Sections Administrative Board. Each SIG is assigned a liaison from the COS Administrative Board to serve as a resource and seek guidance for leadership.

A Plan for Meeting Minimal Criteria and Maintaining a SIG

- Plan and conduct an annual Members’ Forum at the ADEA Annual Session & Exhibition
- Work toward supporting ADEA’s strategic plan and other programs, as appropriate
- Establish an effective communication mechanism with SIG members, (i.e. Listserv, Social Media, Newsletter)
- Submit an annual report of activities using criteria established by the ADEA COS located in the ADEA Governance Policy and Procedures Manual
- Leadership attends the ADEA COS Interim Meeting during the ADEA Fall Meetings (typically held in October) and ADEA COS meetings during the ADEA Annual Session & Exhibition (typically held in March)
Organizational Structure
The organizational structure of a SIG typically includes a Chair only. However, the ADEA COS Administrative Board recognizes that additional leadership may be necessary to manage the operations of a SIG. Therefore, if the SIG chooses, it may include the positions of Chair-elect and Secretary in their organizational structure as well.

A description of the potential leadership pool that is available to fulfill the leadership requirements of the SIG including the names of individuals who are willing, if called upon, to serve and are able to fulfill the roles and responsibilities.

Review Process
The detailed proposal is addressed and submitted to the Chair of the ADEA COS Administrative Board (with copy to the ADEA Staff Liaison) who will distribute the proposal to the full ADEA COS Administrative Board for review.

Review by ADEA COS
The ADEA COS Administrative Board will review and determine if the proposal satisfies all requirements for the submission process. At its next meeting or conference call, the ADEA COS Administrative Board reviews the application and provides feedback and requests follow-up information, if necessary.

After review and discussion, the ADEA COS Administrative Board determines if the application should be accepted. If accepted, the proposal is forwarded and recommended for establishment to the ADEA Board of Directors.

Review by ADEA Board of Directors
If approved by the ADEA Board of Directors, the SIG will begin operation immediately after notification from the Chair of the ADEA COS Administrative Board.

If the ADEA Board of Directors recommendation is unfavorable, the submitter may choose to take an additional year to modify the proposal while ensuring that its original intent is retained.

A SIG will be assigned to an ADEA COS Administrative Board Member for mentorship.

Criteria for Approval
Approval for establishment of a new SIG may be given, provided that:

- It represents an active and unitary interest of a group of ADEA members.
- The proposed objectives are aligned with the goals and strategic directions of the association.
- The proposed SIG represents a distinct and unique topic/area of interest that is unable to find a place in an already established Section or SIG and proves that a new group is necessary.
- It represents an established and reasonably extensive area of professional interest within dental education as a whole.
- It is financially sustainable.
The Council of Students, Residents, and Fellows

The Council of Students, Residents, and Fellows consists of students representing any of the following types of programs conducted by each Active, Provisional, and affiliate member institution: 1) students in a program leading to the D.D.S. or D.M.D. degree, 2) students enrolled in advanced education programs, 3) students in dental hygiene education programs, 4) students in dental assisting education programs, and 5) students in dental laboratory technology education programs. The methods of electing members, removing members for cause, and electing new members to fill unexpired terms are left to the discretion of Individual Member institutions.

Mission
The mission of the 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.

Function
It is the function of the COSRF to serve as the voice and advocate of all dental and allied dental 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 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.

Objectives
- 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 Member Institutions.
- To recommend student consultants, through the 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.

Click here for access to the Council’s Online Toolkit.
PRIORITIES (2011 – 2014)
In support of the Strategic Directions, the Council of Students, Residents, and Fellows will conduct activities over the next three years that support the following priorities. In an effort to further Council priorities, the Council Administrative Board will meet annually to review, discuss, and assess Council activities.

1. Strengthen communication and collaboration within the Council and between the Council of Students, Residents, and Fellows and other ADEA Councils.
   a. Work with ADEA to develop a student website within ADEA.org.
      i. Ensure that there is an engaged student representative at each school to direct students to pertinent information on the website.
      ii. Hold one discussion on the Student’s Community of Interest each month.
   b. Increase engagement among COSRF Regional Representatives.
      i. Bring clarity and provide guidance to the Regional Representative role/responsibility by creating a job description that will be included in the COSRF Membership Handbook.
      ii. Develop a Student Contact List comprised of key contact person(s) at each dental that will serve in a liaison capacity between the Regional Representative and ADEA student members at the institution.
   c. Plan one thematically-oriented joint program with other ADEA Councils during the Fall Meetings and the Annual Session & Exhibition.
      i. Publish a “Student’s Guide to the Annual Session & Exhibition,” highlighting workshops, meetings, and events of particular relevance to students to help them better navigate the Annual Session & Exhibition.

2. Promote academic dental careers as a career pathway for students.
   a. Increase awareness of the Academic Dental Careers Fellowship Program.
      i. Working with ADEA, develop and disseminate template materials (through distribution at the Annual Session & Exhibition and via posting to the website) about the program to support awareness raising efforts.
   b. Increase awareness of the Junior Faculty Award.
      i. Provide an overview of the purpose of the Award and the nomination process at the Fall Meeting (COSRF Interim Meeting).
      ii. If possible, have a past recipient of the award present at the Interim Meeting to increase understanding of the importance of the award.
3. Increase COSRF awareness about the ADEA tools and resources that are available to assist in outreach activities to students from underrepresented minority and low-income backgrounds.
   a. Through presentation at the Fall Meeting (COSRF Interim Meeting), share materials from the UCSF program and other model programs.
   b. Develop an outline of mentoring activities for prospective students based on existing mentoring programs (e.g., interview prep, shadowing opportunities, SMDEP program).
      i. Work with the pre-health advisors to identify promising students for participation in the program.
      ii. Develop a list of resources for students applying to dental school (e.g., interview guides, ADEA, ASDA).

Appointments:

ADEA Postdoctoral Application Support Service (PASS) Task Force Student Representative
The Postdoctoral Application Support Service (PASS) Task Force Student Representative helps to bridge the gap between students, schools, and the PASS administration. Serving on the PASS Task Force is a way to ensure that student perspectives are being heard. The goal of the PASS Task Force is to make 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 Annual Session & Exhibition.

ADEA Associated American Dental Schools Application Service (AADSAS) Task Force
The Associated American Dental Schools Application Service (AADSAS) Task Force Student Representative offers a student perspective on the predoctoral application service. The goal of the AADSAS Task Force is to ensure that the 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 AADSAS Task Force Meeting during the Sections on Admissions Officers and Student Affairs and Financial Aid (AFASA) Meeting and at the Annual Session & Exhibition.

ADEA/ASDA Commissioner on the Commission on Dental Accreditation (CODA)
This is a two-year position that alternates between ADEA and the American Student Dental Association (ASDA). The student commissioner has the same responsibilities as the other CODA Commissioners (full participation in voting, discussion, etc.), but is appointed for a two-year term only. The student is required to attend a two-day training that is usually scheduled prior to their first meeting. CODA meets twice a year at the end of January and the end of July (usually two days each meeting scheduled for Thursday/Friday). The student commissioner is officially ex-officio on all review committees. However, students rarely attend these meetings which are approximately 4 days in duration. The CODA Student Commissioner will be approved by the House of Delegates in 2015. 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 Call for Nominations for Appointments. Candidates should be an ADEA predoctoral student member in good standing at an ADEA member institution that is able to commit to the two-year term appointment. The online
application will be posted in the summer on the ADEA website, www.ADEA.org. An email reminder will be sent to the COSRF email list.

Meetings
Members of the Council of Students, Residents, and Fellows convene biannually at business meetings held in the spring at the Annual Session & Exhibition and in the fall at the Fall Meetings.
Links to ADEA Membership Information

Advanced Dental Education Program Membership
Allied Dental Program Membership
Corporate Membership
Dental School Membership
Individual Membership
Institutional Membership
Student Membership
Membership Dues

Institutional Membership Dues
Active and Provisional Members. Effective July 1, 2004, annual dues for active and provisional member institutions are $25,522. Active and provisional institutional membership dues include one individual membership from each member institution.

Affiliate Members. Effective July 1, 2004, annual dues for institutions that conduct allied dental education programs are $945. Effective July 1, 2004, annual dues for Canadian dental schools are $1,815.

Effective July 1, 2000, annual dues for federal dental services are $3,922.

Effective July 1, 2003, annual dues for hospital-based postdoctoral dental education programs are $984. A portion totaling $76 of each such institutional membership shall be allocated as recommended by the Council of Hospitals and Advanced Education Programs and as approved by the Board of Directors.

Effective July 1, 2003, annual dues for institutions that conduct non-hospital-based postdoctoral dental education programs are $3,998. A portion totaling $76 of each such institutional membership shall be allocated as recommended by the Council of Hospitals and Advanced Education Programs and as approved by the Board of Directors. Dues are payable by February 1, May 1, August 1, or November 1, whichever date first follows approval. Dues include one individual membership, with the institution to determine the individual member.

Effective July 1, 2014, annual dues are $3,750. Dues include up to ten individual members, with the corporation to determine the individual members. $500 of each member’s dues is designated to support the Annual Session, and $350 is allocated to sponsor the ADEA Dental Student Virtual Fair.

Individual Membership Dues
a) Individual Membership. Effective January 1, 2006, annual dues are $0, and include membership in any Section(s) or Special Interest Group(s).
b) Student Membership. Effective January 1, 2006, annual dues are $0, and include membership in any Section(s) or Special Interest Group(s).
c) Retired Membership. Effective January 1, 2006, annual dues are $0, and include membership in any Section(s) or Special Interest Group(s).
d) Honorary Membership. Honorary members pay no dues.
e) Affinity Membership. Effective January 1, 2006, annual dues are $125 for individuals with a demonstrable interest in dental, allied, or advanced dental education and are not currently a faculty member, employee, or student in a member institution. This fee includes membership in any Section(s) or Special Interest Group(s).
f) Affinity Student Membership. Effective January 1, 2007, annual dues are $40 for a student who is not enrolled in an Institutional Member and who has a demonstrable interest in predoctoral, allied, or advanced dental education.

Approval by: House of Delegates
Approval by: Board of Directors
Revised March 26, 2014
ADEA Strategic Initiative Review Process

PROPOSAL TEMPLATE

To be completed by the member (individual or institutional) or Council proposing the new strategic initiative.

1. Title
2. Name of member (individual or institutional) or Council submitting proposal
3. A clear statement of the desired outcome of the proposal.
4. A description of how the proposal will advance ADEA’s Strategic Directions.
5. A description of how the proposal will advance:
   a. ADEA’s membership base,
   b. ADEA’s advocacy priorities, and/or
   c. Knowledge in the field of dental and allied dental education.
6. List of key volunteers, roles and responsibilities, and expectations for their participation.
7. Key action steps (project plan) and timeline
8. Projected cost of the project in terms of staff time (hours) and financial costs (projected budget), and identification of potential funding streams.
9. The value or benefit to ADEA members (return on investment).
10. The endorsement/support from one or more members of the Board of Directors is required for a proposal to be brought to the full Board of Directors for consideration.

SUCCESS / EVALUATION CRITERIA

To help guide the Association in determining which strategic initiatives to pursue, ADEA will use the following success criteria:

1. How much impact will the success of this initiative have on advancing the Strategic Directions?
2. How does this strategic initiative reflect ADEA’s Core Values?
3. How well does the initiative respond to the needs of our members? Our field?
4. Does ADEA have the capacity (human and financial) to undertake this effort given its current obligations and/or does the proposal warrant reallocation of current priorities and resources?

Approval by: Board of Directors
Call for Nominations for Appointments Process

ADEA places an open call for nominations for ADEA appointments each year. This is an opportunity to make appointments to a number of committees, commissions, and task forces within the organization, as well as similar appointments to external groups and organizations.

These appointments provide significant opportunities for leadership development, recognizing outstanding service to the profession, giving back to the profession, and understanding and developing policy from a national and sometimes international perspective.

Self-nominations are encouraged.

An applicant must be a current Individual Member to be eligible for any of these appointments. The ADEA website contains membership information. In some cases, membership in the American Dental Association (ADA) is also required.

The Board of Directors will review all nominations, make appointments, and (where appropriate) determine which nominations are forwarded to the Commission on Dental Accreditation (CODA). The Board of Directors on or before its September meeting will make appointments. Some appointments require approval by the House of Delegates in the spring of each year.

To learn more about qualifications for appointments, acquire an electronic application form, read directions for submitting your nomination electronically, and please direct them to Ms. Abigail Gorman, Managing Vice President and Deputy Director, 202-289-7201, ext. 100, or gormana@adea.org, or Ms. Novella Abrams at 202-289-7201, ext. 107 or abramsn@adea.org.
<table>
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<tr>
<th>Committee</th>
<th>Term of Office</th>
<th>Time Requirements and Descriptions</th>
<th>Position Requirements and Descriptions</th>
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<td>Administration Building</td>
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<td>Academic Affairs</td>
<td>Three years in a year for academic affairs.</td>
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<td>Financial Aid</td>
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<td>Student Services</td>
<td>Three years in a year for student services.</td>
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<td>Facilities Management</td>
<td>Three years in a year for facilities management.</td>
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**Academic Affairs**

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<th>Area of Concern</th>
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<tr>
<td>Enrollment Management</td>
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**Student Services**

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<th>Area of Concern</th>
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<tr>
<td>Student Recruitment</td>
<td>Four years in a year for student recruitment.</td>
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**Financial Aid**

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<td>Financial Aid Administration</td>
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**Facilities Management**

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<td>Facilities Management Administration</td>
<td>Four years in a year for facilities management administration.</td>
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<td>APEA Leadership Team</td>
<td>APEA Board of Directors</td>
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**APPLYING FOR APEA EXECUTIVE TEAM POSITION**

- **Position Requirements and Description**
- **Term of Office**
- **CANDIDATE POOL**

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*American Dairy Education Association (ADEC)*

American Dairy Education Association (ADEC) offers a competitive benefits package and generous compensation. Please visit our website for more information on current open positions and how to apply.

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**Program Director**

**Chairperson:**

*Co-Chairperson of a Local or Special School Committee*

*Vice Chairperson of Commission on National Education*

**Commission on National Education**

**Co-Chairperson:**

*Co-Chairperson of a Local or Special School Committee*

*Vice Chairperson of Commission on National Education*

**Commission on National Education**

**Secretary:**

*Secretary of a Local or Special School Committee*

*Vice Secretary of Commission on National Education*

**Commission on National Education**

**Treasurer:**

*Treasurer of a Local or Special School Committee*

*Vice Treasurer of Commission on National Education*

**Commission on National Education**

**Ex-Officio Member:**

*Ex-Officio Member of Commission on National Education*

**Commission on National Education**

**Student Commission:**

*Student Commission*

*Vice Student Commission*

**Commission on National Education**

**Student Commission:**

*Student Commission*

*Vice Student Commission*
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<th>Candidate Pool</th>
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ADEA Policies on Harassment, Whistleblowing, Conflicts of Interest, and Indemnity

Harassment Policy and Complaint Procedure

The Association prohibits harassment on the basis of race, color, religion, national origin, disability, sex, age, sexual orientation, marital status, personal beliefs, or any other basis prohibited by law.

Sexual Harassment
Sexual harassment is defined in federal regulations as “unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature” when: submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s volunteerism; submission to or rejection of such conduct by an individual is used as a basis for decisions affecting such individual; or such conduct has the purpose or effect of unreasonably interfering with an individual’s volunteer performance or creating an intimidating, hostile, or offensive environment.

Harassment Other than Sexual Harassment
Harassment, other than sexual harassment, is verbal or physical conduct that denigrates or shows hostility or aversion to an individual because of race, color, sex, gender, religion, ancestry, national origin, sexual orientation, marital status, age, disability, or any other basis prohibited by law when such conduct has the purpose or effect of unreasonably interfering with a volunteer member’s performance, creating an intimidating, hostile, or offensive environment, or otherwise adversely affects an individual’s employment opportunities. Harassment may include, but is not limited to, verbal abuse or ridicule, including slurs, epithets, and stereotyping; offensive jokes and comments; threatening, intimidating, or hostile acts; and displaying or distributing offensive materials, writings, graffiti, or pictures. Volunteer members should refrain from engaging in such activities.
Whistleblower Policy

The Association is committed to high standards of ethical, moral and legal business conduct. In line with this commitment, and ADEA’s commitment to open communication, this policy aims to provide an avenue for employees and members to raise concerns and reassurance that they will be protected from reprisals or victimization for whistleblowing. This whistleblowing policy is intended to cover protections for you if you raise concerns regarding ADEA, such as the following:

- Incorrect financial reporting;
- Unlawful activity;
- Activities that are not in line with ADEA policy
- Activities which otherwise amount to serious improper conduct.

Safeguards:

**Harassment or Victimization**
Harassment or victimization for reporting concerns under this policy will not be tolerated.

**Confidentiality**
Every effort will be made to treat the complainant’s identity with appropriate regard for confidentiality.

**Anonymous Allegations**
This policy encourages employees to put their names to allegations because appropriate follow up questions and investigation may not be possible unless the source of the information is identified. Concerns expressed anonymously will be explored appropriately, but consideration will be given to:

- The seriousness of the issue raised;
- The credibility of the concern; and
- The likelihood of confirming the allegation from attributable sources.

**Bad Faith Allegations**
Allegations in bad faith may result in disciplinary action.

Procedure: Process For Raising A Concern

**Reporting**
The whistleblowing procedure is intended to be used for serious and sensitive issues. Such concerns, including those relating to financial reporting, unethical or illegal conduct, may be reported directly to ADEA’s human resources representative.

Employment-related concerns should continue to be reported through your normal channels, such as human resources, or to the Chief Operating Officer.

**Timing**
The earlier a concern is expressed, the easier it is to take action.

**Evidence**
Although the volunteer member is not expected to prove the truth of an allegation, the volunteer member should be able to demonstrate to the person contacted that the report is being made in good faith.
How The Report of Concern Will Be Handled
The action taken by ADEA in response to a report of concern under this policy will depend on the nature of the concern. The Finance Committee of the Board of Directors shall receive information on each report of concern and follow-up information on actions taken.

Initial Inquiries
Initial inquiries will be made to determine whether an investigation is appropriate, and the form that it should take. Some concerns may be resolved without the need for investigation.

Further Information
The amount of contact between the complainant and the person or persons investigating the concern will depend on the nature of the issue and the clarity of information provided. Further information may be sought from or provided to the person reporting the concern.
Conflict of Interest
(as set forth in the ADEA Bylaws)

Representing the Association

Individuals who serve in the House of Delegates, as Officers, or who are appointed or elected to represent the Association in its relations with other private organizations or government agencies; who serve as Council, Section, and/or SIG Officers; who serve in an advisory or consultative role for the Association individually or through group or committee assignments; or who are otherwise involved in Association policy and administrative matters do so in a representative or fiduciary capacity and, at all times while serving in such positions, shall further the interests of the Association as a whole. Those Association leaders are:

1. Expected to avoid placing themselves in a position where personal or professional interests may conflict with their duty to the Association;
2. Prohibited to use information learned through their position for personal gain or advantage;
3. Prohibited to obtain for a third party an improper gain or advantage at the expense of the Association;
4. Obligated to disclose to the President and CEO any situation that might be construed as placing the individual in a position of having an interest that may conflict with his or her duty to the Association;
5. Presumed to have a conflict of interest if they, their family, or business associates have an interest that could be an impediment to the loyalty of the Association leader to the Association, with the determination about whether there is a conflict to be resolved by a majority vote of the Board of Directors;
6. Expected to avoid even the appearance of impropriety while serving the Association;
7. Shall, in the event of an actual or apparent conflict of interest, disclose all the material facts as to the relationship or interest, shall retire from the room, shall not participate in the deliberation and shall not vote on the matter, which shall enable the remaining Association Leaders to make a good faith determination about the proposed transaction or matter, including whether it is fair to the Association. Such a good faith determination about the fairness of the proposed transaction or matter, may be made post facto, by a ratification vote.

Record

All actions taken pursuant to any conflict of interest shall are be noted in the meeting minutes. As is necessary to maintain a quorum, Association Leaders who have the conflict of interest may be counted in determining the minimum number of decision-makers for such a matter.
Indemnification and Limitation of Liability
(as set forth in the ADEA Bylaws)

Unless expressly prohibited by law, any person made, or threatened to be made, a party to an action, suit, or proceeding (whether civil, criminal, administrative, or investigative) by reason of the fact that such person, or such person’s testator or intestate, is or was a person who served or is serving the Association as a Director, Officer, committee member, volunteer, partner, trustee, employee, or agent of another entity (i.e., an “Eligible Person”) by reason of that Eligible Person’s position with or service to the Association:

A. Shall be indemnified to the extent the Eligible Person was successful, on the merits or otherwise, in the defense of any such proceeding; and,

B. May be indemnified if the person acted in good faith and reasonably believed in the case of conduct in an official capacity, that the conduct was in the best interests of the Association; and in all other cases, that her or his conduct was at least not opposed to the best interests of the Association; and in the case of any criminal proceeding, had no reasonable cause to believe his or her conduct was unlawful;

C. But shall not be indemnified:

1. In connection with the proceeding by or in the right of the Association (unless it is determined that the person met the relevant standard of conduct under subsection B above); or
2. In connection with any proceeding with respect to conduct for which the person was adjudged liable on the basis that the person received a financial benefit to which she or he was not entitled, whether or not involving action in an official capacity; and,

D. With regard to any indemnification, shall be done only after complying with the provisions in the D.C. Nonprofit Corporation Act with regard to the procedures for making determinations about indemnification and the advance of expenses; and,

E. With regard to any Director or Officer, the indemnification provided by this Article shall not be deemed exclusive of any rights to which any such Director or Officer may be entitled under any statute, bylaw, agreement, vote of the Governing Body or otherwise, and shall not restrict the power of the Association to make any indemnification permitted by law; and provided further that

F. The Association may in its judgment advance expenses for indemnification to such persons to the fullest extent allowed by law.

Approval by: ADEA House of Delegates
Commonly Used Acronyms

AADR – American Association for Dental Research
AADS – American Association of Dental Schools
AAL/ADEA IAHE – Institute for Allied Health Educators
AAMC – Association of American Medical Colleges
ACA – Affordable Care Act
ADA – American Dental Association
ADAA – American Dental Assistants’ Association
ADCFP - Academic Dental Careers Fellowship Program
ADEA – American Dental Education Association
ADEA / AAL ITL – ADEA Academy for Academic Leadership / Institute for Learning
ADEA AADSAS – Associated American Dental Schools Application Service
ADEA ADCFP - ADEA Academic Careers Fellowship Program
ADEA ADC – ADEA/W.K. Kellogg Foundation Access to Dental Careers
ADEA ADCN - ADEA Academic Careers Dental Network
ADE - advanced dental education (a synonym for postdoctoral education)
ADEAassist - ADEA effort for disaster relief and community service
ADEA ADFLP - ADEA Allied Dental Faculty Leadership Development Program
ADEA ADPD – ADEA Allied Dental Program Directors Conference
ADEA CADPD - ADEA Council of Allied Dental Program Directors
ADEA CAAPID – ADEA Centralized Application for Advanced Placement for International Dentists
ADEA CADPD - ADEA Council of Allied Dental Program Directors
ADEA COD – ADEA Council of Deans
ADEA COF – ADEA Council of Faculties
ADEA COHAEP – ADEA Council of Hospitals and Advanced Education Programs
ADEA COS- ADEA Council of Sections
ADEA COSRF – ADEA Council of Students, Residents, and Fellows
ADEA DHCAS- ADEA Dental Hygiene Centralized Application Service
ADEA LI – ADEA Leadership Institute
ADEA LLI – ADEA Leadership Institute Alumni Association
ADEA MDFD – ADEA Minority Dental Faculty Development program
ADEA PASS – ADEA Postdoctoral Application Support Service
ADEA/AAL CAAMP – ADEA/AAL Chairs & Academic Administrators Management Program
ADEA CCI - ADEA Commission on Change and Innovation in Dental Education
CODA - Commission on Dental Accreditation
ADEA DHTFP - ADEA Dental Hygiene Teaching Fellowship Program
ADEA/AAL IAHE - Institute for Allied Health Educators
ADFLP – Allied Dental Faculty Leadership Program
ADHA – American Dental Hygienists’ Association
AEGD – Advanced Education in General Dentistry
AFASA – Admissions, Financial Aid and Student Affairs
ASDA – American Student Dental Association
ADEA ASPC – ADEA Annual Session Program Committee
BDE – Bulletin of Dental Education
BFACA – Business and Financial Administration and Clinic Administration
CDEL- Commission on Dental Accreditation
CODA – Commission on Dental Accreditation
CP – Charting Progress
CRC – Curriculum Resource Center
DentEd Jobs – Dental Education Jobs
DSOP – Dental School Outreach Program (Explore Health Careers)
EHC – Explore Health Careers.org
FADEA - Future of Advanced Dental Education Admissions
GPR – General Practice Residency
IFDEA – International Federation of Dental Educators and Associations
IPAC – Institute for Policy Advisory Committee
JCNDE – Joint Commission on Dental Education
JDE – Journal of Dental Education
LAC – Legislative Advisory Committee
MAAC – Minority Affairs Advisory Committee
NADL – National Association for Dental Laboratories
NSLD – National Student Lobby Day
OG – ADEA Official Guide to Dental Schools
OMSUSDS – ADEA Opportunities for Minority Students in U.S. Dental Schools
PGY – Post Graduate Year
RWJF – Robert Wood Johnson Foundation
SIG – Special Interest Group
SMDEP – Summer Medical and Dental Education Program
SoTL – Scholarship of Teaching and Learning
VAC - Volunteer Advocacy Coordinators
WAAC – Women’s Affairs Advisory Committee
WKKF – W. K. Kellogg Foundation
ADEA Listserv Usage Guidelines

Purpose and Audience:

Listserv lists provided by the American Dental Education Association (ADEA) are electronic discussion lists designed to facilitate communication among all list subscribers. ADEA’s Listserv lists provide an avenue for the rapid exchange of information, assistance, and discussion of professional issues among ADEA’s members. Participation in the Listserv lists is limited to ADEA members.

An ADEA Listserv List IS:

- NOT MODERATED. Postings to the list are not screened or edited. Please keep messages brief and pertinent.
- BY OWNER. Members interested in joining ADEA Section and SIG lists can subscribe to a list via the ADEA Membership portal. For all other Listserv lists, only the list-owner can add members.
- PRIVATE. Only List subscribers can post to a Listserv list.
- NOT ARCHIVED. Messages sent to a Listserv list are not archived.

An ADEA Listserv List is NOT for:

- Commercial advertisements or job placements – ADEA’s Listserv lists do not accept advertisements from commercial entities or vacancy positions.
- Surveys or market research – Group polls are acceptable but the Listserv lists should not be used for research and data gathering.

Usage Guidelines:

1. Sending messages - To initiate a new discussion or to respond to an existing thread, enter the Listserv e-mail address in the To field of your email program. After composing your message, click on “send” and the Listserv will distribute the message to ALL members on the list.

2. Include signature - Every message should include a signature containing the full name, affiliation, telephone, and e-mail address of the sender. Since all postings will appear to be “from the Listserv List”, recipients have no way of knowing who has sent a message unless this information is provided in the message.

3. Only subscribed users can post messages - Messages sent from non-subscribers are automatically rejected. Messages from subscribed members must be sent from the e-mail address known by the list software, or they cannot be accepted.

4. Ensure that an individual message does not inadvertently become a list-wide message - Send personal messages directly to individuals by entering the individual’s address in the "to" field. When communicating with an individual, DO NOT use the "reply" feature of your e-mail system to respond to a message from ADEA’s Listserv list. Doing so will send the reply to the entire list, instead of the individual.

5. Descriptive subject lines - Please use a clear, descriptive subject line. The more descriptive the subject line, the more likely people will read and respond to a posting. Avoid using generic subject lines such as "Help," "Need help," and "Need Info." When
responding to a posting, check the subject line to make sure it still reflects the topic at hand, and if needed, enter a new subject line about the new topic. To initiate a new discussion or request, start a new message with an appropriate subject line.

6. Announcements - Occasional announcements of new online or print resources from a member’s organization are appropriate if related to the interests of the Listserv list, as are announcements of conferences, if they are relevant. Questions and discussion initiated by list members about services, placements, and position openings regarding jobs already posted on ADEA’s website or available on ADEA’s print journals, are appropriate; this provides a forum for help and recommendations among colleagues on the list. While the link to a position on ADEA’s DentEd Jobs page may be appropriate, ads for positions from your institution or others that do not appear on ADEA’s electronic or print publications should not be posted.

7. Forwarding messages - Do not forward copies of the information obtained from Listserv Lists to ADEA non-members. Messages may be forwarded to select ADEA members if permitted by the original sender. Please cut out extraneous lines, but leave enough information to identify the original source. Information from ADEA’s Listserv lists may be forwarded to others, but crediting the original sender or ADEA is appreciated.

8. Quality of Communication – Messages can be informal and even lighthearted. Avoid jokes, sarcasm, profanity, and similar violations of “e-mail etiquette.” Please remember that humor in e-mail can easily be misinterpreted. Aim for a concise, focused message. Summarize lengthy material and invite subscribers to contact you for the complete items. Avoid personal exchanges and do not promote commercial products and services. Positive debate about professional matters is welcome on ADEA’s Listserv lists. Please be polite while voicing your objections. You may also express your complaints directly to the person responsible. If a member consistently posts inappropriate messages, his or her subscription to the list may be terminated.

9. Disclaimer - For the life of the Listserv, it is understood that the posted opinions are the originator’s only and do not necessarily represent the policy, philosophy or practice of the ADEA or its various sections. ADEA does not endorse mentioned products or services, nor is the ADEA responsible for inaccuracies in posted information.

10. Unsubscribe: To unsubscribe from a listserv list, send an email to Membership@adea.org with your full name, your e-mail address known by the list software, and the full name of the list (e.g. ABCList@listserv.adea.org).