

# COMMISSION ON DENTAL ACCREDITATION NOMINATION FORM—2017

## ELIGIBILITY REQUIREMENTS (GENERAL):

- All members of councils (and commissions) must be active, life, retired or non-practicing members in good standing of the American Dental Association.
- Council/commission members may not concurrently serve as a member of another ADA council or commission.
- An individual may not serve more than one term on the same council or commission, except as otherwise provided in the *Bylaws*.
- **In accordance with the Association's *Bylaws*, a member nominated by the Board of Trustees to the Commission 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."**
- 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 the Commission's primary community of interest. The Commission interprets principal officer to mean those in the position of being final decision makers which usually includes positions such as the president, president-elect, immediate past president, secretary or treasurer of an organization, as well as members of any executive committee that has decision making authority which does not require confirmation by a board or house. 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 Special Care Dentistry Association, the sponsoring organizations of the recognized dental specialties, American Dental Assistants Association, American Dental Hygienists' Association, and the National Association of Dental Laboratories.

## SELECTION CRITERIA (Top 4 desired characteristics and credentials for nominees):

- Previous experience or involvement in dental education as a full-time or part-time faculty member, licensure as a member of a state board of dental examiners, or as an appointed or elected official of organized dentistry at the local, state or national levels;
- Previous experience as a Commission on Dental Accreditation site visitor or Council on Dental Education and Licensure consultant;
- Ability to evaluate an educational program objectively in terms of such broad areas as curriculum, faculty, facilities, student evaluation and outcomes assessment; and
- Stated willingness to comply with all Commission policies and procedures (e.g. Agreement of Confidentiality; Conflict of Interest Policy; Operational Guidelines; Simultaneous Service; HIPAA Training, Licensure Attestation, and Professional Conduct Policy and Prohibition Against Harassment).

## TIME COMMITMENT:

- Ability to commit to one four year term.
- Willingness to meet a minimum time commitment of 10 to 20 days per year as required for attending Commission meetings and committee responsibilities.
- Willingness to attend an ADA orientation.

**NAME OF NOMINEE:**

**(Please print if not completing this form electronically.)**

Address of Nominee:

Nominee ADA Member Number:

Conflict of Interest Statement Attached:

Nominating Trustee:

District:

Trustee has confirmed nominee is in good standing with their state dental association:

- Yes
- No

**Statement of Qualifications of Nominee:** (Please submit a brief narrative statement of the nominees' qualifications as they relate to the above listed criteria.)