

CRANIOFACIAL ANOMALIES AND SPECIAL CARE TRAINING AWARD GUIDELINES

INTRODUCTION

The American Association of Orthodontists Craniofacial Anomalies and Special Care Training Award program was provisionally approved in May 2010 by the House of Delegates.

The faculty shortage in orthodontic education is an AAO critical issue, and in response, the leadership has focused on key strategies to eliminate the faculty shortage by reducing the student debt for dental education. Purpose and objectives of the program include:

- Provide funds to reduce debt in an effort to stimulate interest in Craniofacial Anomalies and Special Care Training Orthodontic education careers among current students, residents and junior faculty.
- Increase the pool of orthodontic educators.
- Evaluation of the effectiveness of the program will be measured and assessed by data collection that will include the number of recipients who complete a minimum of two years of orthodontic teaching following their training.

TERMS

This program is available to graduates of a US or Canadian accredited orthodontic program that wish to enroll in a CODA accredited Craniofacial Anomalies and Special Care Program.

1. A subcommittee appointed by the AAO Task Force on Faculty Recruitment and Retention will administer and distribute the funds.
2. The funds of \$30,000 will be awarded to the successful applicant. These awards will be referred to as the "AAO Craniofacial Anomalies and Special Care Training Award."
3. This support will only be available to those individuals who are, or will be enrolled in a CODA accredited Craniofacial Anomalies and Special Care program to help defray training costs, will be considered full-time faculty, are orthodontists, are members of the AAO, and are citizens of the U.S. or Canada (or are actively pursuing citizenship).

4. The AAO will give preference to candidates who are either ABO certified or are actively pursuing ABO certification, with appropriate documentation.
5. Eligible trainee will submit an application to the AAO consisting of a form developed by the subcommittee, a current curriculum vitae, electronic copies of supporting documents (e.g., manuscripts and journal articles), a letter of recommendation from their orthodontic and craniofacial program chairs, a narrative describing their personal goals including a plan for future development verification of citizenship 1) photocopy of birth certificate or passport 2) photocopy of green card or Canadian equivalent or 3) verification that applicant is actively pursuing a green card or equivalent from legal Counsel on their letterhead or from applicant's University Dean/Chair/Program Director on the University's or Hospital's letterhead.
6. The selection process of the subcommittee will consist of an assessment of the quality of the material provided. If more awards are requested than monies available, awards will be made on a competitive basis. During any one year, no more than one award will be made to each individual at each of the accredited programs in the U.S. and Canada. No individual may receive more than one AAO Craniofacial Anomalies and Special Care Training Award, no funds will be directed generally (e.g., to a department, program, or sponsoring institution), and no funds for "indirect costs" will be provided.
7. Successful applicants will receive their award directly from the AAO.
8. Successful applicants must agree to teach for two years commencing within three months of completing their training. Awardees who fail to teach for two years under this program will be required to repay the AAO on a pro rata basis.
9. Funding for this program is currently available; funding of the same or similar programs in subsequent years should not be assumed.
10. All Craniofacial program chairs or directors must be willing and able to assure that the budget of their program will not be negatively affected by support provided by the AAO. If the sponsoring institution is unwilling or unable to permit the support of

trainees under this award program, or reduces the budget allocated to their program or faculty on the basis of AAO support, no funds will be provided by the AAO.

All recipients supported by this AAO program will provide an annual outcome report on a form developed by the subcommittee. Any recipient not completing the report will not be eligible for any subsequent funding with regard to this or any other AAO support program. These reports will be distributed to the AAO Board of Trustees and the House of Delegates.

ELIGIBILITY

Awards are intended for those individuals who are preparing for a career in craniofacial anomalies and special care education in the U.S. and Canada as a trainee. Candidates must meet the following eligibility requirements for consideration:

- U.S. or Canadian citizen (or are actively pursuing citizenship)
- Those foreign nationals not yet in possession of a U.S. “green card” or its Canadian equivalent, as long as the candidate and the institution will stipulate that obtaining such status is the candidate’s intention and where there is demonstrable evidence of this intent
- Must be a graduate of a US or Canadian ADA accredited orthodontic program
- Good academic standing as verified by submission of an orthodontic program transcript and a minimum of one letter of recommendation from their chair
- Member of the American Association of Orthodontists (AAO)
- Submission of all application materials, including letters of support by published deadlines
- Participation in the following program activities:
 - Meet at least monthly with the department or program chair or a designee to discuss program goals, plan for activities and progress assessment
 - If possible, serve as an instructor for craniofacial anomalies and special care orthodontic teaching practicum’s in an educational setting: classroom, small group conference, preclinical laboratory course and orthodontic program clinic (see Addendum B)
 - Complete an annual program evaluation/survey
 - Participate in the annual program telephone interview
- Begin fulfilling full-time orthodontics teaching commitment within three months of graduation

- Submission of an annual report detailing courses taught, lectures, publications, mentoring activities, etc., completed for each required teaching year

INSTITUTIONAL REQUIREMENTS

The appropriate authorized individual (Dean, Program Director, Department Chair, etc.) at the candidate's program submits a letter of support to the chair or program director of the Craniofacial Anomalies and Special Care Training Award program selection committee which includes the following:

Commitment to provide institutional resources needed by the recipient to complete the outlined Craniofacial Anomalies and Special Care Training Award program duties to include:

- (1) Conduct monthly meetings with the recipient
- (2) Participate in the annual telephone interview
- (3) Complete the annual evaluation / survey
- (4) Provide advice regarding the teaching and research
- (5) Department Chair or designee to verify the Craniofacial Anomalies and Special Care Training Award Fellowship Requirements Tracking Form

EVALUATION

Recipient and department chairs or a designee will individually participate in an annual telephone interview conducted by the program evaluator to assess the Craniofacial Anomalies and Special Care Training Award program from their perspective, respectively. Recipient and department chair or a designee will receive the interview questions in advance of the interviews. Recipient and department chair or a designee will also complete an online evaluation / survey once per year that will request evaluation of the various program components.

REPORTING AND PUBLICATION

- The AAO will announce the Craniofacial Anomalies and Special Care Training Award program through direct contact with chairs and department directors. Other AAO media will be used for additional exposure including publication of the announcement on the AAO members' website, AJO-DO, the Bulletin, NYMO, and other publications that are distributed to the AAO membership or leadership.
- The AAO reserves the right to publish information provided in the application materials and reports. The AAO intends to publish this information in the AJO-DO,

the AAO Bulletin, or other publications that are distributed to the AAO membership or leadership.

- Publication or presentation made by a recipient (that relate to the period of support) must contain appropriate reference to the support provided by the AAO.

PENALTY FOR WITHDRAWAL

Program participation is a serious commitment by the successful recipient to the AAO, covering two years. It represents a unique opportunity to benefit the recipient with generous funding, while building a pipeline of dedicated orthodontic educators to reduce the faculty shortage. It is intended to provide helpful financial support to those interested in pursuing a career in orthodontic education in exchange for a minimum of two years of full-time teaching. Early departure from the program reduces both the number of faculty members and the amount of available program funds.

Should a recipient fail to complete the teaching commitment, the amount owed will be based on the amount of the support received, less the amount yet to be forgiven through teaching on a pro rata basis, plus 15% interest. For example, if a recipient received \$30,000 and only taught for one year, s/he would owe approximately \$19,500 (one year support plus 15% interest, accrued from the date of disbursement). Repayment would be due at once upon demand back to the AAO.

Each recipient will be required to execute a conditional Promissory Note that will provide for this repayment penalty in the event of early withdrawal. The Note will also allow for the recoupment of all attorneys' fees and costs in the event collection is required.

APPLICATION PROCESS

All application materials should be collected and submitted online to the Craniofacial Anomalies and Special Care Training Award subcommittee as one complete application email to education@aaortho.org

Incomplete applications will not be accepted. Completed applications must include the following:

- The application form
- Official transcripts from all undergraduate and graduate programs.
- Curriculum Vitae
- A narrative describing their personal goals including a plan for future development

- A minimum of one letter of recommendation from their chair or craniofacial program director who can attest to the recipient's commitment to education by describing past experience, aptitude and strengths
- Letter from institution declaring its commitment of support of the program
- Successful applicant must agree to teach for two years commencing within three months after completing their training. Awardees who fail to teach for two years under this program will be required to repay the AAO on a pro rata basis. See also penalty for withdrawal.
- Verification of citizenship 1) photocopy of birth certificate or passport 2) photocopy of green card of Canadian equivalent or 3) verification that applicant is actively pursuing a green card or equivalent from Legal Counsel or their letterhead or from applicant's University Dean/Chair/program Director on the University's or Hospital's letterhead
- Candidates who are approved for the program must submit a signed Craniofacial Anomalies and Special Care Training Award Agreement

**Completed applications must be
submitted by February 1**

PROGRAM CONTACT

Any questions about the program or the application process should be directed to:
education@aaortho.org

ADDENDUM A

Craniofacial Anomalies and Special Care Training Award Fellowship

Activities/Requirements
Monthly (or more) meetings with orthodontic program department chair or a designee
Teaching Practicum - Classroom Presentations - Two annually (one per term)
Teaching Practicum – Small Group Cases – One annually
Teaching Practicum – Clinic Supervision - For eight weeks
On-line Fellowship Evaluation/Survey – available after March 1
Telephone interview – scheduled in May
Telephone focus group participation – only as needed
Teaching Commitment
Begin fulfilling full-time orthodontics teaching commitment within three months of graduation.
Annual Report
Annual report detailing courses taught, lectures, publications, mentoring activities, etc.

ADDENDUM B

Craniofacial Anomalies and Special Care Training Award Teaching Practicum Requirements

Teaching Practicum

During each year of the program and with guidance, supervision and coordination by their department chair or a designee, recipients will be expected to function as instructors in the principal educational settings of an orthodontic program curriculum: classroom (didactic course), small group conference and clinic. Using checklists provided by the Craniofacial Anomalies and Special Care Training Award program and introduced at the training sessions, recipients will self-assess their teaching performance and receive feedback from the department chair or designated other faculty members who observe their instructional activities. The nature and frequency of specific teaching assignments will be determined by each team in conjunction with course directors at their respective program. The following guidelines are suggested for teaching assignments:

- Prepare and conduct one classroom presentation in each term of the program including development of all visual materials, handouts and other educational materials needed for the class. In conjunction with these classroom presentations, recipients should have the experience of posting PowerPoint materials and other resources on the course website and plan an in-class activity that involves analysis of a case (problem) or some other activity to stimulate discussion among students and student-teacher interaction. The department chair or a designee and/or designated other faculty will observe and provide feedback on teaching strategies and organization of the subject matter, and the recipient will self-assess using observations forms and self-assessment checklists provided by the Craniofacial Anomalies and Special Care Training Award program.
- Conduct one small group case conference or seminar each year of the program, where the student/teacher serves primarily as a group facilitator and used facilitation skills appropriate to the case conference format – guides discussion with questions, requests clarification of statements, summarized key points, etc. The case conference/seminar can occur in either semester. As with the classroom presentation, the recipient will be expected to develop all educational materials needed to implement the conference/seminar. The department chair or a designee and/or designated other faculty will observe and provide feedback, and the

recipient will self-assess using observation forms and self-assessment checklists provided by the Craniofacial Anomalies and Special Care Training Award program.

- Serve as a tutor in the clinic at least one half day per week for eight weeks to occur once during the program. The clinical teaching assignment can occur in any semester, but scheduling this activity in the spring semester is encouraged. The recipient/tutor will be expected to provide hands-on coaching for an assignment group of dental students while they provide patient care in the clinic. The department chair or a designee/teacher will coordinate scheduling and either personally supervise and observe the recipient on each day of clinical tutoring or will make arrangements for appropriate supervision and observation. Department chair or a designee or other supervising faculty will provide feedback and the recipient will self-assess using observation forms and self-assessment checklists provided by the Craniofacial Anomalies and Special Care Training Award program.