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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 ADEA 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 institutions and individuals in the dental education community to address contemporary issues influencing education, research and the delivery of oral health care for the overall health and safety 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.
ADEA Strategic Directions and Key Priorities

2015–18

MISSION
The mission of ADEA is to lead institutions and individuals in the dental education community to address contemporary issues influencing education, research and the delivery of oral health care for the overall health and safety of the public.

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

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

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

RESEARCH
Promote the importance of research as the foundation of dental education, and of the science and practice of dentistry.
STRATEGIC DIRECTIONS AND KEY PRIORITIES

STRATEGIC DIRECTION 1:
LEADERSHIP
Priority 1: Demonstrate the value of dental education to students, graduates, academic institutions, corporate members, funders, policymakers and society at large.
Priority 2: Position dental education as a leader in interprofessional education, and dentistry as a core part of the collaborative health care team.
Priority 3: Prepare and engage ADEA members in providing leadership for the association and for the future of dental education.

STRATEGIC DIRECTION 2:
TEACHING AND LEARNING
Priority 1: Provide tools and resources to support ADEA members in preparing graduates for the future of dental practice and their roles as practitioners in a collaborative health care environment.
Priority 2: Prepare dental educators to effectively use new and innovative approaches to teaching and learning that lead to academic success.
Priority 3: Promote the scholarship of teaching and learning as an integral part of the culture of academic dental institutions.

STRATEGIC DIRECTION 3:
RESEARCH
Priority 1: Enhance the ability of all academic dental institutions to demonstrably advance their research missions.
Priority 2: Advocate for increased funding for dental and craniofacial research and research training, and enhance the competitiveness of academic dental institutions to receive support from NIH and other public and private funders.
Priority 3: Produce and promote evidence-based research and reports to inform decision-making by the dental education community and policymakers.

STRATEGIC DIRECTION 4:
SERVICE
Priority 1: Provide expertise and programming that helps develop a diverse and culturally competent workforce prepared to provide care for all segments of the population.
Priority 2: Promote academic dental institutions as key contributors to increasing access to dental care and improving the oral and overall health of their communities.
Priority 3: Serve as a collaborative partner in the global effort to improve oral and overall health.

Strategic Directions: The central areas that the organization will focus on to achieve its mission. The Strategic Directions are typically aspirational, and usually last throughout the full term of the strategic plan without change.
Key Priorities: The desired end-results to be achieved in the plan. By focusing on the Key Priorities, ADEA will advance its Strategic Directions.

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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 and the administrative board members of the council serve as delegates.
- The administrative board members of Corporate Council serve as delegates.

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 ADEA Annual Session & Exhibition
Only members of the House of Delegates may introduce resolutions at an ADEA 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 ADEA Annual Sessions & Exhibitions**

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; a minimum number is not required in the event that there are less than 10 programs in a particular category.
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 Councillor 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

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

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

3. The Council of Allied Dental Program Directors’ 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.

4. 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.

5. 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.

6. 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.

7. 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 during a meeting of the appropriate Council prior to participating in the Opening or Closing of the House of Delegates. At this meeting, a Council may choose to waive the notification of an additional meeting to approve alternate delegates that are identified after the initial meeting and prior to the alternate delegates’ participation in either the Opening or Closing of the House of Delegates, provided that the newly identified alternate delegates are qualified and have been vetted by the appropriate Council Administrative Board.
Organizational Structure of the American Dental Education Association

- House of Delegates
- Board of Directors
- Councils
  - Council of Allied Dental Program Directors
  - Council of Deans
  - Council of Faculties
  - Council of Hospitals/Advanced Education Programs
  - Council of Sections
  - Council of Students, Residents and Fellows
  - Corporate Council

- Administrative Board
- Administrative Board
- Administrative Board
- Administrative Board
- Administrative Board
- Administrative Board

Sections

- Academic Affairs
- Anatomical Sciences
- Behavioral Sciences
- Biochemistry, Nutrition and Microbiology
- Business and Financial Administration
- Cariology
- Clinic Administration

- Clinical Simulation
- Community and Preventive Dentistry
- Continuing Education
- Dental Anatomy and Occlusion
- Dental Assisting Education
- Dental Hygiene Education

- Dental Informatics
- Dental School Admissions Officers
- Development, Alumni Affairs, Public Relations
- Endodontics
- Gay-Straight Alliance
- Gerontology and Geriatrics Education

- Graduate and Postgraduate Education
- Minority Affairs
- Operative Dentistry and Biomaterials
- Oral Biology
- Oral Diagnosis/Oral Medicine
- Oral and Maxillofacial Pathology
- Oral and Maxillofacial Radiology

- Oral and Maxillofacial Surgery, Anesthesia and Hospital Dentistry
- Orthodontics
- Pediatric Dentistry
- Periodontics
- Physiology, Pharmacology and Therapeutics
- Postdoctoral General Dentistry
- Practice Management

- Prosthodontics
- Student Affairs, Financial Aid
- Substance Abuse, Addiction and Tobacco Dependence Education
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 → Reference Committee on Association Policy

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

Approval by: ADEA House of Delegates
Approval by: ADEA Board of Directors
Approval by: House of Delegates
Approval by: Board of Directors
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.

and

- Meet at ADEA 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.
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.
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.
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.
e) To report the Board of Director’s actions to the Council.
Council of Allied Dental Program Directors

The *Council of Allied Dental Program Directors* consists of the directors of dental assisting, dental hygiene, dental laboratory technology, and dental therapy education programs in each active, provisional, and affiliate member institution. In member institutions offering more than one allied dental education program, the person 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 current 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.

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.

[Access the Council’s online resources.](#)
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.

Access the Council’s online resources.
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:
- ADEA weTeachMedEdPORTAL.
- SoTLfest (Scholarship of Teaching and Learning activities at the Annual Session & Exhibition).
- Wellness in academic dentistry.
- Faculty recruitment and development, supporting academic careers pathways for students, 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 Fall Meetings
Winter: ADEA Joint Council Administrative Board Meeting

Access the Council’s online resources.
The Council of Hospitals and Advanced Education Programs

The ADEA Council of Hospitals and Advanced Education Programs (COHAEP) includes faculty (including but not limited to Program Directors and Chiefs of Service) in advanced dental 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 ADEA COHAEP Administrative Board who are employed in ADEA member institutions.

The primary function of ADEA 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 advanced 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
ADEA COHAEP’s 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. 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.

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 advanced dental education.

Priorities
Priorities include having an active voice on educational issues which affect advanced dental education on a local, regional, or national level. This may include, but is not limited to accreditation, legislation, licensure, definitions, or funding.

Meetings
ADEA COHAEP will provide a membership meeting at the ADEA Annual Session & Exhibition and select ADEA Fall Meetings. The Council will provide meetings for its Administratve Board members at the winter Administrative Board meeting and the ADEA Annual Session & Exhibition. Additional correspondence and meeting opportunities may include: e-mail communication, listserv participation, 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 38 Sections and 12 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

Access the Council’s online resources.
Sections:
1. Academic Affairs
2. Anatomical Sciences
3. Behavioral Sciences
4. Biochemistry, Nutrition, and Microbiology
5. Business and Financial Administration
6. Cariology
7. Clinic Administration
8. Clinical Simulation
9. Community and Preventive Dentistry
10. Comprehensive Care and General Dentistry
11. Continuing Education
12. Dental Anatomy and Occlusion
13. Dental Assisting Education
14. Dental Hygiene Education
15. Dental Informatics
16. Dental School Admissions Officers
17. Development, Alumni Affairs, and Public Relations
19. Endodontics
20. Gay-Straight Alliance
21. Gerontology and Geriatrics Education
22. Graduate and Postgraduate Education
23. Minority Affairs
24. Operative Dentistry and Biomaterials
25. Oral and Maxillofacial Pathology
26. Oral and Maxillofacial Radiology
27. Oral and Maxillofacial Surgery, Anesthesia, and Hospital Dentistry
28. Oral Biology
29. Oral Diagnosis and Oral Medicine
30. Orthodontics
31. Pediatric Dentistry
32. Periodontics
33. Physiology, Pharmacology, and Therapeutics
34. Postdoctoral General Dentistry
35. Practice Management
36. Prosthodontics
37. Substance Abuse, Addiction and Tobacco Dependence Education
38. Student Affairs and Financial Aid

Special Interest Groups:
1. CAD/CAM Technology
2. Career Development for the New Educator
3. Dental Hygiene Clinical Coordinators
4. Foreign-Educated Dental Professionals
5. Graduate Dental Hygiene Education Programs
6. Implant Dentistry
7. Interprofessional Education and Collaborative Care
8. Lasers in Dentistry

Approval by: Board of Directors
Approval by: Council of Sections
9. Professional, Ethical, and Legal Issues in Dentistry
10. Scholarship of Teaching and Learning
11. Teaching and Learning with Emerging Technology
12. Temporomandibular Disorders
Council of Sections Project Pool
Standard Operating Procedures

The ADEA COS Project Pool funds predominantly national research projects, studies, and reports that support the ADEA Mission, Core Values, and Strategic Directions beyond the normal resources of individual ADEA Sections and Special Interest Groups (SIGs) and member institutions. Any ADEA Section or SIG member is eligible to apply for funding.

The ADEA COS Project Pool Committee is specifically charged to review application submissions for quality and relevance and make recommendations for acceptance and final approval by the ADEA COS Administrative Board.

The ADEA COS Project Pool Committee works closely with the ADEA COS Member-at-Large, who serves as ADEA COS Board Liaison to the committee to ensure timely review and to keep the council abreast of all activities related to the Project Pool.

Committee Composition
The ADEA COS Project Pool Committee shall be composed of the following members:

1. An ADEA Section Councilor, who serves as committee chair (one three-year term; renewable for one additional three-year term by the ADEA COS Administrative Board).

2. Three officers from any ADEA Section or Special Interest Group (one-year term; renewable by the ADEA COS Administrative Board).

3. ADEA COS Member-at-Large serves as liaison to the committee.

Committee members are appointed by the ADEA COS Administrative Board. Members may be nominated or self-nominated for appointment to the committee. Since all positions must be filled to form the committee, it is possible that council members may be asked to fill open positions by virtue of their position within the council.

Responsibilities of the Committee
The Committee Chair and members shall serve as reviewers for all Project Pool applications. The Committee Chair also oversees the annual call for applications, the review process, the awarded progress report activities and provides reports at the Fall and Spring meetings. The ADEA COS Administrative Board makes the final decisions on the acceptance or non-acceptance of applications based on application criteria and recommendations made by the committee.

Staff Support
The ADEA COS Liaison will work in close collaboration with the ADEA COS Project Pool Committee and provide administrative support as needed.

Reporting Schedule
The ADEA COS Project Pool Chair (or designated committee member) will report to the ADEA COS Administrative Board at least twice per year, at the ADEA Fall Meetings and ADEA Annual
Session & Exhibition, to provide evaluation updates, outcomes and comments, and/or recommendations.

**Timeline of Project Pool Activities**

**March**
- Chair provides an update of applications, accepted awardees and current Project Pool budget to the council during the ADEA Annual Session & Exhibition.

**May 1**
- Chair sends call for progress report template to all active Project Pool PI’s with deadline reminder of June 1

**June 1**
- Chair sends six month reviews progress report template to all active Project Pool PI’s with deadline reminder of June 1

**August 1**
- Chair sends FIRST call for applications to ADEA COS listserv

**September 1**
- Chair sends SECOND call for applications to ADEA COS listserv

**October 1**
- Deadline for application submissions

**October 2—Fall Meetings**
- Committee Chair and members review and rank all applications electronically, or by phone when necessary.
- Committee notifies the COS liaison of recommendations

**Fall Meetings**
- ADEA COS Administrative Board reviews committee recommendations
- Chair (or designated committee member) provides an update to the council.

**December 1**
- Chair notifies all applicants of the decisions.
- Chair sends six month reviews progress report template to all active Project Pool PI’s with deadline reminder of January 1.
ADEA Council of Sections Program Fund
Standard Operating Procedures

The ADEA COS Program Fund is designed to enhance and expand programming at the ADEA Annual Session & Exhibition. This fund allows ADEA Sections and Special Interest Groups (SIGs) to present new and innovative topics from highly qualified speakers with the expectation of enhancing the quality of programming. 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.

The ADEA COS Program Fund Committee is specifically charged with reviewing applications for quality and relevance and making recommendations for acceptance and final approval by the ADEA COS Administrative Board. The ADEA COS Program Fund Committee works closely with the ADEA COS Chair-Elect, who serves as ADEA COS Board Liaison to the committee to ensure timely review and to keep the council abreast of all activities related to the Program Fund.

Committee Composition
The ADEA COS Program Fund Committee shall be composed of the following members:

- An ADEA Section Councilor, who serves as committee chair (one three-year term; renewable for one additional three-year term by the ADEA COS Administrative Board).
- Three officers from any ADEA Section or SIG (one-year term; renewable by the ADEA COS Administrative Board).
- ADEA COS Chair-Elect, who serves as liaison to the committee.

Committee members are appointed by the ADEA COS Administrative Board. Members may be nominated or self-nominated for appointment to the committee. Since all positions must be filled to form the committee, it is possible that council members may be asked to fill open positions by virtue of their position within the council.

Committee Responsibilities
The Committee Chair and members shall serve as reviewers for all Program Fund applications. The Committee Chair also oversees the annual call for applications and the review process. The ADEA COS Administrative Board makes the final decisions on the acceptance or non-acceptance of applications based on application criteria and recommendations made by the committee.

Timeline of Program Fund Activities

May
- Deadline for application submissions—this date is coordinated based on the ADEA Annual Session Program Committee Call for Programs deadline to allow time for committee review and timely notification to the submitter.

May (within two weeks of abstract application deadline)
- Committee Chair and members review and rank all applications electronically or by phone when necessary.
- Committee notifies the COS Administrative Board of its recommendations at least one week prior to the Annual Session Call for Programs deadline.
• All submitters are notified of the Administrative Board decisions.

October (during ADEA Fall Meetings)
• Chair (or designated committee member) provides an update to the council.

Staff Support
The ADEA COS Liaison will work in close collaboration with the ADEA COS Program Fund Committee and provide administrative support as needed—specifically with disbursements of funds.

Reporting Schedule
The ADEA COS Program Fund Chair (or designated committee member) will report to the ADEA COS Administrative Board at least once per year, at the ADEA Fall Meetings and/or ADEA Annual Session & Exhibition, to provide evaluation updates, outcomes and comments and/or recommendations.
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 questions

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 also should be included in this Section.
- 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 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.
o A statement outlining the themes and topics that the proposed SIG 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 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?)

o 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 ADEAs 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.
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 “XXXX”).
- 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.

Updated August 2016
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.

Access the Council’s online resources.
PRIORITIES (2015—2018)
In support of the ADEA 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. Increase active student membership in ADEA.
      
      i. Increase student attendance at Fall Meetings and Annual Session.
      
      ii. Increase student members in ADEA.
      
      iii. Collaborate with Council of Deans, Council of Faculties and Council of Allied Dental Program Directors and Council of Hospitals and Advanced Education Programs to develop strategic recruitment initiatives.

   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.
      
      iii. Ensure that there is an engaged student representative at each school to direct students to pertinent information on the website.

   c. Plan one thematically-oriented joint program with other ADEA Councils during the Fall Meetings and the ADEA Annual Session & Exhibition.
      
      i. Publish a “Student’s Guide to the ADEA Annual Session & Exhibition” highlighting workshops, sessions, and events of particular relevance to students to help them better navigate the Annual Session.
      
      ii. Administrative Board members will serve as liaisons with other councils as designated.

   d. Improve collaboration with other national student organizations.

2. **Promote academic dental careers as a career pathway for students.**

   a. Increase faculty/student mentorship opportunities.
i. Increase awareness of the Academic Dental Careers Fellowship Program.

ii. Promote ADEA student chapter interaction with the Council of Faculties representative at each dental school.

b. Increase awareness of the Junior Faculty Award.

i. Provide an overview of the purpose of the Award and the nomination process at the ADEA Fall Meetings (COSRF Interim Meeting).

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 ADEA Fall Meetings (COSRF Interim Meeting), share materials from model programs.

   b. Develop outreach resources as a toolkit for dental students and make available on the ADEA student webpage.

   c. Develop an outline of mentoring activities for prospective students based on existing mentoring programs (e.g., interview prep, shadowing opportunities, SHPEP (formerly SMDEP) program).

Appointments

ADEA Annual Session Program Committee (ADEA ASPC) Student Representative

The ADEA Annual Session Program Committee (ADEA ASPC) Student Representative helps plan the ADEA Annual Session. The Representative is required to attend two planning meetings with the ADEA ASPC Representatives from other ADEA Councils and give input on what students, residents and fellows would like to see at the ADEA Annual Session. It is important for the Representative to promote the ADEA Annual Session to the students, residents and fellows and collect feedback from the ADEA Council of Students, Residents and Fellows (ADEA COSRF) to improve future meetings. Applicants for this position need to submit an information form and are selected by the newly elected Administrative Board through an interview process.

ADEA 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.

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.
Membership Dues

Institutional Membership Dues

Active Membership applies to dental schools granting a D.D.S. or D.M.D. degree as part of an accredited college or university in the United States and Canada that has begun its first class of dental students (a Canadian dental school may select an active or affiliate membership).

Provisional Membership applies to developing dental schools that are planning to grant a D.D.S or D.M.D. degree as part of an accredited college or university in the United States or Canada.

Annual dues for active and provisional member institutions are $26,272. The membership dues provide complimentary annual membership for all faculty, staff and students.

Affiliate Membership encompasses dental, advanced dental and/or allied dental education programs which must be approved by the Commission on Dental Accreditation. Affiliate members must be in the United States or Canada. They are not eligible for active or provisional membership. Affiliate members include:

- Institutions conducting dental hygiene, dental assisting and dental laboratory technology education programs, and:
  - Those programs are conducted at the main teaching site of an Active or Provisional institution, but are not under the administrative control of that Active or Provisional member. Annual Membership Dues: $945
  - Those programs are under the administrative control of an Active or Provisional member, but are conducted away from the main teaching site of the Active or Provisional member. These programs must be Affiliate members to belong to the Council of Allied Dental Program Directors. Annual Membership Dues: $945

Institutions conducting other dental or allied dental education programs recognized by the ADEA Board of Directors. Annual Membership Dues: $945

Hospitals conducting advanced dental education programs that are not governed by an institutional or provisional member institution. Annual Membership Dues: $984

Dental education programs for the United States Air Force, Army, Navy, Public Health Service or Department of Veteran Affairs or a comparable program of the Canadian government. Annual Membership Dues: $3,992

Academic institutions, other than hospitals, conducting an advanced dental education program. Annual Membership Dues: $3,998

Corporate Membership applies to companies dealing with products and/or services beneficial to dental education and/or dentistry. Included in the membership dues is complimentary individual membership for up to ten company employees. Annual Membership Dues: $3,750.
Individual Membership Dues

a) Individual Membership is for persons affiliated with or employed by an ADEA member institution. Annual Membership Dues: $0
   a. Faculty/Staff
   b. Students

Affinity Membership applies to any individual not affiliated with or employed by an ADEA member institution, and has an interest in dental, allied dental or advanced dental education.

- Faculty/Staff—Annual Membership Dues: $125
- Retired—Annual Membership Dues: $62.50
- Student—Annual Membership Dues: $40

b) Honorary Membership is for an individual who has rendered a distinct service to humankind, made outstanding contributions to dentistry and/or offered exceptional service to the Association. An individual becomes an Honorary Member after being elected by the affirmative vote from a majority in the House of Delegates. Annual Membership Dues: $0

Approval by: House of Delegates
Approval by: Board of Directors
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?
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). During its September meeting the Board of Directors 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, please visit the ADEA website or direct inquiries to Ms. Monique Morgan at 202-289-7201, ext. 186 or morganm@adea.org.

Approval by: Board of Directors
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.
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
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 ADFLDP—ADEA Allied Dental Faculty Leadership Development Program
ADEA ADPDC—ADEA Allied Dental Program Directors Conference
ADEA CADPD—ADEA Council of Allied Dental Program Directors
AEGD—Advanced Education in General Dentistry
AFASA—Admissions, Financial Aid and Student Affairs
ASDA—American Student Dental Association
BDE—Bulletin of Dental Education
BFACA—Business and Financial Administration and Clinic Administration
CDEL—Commission on Dental Education
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

User Guidelines for ADEA Listserv Lists

Purpose and Audience
The American Dental Education Association (ADEA) provides Listserv lists, which are electronic discussion lists designed to facilitate communication among all list subscribers. These 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 request subscription 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.
- ARCHIVED. Messages sent to a Listserv list are 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 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 list members.

2. Include signature—Every message should include a signature containing the sender’s full name, affiliation, telephone and e-mail address. Since all postings will appear to be from the Listserv List, recipients don’t know who has sent a message unless this information is provided in the message.

3. Only subscribed users can post messages—Messages sent from nonsubscribers 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. With certain exceptions (e.g., Gmail), a sender will receive a copy of the email as well as a system-generated delivery notification. The maximum size of a single message, including attachments, is 10 MB.

5. 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 just the individual.
6. 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. Note that Listserv does not distribute messages with empty subject lines to a mailing list because some users are unable to see the “Subject:” field from the original message.

7. 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.

8. Forwarding messages—Do not forward copies of the information obtained from Listserv Lists to ADEA nonmembers. Messages may be forwarded to select ADEA members if permitted by the original sender. Please delete 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.

9. Quality of communication—Messages can be informal and even lighthearted. Avoid jokes, sarcasm, profanity and similar violations of “email 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.

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

11. Unsubscribe—To unsubscribe from a Listserv list that is NOT a Section/SIG list, contact the list owner in a separate email with your full name, the e-mail address used for the list, and the full name of the list (e.g., ABCList@listserv.adea.org). Do not email your unsubscribe request to the entire Listserv list.

12. To unsubscribe from a Section/SIG list, go to ADEA’s Membership portal and update your Listserv subscription preferences.