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Open Call **ADHA-Commissioner to the Commission on Dental Accreditation**

The current ADHA-appointed Commissioner to the Commission on Dental Accreditation (CODA) will complete her term at the October 2019 American Dental Association Annual Meeting. ADHA is preparing to select a successor, with terms beginning in fall 2019 and service beginning at the winter 2020 Commission meeting. Commissioners are appointed to one four (4) year term.

The Commissioner is required to make a significant time commitment to this role. It is estimated that Commission activities require 10-20 days per year.

COMMISSIONER CRITERIA

- Ability to commit to one four (4) year term;
- Willingness to commit ten (10) to twenty (20) days per year to activities, including training, comprehensive review of print and electronically delivered materials and travel to Commission headquarters;
- Ability to evaluate an educational program objectively in terms of such broad areas as curriculum, faculty, facilities, student evaluation and outcomes assessment;
- 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);
- Ability to conduct business through electronic means (email, Commission Web Sites);
- Active, life or retired member of the American Dental Hygienists' Association, where applicable;
- Have experience on a minimum of three (3) accreditation site visit teams;
- Have a full-time or part-time appointment with an accredited dental hygiene program;
- Have a baccalaureate or higher degree
- Have accreditation experience through an affiliation with dental hygiene education program that has completed a site visit;
- Have accreditation experience within the previous three (3) years
- Possesses decision making skills; and
- Is objective and decisive.

Further, Commissioners are required to complete the Commission's Web-based Site Visitor Training Program prior to serving on the Commission. The self-paced instructional manual on the Commission's policies, procedures and Standards takes approximately 6 to 8 hours to complete. The appointee will also be required to attend a Review Committee/Commissioner

Training Program at the Commission's headquarters. Commissioners may be assigned to review committees and ad hoc committees.

Full participation at all meetings is the single most important responsibility of a Commission member. Members of the Commission review agenda reports concerning accreditation-related topics. Commissioners must have a working knowledge of Commission policies, procedures and Standards. Preparation prior to these meetings is imperative. Careful review of meeting agendas and all accreditation and policy-related materials mailed in advance of each meeting is expected. Commissioners participate in making final decisions related to accreditation and policy issues; in-depth review and understanding of issues are essential. Prior to the CODA meeting, the ADHA Commissioner shall discuss current ADHA policies with the ADHA Education & Professional Advocacy Director and/or designee.

IMPORTANT DATES FOR NEW COMMISSIONER FOR ADHA:

- **December 6-7, 2018** Appointee attends and participates in the mandatory new Commissioner, Appeals Board & Review Committee Member Training program in Chicago.
- **Week of July 8-12, 2019** - New Commission Appointee (Trainee) observes appropriate Review Committee meeting in Chicago.
- **August 1-2, 2019** - New Commission Appointee (Trainee) observes the Commission meeting in Chicago.
- **Fall 2019-2020** - New Commission appointee attends one site visit during this time period, dependent upon the schedule of the appointee and available spots for observers. (Please note that new Commission appointees who are already active site visitors need not attend a site visit.)
- **January 2020** - First Review Committee meeting in Chicago in role as Commissioner, for those new Commissioners designated as Review Committee Chairs, or assigned to a Review Committee.
- **February 2020**- First Commission meeting in Chicago in role as Commissioner.

Commissioners should have served as an ADHA Board of Trustees member or demonstrated active involvement at the national level within the last 3 years and should also:

- Be committed to ideas
- Be politically astute
- Possess strong leadership skills

Please visit our [Involvement Opportunities](#) under "CODA Commissioner" to apply.

Deadline for submitting applications is **Friday, June 29, 2018**