2012-13 CALL FOR NOMINATIONS

Application Deadline: November 1, 2011

A year-long program to develop the nation’s most promising dental faculty and administrators as future leaders in dental and higher education
Since 1999, over 200 fellows from predoctoral, allied, and advanced dental education have participated in the ADEA Leadership Institute. ADEA Leadership Institute Fellows hold positions ranging from department chairs to program directors to deans of dental schools.

Ready to Step Up to Leadership?
- Gain decision making, priority setting, and conflict resolution skills — and the knowledge needed to deploy them effectively
- Expand your administrative competencies
- Understand the inner workings of dental education institutions — and how they fit into parent institutions
- Learn about important policy issues affecting academic dentistry
- Speak as an advocate with national policy makers
- Strengthen relationships within your institution and nationwide
- Emerge with a plan for your career

Your Institution Benefits Too
- Develop more faculty and administrators with the ability to make significant contributions to the institutional mission
- Create stronger alliances within the parent institution; with elected officials, public policy makers, business, and industry; and with other academic dental institutions
- Recognize promising dental educators

THE LEADERSHIP INSTITUTE EXPERIENCE
The ADEA Leadership Institute meets five times during the course of the year. Through ADEA’s flagship career enhancement program, fellows explore leadership styles, emotional intelligence, organizational theory, team building, stress management, work-life balance, strategies for leading change, and giving and receiving feedback, as well as engaging in self- and peer-assessment throughout the year. The Institute also provides dental educators with perspectives about oral health policy and legislation, organization and financing of higher education, the dental school’s role within the parent institution, budgeting and fundraising, legal issues, recruiting faculty, and opportunities to acquire and practice skills associated with effective leadership.

According to the 2011 ADEA Leadership Institute alumni survey, 100% of respondents gave an overall positive assessment of their experiences. The most beneficial experiences they reported included sharing knowledge with and learning from colleagues, interaction with faculty and advisors, using the self evaluation tools and creating a career plan, and peer evaluations.

Preparatory work and team projects enrich the Institute experience. Fellows also earn continuing education credits throughout the phases.

Orientation; March 16 at the 2012 ADEA Annual Session & Exhibition in Orlando, Florida
Before the ADEA Leadership Institute formally begins, new fellows participate in an orientation at the ADEA Annual Session & Exhibition. After this and before Phase I, fellows complete preparatory work (e.g., reading assignments, personality and leadership assessments, interviews with senior university administrators, and meetings with deans) and receive their assignment to a peer group for the team project and other activities throughout the year. Fellows also select topics for their team projects, on which they will work from their home institutions.

Phase I. Personal and Interpersonal Competencies for Leadership; June 19-23, 2012, location TBD.
Phase I is an intensive, five-day program covering:
- Theories of leadership
- Team building
- Personality preferences and leadership
- Peer assessment
- Work-life balance
- Stress management
- Strategies for leading change
- Giving and receiving feedback
- Understanding organizations
- Emotional intelligence
- Managing conflict

Phase I also includes one-on-one career planning sessions with ADEA leadership advisors and a professional coach.

Phase II. Legislative Workshop; September 8-11, 2012, in Washington, DC
Phase II focuses on public policy for three days. Fellows will:
- Discuss academic dental institution standings within the parent institution
- Get up-to-date information on legislation that impacts oral health and dental education
- Gain new insight into how Congress works and the legislative process
- Meet and educate policy makers face-to-face and advocate for dental education and oral health
- Network and share information about their institutions activities with colleagues.
- Enhance their legislative leadership skills
- Present findings from their team interviews

Phase III. Administrative Competencies for Leadership; January 10-13, 2013, location TBD.
Phase III promotes the development of administrative competencies necessary for leadership.

Highlighted topics include:
- Building a research program
- Budgeting and financial management
- Legal issues
- The job search and interviewing
• Fundraising
• Strategic planning

Phase IV. Integration; March 16–19 at the 2013 ADEA Annual Session & Exhibition in Seattle, Washington

Fellows and their deans and program directors celebrate with a commencement dinner the evening before the ADEA Annual Session & Exhibition begins.

During the 2012 ADEA Annual Session & Exhibition:
• Fellows participate in a full-day faculty development workshop, open to all ADEA members
• Fellows are also formally recognized at a plenary session
• Fellows interact with alumni through the ADEA Leadership Institute Alumni Association

TEAM PROJECTS
One of the most rewarding aspects of the ADEA Leadership Institute is working in a team of peers. These “peer groups” collaborate to conduct a series of interviews with academic, dental, and legislative leaders (e.g., institution president or provost, vice president for development, vice president for academic affairs, state legislator, and state leaders in organized dentistry). Fellows select interviewees, develop interview questions, and determine roles for converting information into a report of their findings, which take place in Phase II. Deans and other institutional administrators help fellows schedule these interviews.

In addition to these interviews, the peer groups develop position papers on critical issues in dental education. Through this process, the fellows:
• explore a major issue and acquire a thorough understanding of it from a broad perspective
• gain an understanding of the academic dental institution in the context of that issue, the parent institution, and the external environment
• learn to work on a team to prepare and submit a manuscript for publication

INSTITUTIONAL COMMITMENT
The nominating institution agrees to pay the fellow’s full salary and benefits during the fellowship year. The nominating institution is responsible for a fellow’s tuition of $4,950 and all travel and personal expenses associated with participation in the ADEA Leadership Institute, including airfare, ground transportation, lodging, and some meals.

Tuition includes:
• Resource books and other materials
• Speakers, consultants, and moderators in all phases and all locations
• Group events such as receptions, selected meals, and commencement

THE NOMINATION PROCESS
A person must be nominated to participate by his or her dean, program director, or equivalent administrative leader at an ADEA Member Institution. A nominator may make up to two nominations per year. A nomination should clearly state a nominee’s leadership experience and potential for higher levels of administrative leadership in dental and higher education. The nominator should also indicate the specific ways in which he or she will support the fellow during the fellowship year.

A nominee must:
• Be an ADEA member
• Have demonstrated leadership at the institution, in the community, or through research (evidence of leadership may include outstanding success in past and current positions)
• Have a clear track record of increasing administrative responsibilities
• Demonstrate experience with additional responsibilities such as chairing committees, advising student groups, or mentoring students and faculty
Demonstrate experience with development of local, regional, or national faculty development workshops or community outreach programs

Have a record of scholarly contributions to dental education through teaching or research

Commit to participate fully in all phases of the ADEA Leadership Institute

The Nomination Package
An application must be completed online on or before November 1, 2011. The following information is required:

- Electronically signed Application and Agreement form, completed by the nominee, that includes:
  - Nominee’s statement of intent
  - Nominee’s career highlights
  - Nominee’s agreement to participate fully in all phases of the ADEA Leadership Institute
- Signed nomination letter from the nominating dean or equivalent that will be uploaded into the online application
- Two references on behalf of the nominee that will be completed electronically

Applications must be received on or before November 1, 2011. The ADEA Leadership Institute application submission is exclusively an online-based process. Faxed applications will not be accepted. Candidates will be notified on or before December 21, 2011. Applications must be submitted at www.adea.org/ADEALeadershipInstitute. Please direct questions to the ADEA Division of Professional Development and Meetings, at 202-289-7201 or leadershipinstitute@adea.org.

Fellowships and Scholarships Available for ADEA Leadership Institute Fellows
Three ADEA awards are available that provide assistance to a limited number of fellows each year. To read more about each award, go to www.adea.org/awards.

- ADEA/Colgate-Palmolive/National Dental Association Dr. Jeanne C. Sinkford Scholar in the ADEA Leadership Institute
- ADEA/Colgate-Palmolive Company Allied Dental Educators Fellowship
- ADEA/Alpha Omega Foundation/Leonard Abrams Scholar in the ADEA Leadership Institute

ADEA Leadership Institute Refund Policy
An institution may be entitled to a refund, minus a $125 application processing fee, if all of the following conditions have been met:

- Within 14 days of the date printed as "Invoice Date" on the ADEA Leadership Institute program invoice, ADEA’s Division of Professional Development and Meetings receives a written notice canceling the fellow’s participation in the Institute and requesting a refund.
- The refund will not be paid until the written refund request has been received and accepted by ADEA’s Division of Professional Development and Meetings.

A refund request will not be considered:

- After the fellow has attended any activities associated with the ADEA Leadership Institute.
- Any later than 14 days after the date printed as “Invoice Date” on the ADEA Leadership Institute Program invoice.
- If received in any form other than written notification. Email communications are accepted.

ADEA Leadership Institute Fellows may request participation deferment for no more than one year. Refunds are not issued for deferred participation. Fellows with approved deferment receive ADEA Leadership Institute financial credit applicable to participation in the following year’s program, and for no more than one year.

The American Dental Education Association designates this activity for 43.5 continuing education credits.

The American Dental Education Association is an ADA CERP recognized provider.

ADA CERP is a service of the American Dental Association to assist dental professionals in identifying quality providers of continuing dental education. ADA CERP does not approve or endorse individual courses or instructors, nor does it imply acceptance of credit hours by boards of dentistry.

Concerns or complaints about a CE provider may be directed to the provider or to ADA CERP at www.ada.org/goto/cerp.