ADEA CHAPTERS FOR STUDENTS, RESIDENTS AND FELLOWS: ADVISOR HOW TO GUIDE

Why Be an Advisor?
Advising an American Dental Education Association (ADEA) Chapter for Students, Residents and Fellows (ADEA Chapter) is an opportunity to engage with students, residents and fellows (students) outside of the classroom or clinic setting to promote knowledge of and interest in academic dental careers. This level of engagement touches students’ lives, gives students the opportunity to get to know faculty and encourages students to seriously consider a career in dental education.

Who Can Be an Advisor?
An ADEA Chapter Advisor must be a full-time academic, administrative or professional faculty member or a staff member of the Office of Student Affairs of the chapter’s home institution.

Roles of an Advisor
An Advisor must balance leading students and giving students the ability to lead themselves. As such, each Advisor perceives their relation to their ADEA Chapter differently. Some Advisors are very active by attending chapter meetings, mentoring the officers and assisting in program planning. Others maintain a more distant relationship. No matter the style, keeping regular contact with the ADEA Chapter officers is required. An Advisor accepts the responsibility to keep informed about their ADEA Chapter’s activities and to advise the chapter’s officers on the appropriateness and general merits of policies and activities. Advisors, though, are not responsible for leading ADEA Chapter activities. Chapter members are solely responsible for their chapter’s activities. Advisors should be accessible and should provide any guidance their ADEA Chapter’s members seek regarding interest in academic dental careers.

Advisor Responsibilities
Advisors should keep in mind the responsibilities to their chapter’s members, ADEA headquarters and the chapter’s home institution.

- **Responsibility to ADEA Chapter members**: Advisors should help students find a balance between both their academics and ADEA Chapter activities. Student leaders may tend to over-commit and over-extend themselves. Advisors have the unique opportunity to remind students of their academic responsibilities and personal well-being and to encourage students to balance their personal and academic needs with the activities and responsibilities of their ADEA Chapter.

- **Responsibility to ADEA**: Advisors should assist their ADEA Chapter in developing programming that promotes knowledge of and interest in academic dental careers. Advisors should also be aware of all events and activities the ADEA Chapter is planning and alert students to refer to ADEA policies and regulations, including the [ADEA Chapter Logo and Brand Standards](https://www.adea.org). ADEA Chapter policies and regulations can be found in the [ADEA Chapter Toolkit for Students, Residents and Fellows](https://www.adea.org).

- **Responsibility to the ADEA Chapter home institution**: The Advisor has a responsibility to the home institution to assist the students in obtaining recognition as a college/university student group and to remind students of institutional policies so that violations do not occur.
Advisor Expectations
Advisors should adhere to several expectations to ensure they provide the greatest benefit to their ADEA Chapters.

- Be available to the officers and members of the ADEA Chapter for mentoring and advising needs.
- Assist both the old and new officers in the transition of leadership and provide historical continuity.
- Ensure your ADEA Chapter properly registers with the university and with ADEA headquarters each year.
- Allow the duly elected student leadership to exercise primary decision-making authority regarding ADEA Chapter goals, objectives and activities, within reason.
- Meet with members as determined by the ADEA Chapter’s constitution. Help the ADEA Chapter develop goals, plan programming and make suggestions that will empower members to become better leaders.

Getting Started
These key points will help you get started as an Advisor for an ADEA Chapter.

- Make sure you are listed as the Advisor during the annual ADEA Chapter registration process.
- Familiarize yourself with the ADEA Chapter Toolkit for Students, Residents and Fellows. This online resource is a user-friendly guide that describes how to effectively plan events, lists the ADEA policies and procedures, provides fundraising ideas and lists scholarships and awards.
- Meet with the ADEA Chapter officers that you will be advising, to share your expectations with them and encourage them to share theirs as well.
- Make sure the ADEA Chapter officers know the best ways to contact you throughout the year whether by phone, e-mail or in person.

Starting a New ADEA Chapter
Details about how to start a new ADEA Chapter can be found within the ADEA Chapter Toolkit for Students, Residents and Fellows. Starting an ADEA Chapter requires an initial commitment of five students, residents and/or fellows (students). This group must then:

- Review chapter founding documents and information provided by ADEA.
- Secure approval for an ADEA Chapter from the home institution’s administration.
- Develop and submit the chapter constitution to ADEA headquarters.
- Identify one or more faculty advisors.
- Register with ADEA headquarters via the Chapter for Students, Residents and Fellows Registration Form.
- Create branded materials using the ADEA Chapter Logo and Brand Standards.
Every Advisor Should Know About…

**ADEA Chapter Compliance**
Each year, your chapter must register with ADEA headquarters to be recognized as an official ADEA Chapter in good standing with ADEA. If your chapter is not registered, it may not be recognized as an official ADEA Chapter. To assure that your ADEA Chapter stays in compliance each year, the chapter must submit the Chapter Registration Form as well as a copy of the current chapter constitution to maintain on file with ADEA headquarters. The constitution must also be approved by the home institution’s Student Affairs Office.

**Annual Occurrences**
Each year, ADEA headquarters encourages ADEA Chapters to participate in the following:

- **ADEA Chapter Survey**—The ADEA Chapter Survey is distributed annually, generally in early August. The newly elected officers should be included as a part of the survey submission.

- **ADEA Academic Dental Careers Fellowship Program (ADEA ADCFP)**—The ADEA Academic Dental Careers Fellowship Program (ADEA ADCFP) was founded with the goal of providing students and residents the opportunity to become involved in academia by providing structured mentoring and insight into what an academic career involves. Through the research requirements and active mentoring for faculty, the program is designed to create a pathway for those who may be considering entering an academic career. For more information, visit the ADEA [ADCFP website](#).

- **ADEA Advocacy Day on Capitol Hill**—On ADEA Advocacy Day, dental educators, dental researchers and dental students tell members of Congress why funding for oral health training programs is critically necessary for the overall health and well-being of the nation. For more information, visit the ADEA [Advocacy Day website](#).

- **ADEA Annual Session and Exhibition**—The ADEA Annual Session and Exhibition is the official meeting of ADEA members, the ADEA Board of Directors and the ADEA House of Delegates where issues are debated and policy is set. For more information, visit the ADEA [Annual Session and Exhibition website](#).

- **ADEA Fall Meetings**—Dental educators, administrators and students come together to explore the critical issues affecting dental education from all angles at the ADEA Fall Meetings. ADEA Councils conduct their mid-year business. The meetings include thought-provoking plenary sessions, collaborative small-group discussions and networking events where attendees will have the opportunity to make new and renewed connections. For more information, visit the [ADEA Fall Meetings website](#).

- **ADEA Student Diversity Leadership Program**—Nominated by their dental school deans, the ADEA Student Diversity Leadership Program (ADEA SDLP) is a two-day collection of events for emerging student leaders from diverse backgrounds who have an interest in issues related to diverse communities. For more information, visit the ADEA [SDLP website](#).

For more information about ADEA Chapters for Students, Residents and Fellows, contact Angelo Lee, ADEA Director of Program Services, via email at LeeA@adea.org.