ADA’s Guidelines for Nominations to ADA Councils, Commissions, and the New Dentist Committee

PREFACE

The following council nominee guidelines delineate the credentials and qualifications desired in nominees for council, commission and New Dentist Committee appointments. In addition to the general Bylaws requirement that all members must be active, life, retired or non-practicing dentist members, in good standing, of this Association, unless otherwise specified, the following general qualifications and guidelines are applicable to all nominees:

1. demonstrated enthusiasm and positive support for the ADA and its policies, regardless of personal agreement or disagreement with them;

2. willingness, while serving, to comply with the ADA’s conflict of interest policy applicable to his or her position and to exercise objectivity and independent judgment in council and commission affairs;

3. demonstrated interest and commitment to the subject area for which the appointment is being considered;

4. willingness to devote an adequate amount of time per week to staying current on relevant issues;

5. active involvement in dental society matters, sufficient to capably communicate the trustee district’s opinions in council deliberations, and commitment to building a strong network of constituent society dental leaders within his/her district;

6. balanced representation on each council and commission reflective of overall membership demographics, including age, gender and ethnic or cultural identity; and

7. be in good standing with their state dental association.

Additionally, nominees must have access to email and the Internet and be willing to use any dedicated council/commission websites for the purposes of timely communication and conducting official business.

Note: In accordance with the ADA Bylaws, no member of a council or commission may serve concurrently as a member of another council or commission. Furthermore, a nominee who has previously served on a council or commission may not be reappointed to that same council or commission, tenure being limited to one term of four years, unless otherwise provided in the Bylaws.

Also, in accordance with the ADA Bylaws and the Standing Rules for Councils and Commissions, no member of a council or commission shall be eligible for appointment to another council or commission for a period of two years after completing a previous council or commission appointment with the exception of New Dentist Committee members.
COMMISSION ON DENTAL ACCREDITATION

In accordance with the Association’s Bylaws, the four members of the American Dental Association elected by its House of Delegates shall not be a “faculty member working for a school of dentistry more than one day per week or a member of a state board of dental examiners or jurisdictional dental licensing agency.” No member of the Council on Dental Education and Licensure of this Association may serve concurrently as a member of the Commission on Dental Accreditation.

In accordance with the Commission on Dental Accreditation’s Operational Guidelines: Simultaneous Service, “members of the Commission may not simultaneously serve as a principal officer of another organization within any of the Commission’s primary community of interest if that organization has a role in appointing or co-appointing a member of the Commission.” The Commission has defined primary community of interest in this context as any organizations who have a role in appointing Commissioners, including: the American Dental Association, the American Dental Education Association, American Association of Dental Boards and the Regional Clinical Testing Agencies, the American Association of Hospital Dentists, the sponsoring organizations of the recognized specialties, American Dental Assistants Association, American Dental Hygienists’ Association, and the National Association of Dental Laboratories.

The following basic educational and experience criteria are essential:
1. demonstrated interest in dental, advanced dental and allied dental education (e.g., member of educational advisory committee, member of university boards of trustees, visitors or regents);
2. familiarity through previous involvement with the higher education system and the educational process, including a knowledge of higher education’s commitment to education, research and service;
3. familiarity through previous involvement with teaching methods and evaluation;
4. commitment to quality education;
5. evidence of active participation in continuing education to stay current in the profession in order to evaluate the effectiveness of educational programs and ensure protection of the public;
6. stated willingness to abide by the Association’s and Commission’s policies related to conflict of interest and confidentiality of accreditation matters;
7. willingness to attend Commission training, including online training, in-person training, and observation of a site visit;
8. willingness to meet a minimum time commitment of 10 to 12 days per year as required for attending Commission meetings, committee responsibilities, liaison assignments, as well as site visit responsibilities (as applicable); and
9. willingness to attend an ADA orientation.

The following additional criteria are highly desirable:
1. previous experience or involvement in education as a full-time or part-time faculty member;
2. previous experience in licensure as a member of a state board of dental examiners;
3. previous experience as an appointed or elected official of organized dentistry at the local, state or national levels;
4. previous experience as a Commission on Dental Accreditation or Council on Dental Education and Licensure consultant; and
5. postdoctoral education.
COUNCIL ON ADA SESSIONS

The Council on ADA Sessions is the primary ADA agency responsible for the development, implementation and management of the ADA annual session. In addition to the general qualifications and guidelines applicable to all council nominees, the following qualifications are recommended:

1. nominees for membership on the Council on ADA Sessions should have extensive administrative and logistical experience and skill in planning a dental meeting;

2. should be knowledgeable in developing relevant continuing education programs and workshops and in selecting appropriate speakers;

3. members should also have a genuine interest in, and enthusiasm for developing potential and current exhibitor relationships;

4. members should be poised to improve international relations throughout the dental industry. Awareness, sensitivity and personal experience of other cultures and customs and the ability to communicate effectively with people, without bias, is essential;

5. during their terms, Council members will be expected to exclusively attend to Council duties during annual session;

6. comfort with and experience using current communications technology; have a computer and personal laptop, a robust Internet connection to enable electronic exchange of information and discussion; email and a willingness to bring a personal laptop computer for use at Council meetings; familiarity with and current use of computer software (e.g., Microsoft Office Suite); the willingness to use ADA Connect and any other dedicated council/commissions Websites for the purpose of timely communication and conducting official business; and

7. in addition to attending the two Council meetings annually, a commitment to devoting weekly time to review and respond to Council material and communications that are sent via email and the Internet; commitment to regular consultation with staff and sharing information from district activities.

Attendance is required at two meetings of three to four days duration, which occur in February in the site city for that year's annual session and in May or June in Chicago. Council members are also expected to work their assigned duties at annual session for all five days of the meeting as well as be available for two days prior to assist in final preparations. Additionally, Council members, except for the two local committee chairs and the Committee on the New Dentist liaison, are expected each year to attend another meeting(s) to scout the meeting for new speakers, topics and other ideas for consideration for the annual session.
A member of the Council on Dental Practice should possess a strong complement of the following qualifications and characteristics:

1. a working knowledge of practice management, including the importance of the dental team and an interest in learning about issues related to dental informatics, including the electronic health record;

2. leadership experience in organized dentistry at the local, state and/or national level;

3. interest in the art and science of dentistry and lifelong continuing education, commitment to the improvement of the health and well-being of dental team members and community involvement;

4. willingness to work collaboratively with appropriate ADA agencies and other allied dental organizations on relevant issues affecting the profession of dentistry;

The following criteria are highly desirable:

• ability to be open-minded, objective and creative when engaged in the analysis of dental practice issues;

• desire to represent the Council and the Association and act as the decision-maker on issues concerning the roles and responsibilities of the Council;

• willingness to set an example for ethical behavior in dental practice and encourage others to do the same;

• interest in developing collaborative relationships and solutions that address issues related to access to dental care; and

• willingness to fully engage in Council activities including, but not limited to, participation in the biannual Council meetings, periodic conference calls, review of documents, call for comments, mail ballot approvals and other Council business.
COUNCIL ON SCIENTIFIC AFFAIRS

The 1993 House of Delegates formed the Council on Scientific Affairs (CSA) through the merger of the Council on Dental Materials, Instruments and Equipment, the Council on Dental Therapeutics and the Council on Dental Research. The CSA strives to be a more effective and efficient scientific agency as envisioned by the House. The CSA is composed of 16 members and the current recipient of the Gold Medal Award for Excellence in Dental Research. The CSA’s mission (updated in 2006) follows:

The ADA’s Council on Scientific Affairs serves the public, the dental profession and other health professions as the primary source of timely, relevant and emerging information on the science of dentistry and promotion of oral health.

The CSA provides recommendations to the ADA’s policymaking bodies on scientific issues. The Council also promotes, reviews, evaluates, and conducts studies on scientific matters.

Desired characteristics and credentials for nominees to the Council on Scientific Affairs:

1. The Council on Scientific Affairs should be composed of members who reflect a diversity of scientific expertise. The work of the CSA requires knowledge of scientific methods, terminology, experimental design and biostatistics. Application of these scientific principles and other expertise are important in the Council’s general role as scientific advisor, and in specific Council activities such as the Seal of Acceptance Program, Professional Product Review and collaboration with the ADA Center for Evidence-based Dentistry. Dentists with postdoctoral education and degrees, and experience in research, academia and clinical practice are therefore needed.

Several of the knowledge areas critical to CSA’s role are: The clinical specialties and special practice areas, pharmacology and therapeutics, biomaterials science, toxicology, behavioral science, epidemiology and biostatistics. To ensure that the Council’s work is meaningful to practicing dentists, members are sought who have research experience AND clinical practice experience when possible. CSA also relies on other ADA councils, such as the Council on Dental Practice, and dentist/consultants, for additional clinical perspective and input as needed.

2. Members must be able to objectively review information from all areas of science and apply their knowledge and expertise to relate scientific and technical issues to dental practice.

3. Council members should have an interest in and knowledge of the critical issues facing the profession with emphasis on scientific merit and clinical relevance. Council members are an important ADA link to the dental research community. Therefore interest in and knowledge of clinical/comparative effectiveness research, research study design/methods, statistical analysis, and translation/dissemination are important considerations. Familiarity with public and private sources for research funding is desirable.

4. Because no one individual can be expert in all areas of dental research, new Council members should be selected by area of expertise, that is, the clinical, behavioral and basic sciences all should be represented on the Council, with members coming from a range of professional sectors (i.e., education, research and government).

5. As administrators of the ADA Seal Program, Council members should have a sense of public/consumer perceptions of the benefits of dental treatment, products and product claims.

6. Knowledge and interest in standard-setting activities is important to help the Council carry out its Bylaws responsibility to coordinate development of national and international standardization programs.

7. Communication skills, including experience in public speaking, manuscript preparation or editing are desirable.
8. Persons nominated for the Council should be acquainted with the duties and responsibilities of the Council. Furthermore, they must clearly understand the time commitment (approximately three to five hours per week) necessary to carry out these duties and be able and willing to attend scheduled Council meetings per year.

9. In addition to attendance at regularly scheduled Council meetings, members should attend the ADA Annual Session. Council members are also expected to contribute their time to Council projects as deemed necessary by the Council, its chair or its director. Examples include service on Council subcommittees, collaboration with the ADA Center for EBD, interagency task forces or serving as expert consultants to the Professional Product Review.

10. Members must be willing to comply with the specific conflict of interest policy of the Council on Scientific Affairs.
NEW DENTIST COMMITTEE

In light of the purpose and responsibilities of the New Dentist Committee, the Committee recommends that the following criteria be used to select nominees for Committee appointment. The candidate must:

1. be a new dentist, who shall have received their D.D.S. or D.M.D. degree less than ten (10) years before the time of selection;

2. have a commitment to increasing the involvement of new dentists in organized dentistry and addressing the professional, practice and leadership development needs of this membership segment;

3. Be willing and able to devote an adequate amount of time to:
   
   b. attend a two- or three-day meeting and a five-day meeting/conference each year;

   c. participate in subcommittee meetings by conference call of the New Dentist Committee;

   d. devote weekly time to reviewing and responding to committee material and communication via email and Internet, commitment to regular consultation with staff, and sharing information from district activities;

   e. attend all meetings of another ADA council/commission as an ex officio member as appointed by the Board of Trustees, encompassing at least two additional in-person meetings of varying length annually as well as related preparation, subcommittee attendance, and other duties; and

   f. prepare for and attend all meetings of any ADA task force or committee to which a Committee member may be appointed.

4. Be willing and able to provide hands-on assistance through telephone calls, letters, email and public speaking or workshop engagements as necessary to strengthen the New Dentist Committee Network and to support dental student outreach, such as through participation in the Success Dental Student Programs.

When selecting nominees, the Board of Trustees would also be encouraged to consider the representation of diversity of race and ethnicity, gender, practice type, such as military/government, faculty, private practice, associateship/employee, and graduate student.