



ADEA Council of Deans Fellowship

Candidate Application Guide

Class of 2027–28

ADEA Council of Deans Fellowship Candidate Application Guide

The goal of the ADEA Council of Deans Fellowship (ADEA CDF) is to increase the number of qualified candidates for deanships and equip them with skills and experience to help them succeed. ADEA CDF Fellows' career goals should include leadership at the dean or higher administrative (Provost or University Vice President) level in the near future.

The ADEA CDF is a yearlong, part-time fellowship aimed at cultivating future leaders who will assume roles as dental school deans and other senior university leadership positions. What sets this program apart from other leadership programs is the purposeful design and intense mentoring provided to the fellows selected for the CDF Program.

ADEA CDF fellows will engage in formal leadership development programming (both in person and online), with nationally recognized leaders, engage with a mentor and peer group, and visit two dental schools for five days each. They also complete a Career Development Plan along with an ADEA CDF capstone project, each individually designed to enhance the fellow's potential for senior leadership. During the program, fellows will receive extensive mentoring, peer coaching and in-person learning. This program requires a significant time allocation of approximately one half day per week.

The ADEA CDF acceptance process simulates the application process for the position of dean at a dental institution. Applicants are self-nominated, and a committee comprising senior leaders from dental and higher education will review and rank each applicant to incorporate as many aspects of a dean's search as reasonable.

ADEA strongly encourages applications from individuals from a variety of backgrounds (e.g., public and private institutions, different academic positions and disciplines) and graduates of ADEA leadership programs or other formal or informal programs and activities in areas related to administrative leadership and management, such as the Executive Leadership in Academic Medicine or American Council on Education Fellows Program.

The ADEA CDF is not intended for new deans. Individuals who have served as an interim or acting dean for less than one year may apply.

Important Dates for Applicants

July – Sept. 2026	Applications can be submitted.
Sept. – Oct. 2026	Selection of candidates for interview and interviews are conducted.
Nov. – Dec. 2026	Final Selection: The committee will confer and select the cohort of fellows and notify the fellows. Written feedback will be provided to candidates who were interviewed.

Program Dates in Brief

<i>Date(s)</i>	<i>Venue</i>	<i>Activity</i>
March 12–16, 2027	In person	2027 ADEA Annual Session & Exhibition (Chicago, IL): Attend Module III, graduation ceremony, Alumni Association Meeting and Orientation. (Fellows must arrive the day prior; session starts at 7:30 a.m.; fellows will attend the deans' business meetings, dates and times TBA)
April 9, 2027	Submit to eLearn	Submit Career Development Plan and draft Capstone Project Plan
April 11–14, 2027 (tentative)	In person	Module I (Washington, D.C.): Fundamentals of Administrative Leadership
May 14, 2027	Submit to eLearn	Final capstone project plan
May 2027 – Feb. 2028	Online	Individual (x3) and group (x3) meetings with coach
May 2027 – March 2028	Online	ADEA Council of Deans, one-hour program each month
May – Aug. 2027	In person	Site Visit 1
Sept. – Dec. 2027	In person	Site Visit 2
November 2027	In person	Module II (Location TBD): Practicing the Fundamentals of Administrative Leadership. In conjunction with ADEA Deans' Conference
February 2028	Submit to eLearn	Capstone project completion submission
March 2028	In person	Module III (Location TBD), Graduation Luncheon and Alumni Association Meeting: In conjunction with 2028 ADEA Annual Session & Exhibition

Documents required for application submission:

- A current curriculum vitae (CV),
- Complete ADEA CDF Program Application addressing attributes for the fellowship,
- Letter of interest (LOI) simulating a letter of application for dean of the University of Tomorrow School of Dentistry– See University of Tomorrow reference materials,
- One-page bio sketch (two paragraphs no more than 500 words briefly describing your training and interests),
- Letter of support from your current dental dean,
- Two additional letters of support from peers or senior administrators and
- Video as an applicant for the Dean of the University of Tomorrow School of Dentistry position (**five minutes**) – See University of Tomorrow reference materials.

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Notes: Candidates are responsible for inviting their sponsoring dean and recommender(s) to submit their letters as part of the online application. The system will generate an email invitation with a unique link for each recommender to access the system. ADEA encourages candidates to start the process early and invite recommenders as soon as possible. Candidates can work on their application, save it and return later to complete it. Incomplete applications and applications submitted after the deadline will not be considered.

In your ADEA CDF program application, please describe your attributes as an ideal candidate, including pertinent details and dates that allow reviewers to assess your current level of leadership.

The ideal candidate:

- Has been employed in dental education for at least seven years.
- Has attained or is eligible for promotion to professor.
- Is currently in a senior administrative leadership role at the associate/assistant dean, chair or equivalent position and has been so for three years or more.
- Has documented progressive leadership roles and growth across time within and external to dental education.
- Has contributed to their current institution's mission.
- Has served on a university-level committee.
- Has chaired a committee outside of a dental school (university, state or national organization).
- Has breadth of knowledge/experiences with stakeholders across multiple areas impacting dental education, such as curriculum, assessment, accreditation, alumni relations, dental societies, public health and policy.
- Has led substantial change projects in dental education or dental-related organizations
- Has managed/supervised direct reports, which are defined as someone(s) whose tasks you direct and for whom you are responsible for evaluations. (Describe who the direct reports are [faculty, students, staff, residents, etc.], how many of each and over what period of time.)
- Has managed a budget for an organization, department or other academic or administrative unit. (Describe the purpose of the budget, your role in the oversight as well as the total dollar amount of the budget and over what period of time.)
- Demonstrates interest in their professional development by past participation in ADEA leadership programming, such as the ADEA Leadership Institute and/or engagement in other formal or informal programs and activities in areas related to administrative leadership and management (e.g., the Executive Leadership in Academic Medicine or American Council on Education Fellows Program).
- Has varied experience in leadership across organizations, such as ADEA councils/committees, American Dental Association (ADA) committees or dental specialty organizations.
- Has state and national committee experience in organizations such as ADEA, ADA or dental specialty organizations.
- Has excellent listening, communication and interpersonal skills.
- Demonstrates the highest level of integrity and professionalism and has a sense of humility and humor.
- Demonstrates a high level of readiness and experience for advancing a leadership role such as deanship or vice provost.

Fees and Additional Costs

The ADEA CDF program fee for 2027–28 is \$15,000, which covers distance and in-person learning and use of an ADEA learning portal. The program fee also includes registration fees for the 2027 Deans' Conference and registration for the 2027 ADEA Annual Session & Exhibition. (The tuition does NOT cover the cost of travel, lodging and meals and does not cover the cost of

Information for Sponsoring Deans

- The ADEA CDF was developed as a result of and by the request of the ADEA Council of Deans to address the current and future challenges of adequate numbers and preparedness of candidates for deans' positions nationwide. Sponsoring Deans serve a pivotal role in the success of the program through the nomination and tangible support of senior leaders from your institutions who have the potential to become dental deans in the near future.
- During the program, fellows will receive extensive mentoring, peer coaching and in-person learning. This program requires a significant time allocation or approximately half a day per week.
- A letter of support from the candidate's sponsoring dean should outline the candidate's attributes and propensity for effective leadership at the dean's level. This letter will provide reviewers with an independent evaluation of the candidate to highlight experience, interest and qualifications to serve as dean of a dental school. The letter should also address the candidate's strengths and areas for development to make the individual a strong dean candidate in the future.
- The sponsoring dean is strongly encouraged to:
 - Provide the candidate with the necessary time to fully participate and complete assignments,
 - Provide specific mentoring throughout the year and participate in the Fellow's 360° assessment and
 - Review the **Guide for Sponsoring Deans**.

If there are any questions or concerns, please do not hesitate to contact CDF@adea.org. We are pleased to assist you.

Information for Letters of Support

- Letters are required from two additional individuals who know the candidate well.
- Each letter should outline the candidate's attributes and propensity for effective leadership at the dean's level.
- These letters will provide the reviewers with an independent evaluation of the candidate to highlight experience, interest and qualifications to serve as dean of a dental school.

Applicant Submission Instructions

Submit the following materials:

- **Curriculum Vitae (CV):** A current CV in an easily readable format that reflects the candidate's educational background; past and current academic experience; and contributions to teaching, scholarship and service.
- **Biographical sketch:** A brief one-page summary of the candidate's background.
- **Program Application to the ADEA CDF:** Addressing attributes for the fellowship.
- **Candidate letter of application to the posted dean position at the University of Tomorrow:** The application letter should outline the candidate's experience, interest and qualifications to serve as dean of the University of Tomorrow School of Dentistry. Particular emphasis is placed on how the candidate responds to qualifications outlined in the University of Tomorrow Deans Position Announcement. Please review the "Ideal Candidate" section above for more guidance.
- **Letters of recommendation:** One from the candidate's dean and two additional letters from individuals who know the candidate well. Each letter should outline the candidate's attributes and propensity for effective leadership at the dean's level. These letters will

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provide the committee with an independent evaluation of the candidate to highlight experience, interest and qualifications to serve as dean of a dental school. The application process directs candidates to include the email address of the recommenders who will be contacted to upload their letters to the packet. Candidates can work on their application, save it and return later to complete it.

- **Five-minute self-produced video application to the posted dean position at the University of Tomorrow:** You may upload a video or create one within the application site during the online application process; please keep to the five-minute timeline. The video provides initial information on the candidate's interview and speaking skills in a simulated application to a dean position. It will help reviewers initially assess how well the candidate can relate their strengths to the institution's needs. No special equipment is needed; candidates can use a mobile phone or tablet to record the video and audio. Once complete, the video should be uploaded to the application site. Specific areas of interest to be addressed in the video include:
 - a. Why are you interested in pursuing the dean's position?
 - b. How has your background, education and experience prepared you for this executive-level leadership position?
 - c. What is an example of a challenging situation in your previous position and how did you handle this?
 - d. What do you see as your limitations in leadership and how would you improve those limitations?
 - e. What strengths would you bring to the position of dean?
 - f. Any unique things you think would be of interest to the selection committee?

ADEA recommends that candidates start their application early as there will not be extensions for applications to this program.

Fellow Selection Process

The ADEA CDF application process simulates applying for the position of dean at a dental school. A committee comprising senior leaders from dental and higher education will review and rank each candidate.

Note: Candidate application information, including the application packet and video conference as well as committee feedback, may be used for future reference by candidates, fellows, mentors and/or coaches.

Your application to this program will use your existing information in your ADEA profile. Please ensure your profile is updated.

De-identified applicant information will be used to improve programs at ADEA and may be published. Identified information (e.g., biographies) of successful candidates will be published on ADEA websites, shared with your home institution and may be used in ADEA promotional material. **By applying to this program, you agree that you have read and understand how your information could be used.**

This program provides complimentary registration to the ADEA Annual Session & Exhibition for your orientation and attendance at the ADEA Deans' Conference. Please wait until you receive information confirming your acceptance into this program before registering for the ADEA Annual Session & Exhibition.