



## AAO FULL-TIME FACULTY FELLOWSHIP PROGRAM

The AAO believes in and supports orthodontic education. To this end, the AAO is providing Fellowship funds to help reduce student debt by covering orthodontic program tuition and/or living expenses in an effort to assist those who are either entering or have recently entered orthodontic education careers and who are currently students, residents or junior faculty.

### OVERVIEW

The FFT Fellowship Program is open to orthodontic junior faculty members and residents attending U.S. and Canadian CODA-accredited orthodontic graduate programs. Fellowship awards will be 2 years at \$30,000 each year for a total of \$60,000. Participation will be for two years plus, at minimum two years of post-fellowship teaching.

In return for the Fellowship award, the recipient agrees to teach orthodontics as a full-time orthodontics educator at a CODA accredited institution in the US or Canada for at least the number of years for which they were a Fellow. The years cannot run concurrently with the Fellowship years. So, if an orthodontist were a Fellow for 2 years, the fulfillment years begin at the end of their 2<sup>nd</sup> Fellowship year and continue for the 2 subsequent years. This would, in effect, result in a fulfillment obligation equal to the number of years on fellowship.

Please note that Fellowship participation is a serious commitment by the successful candidate to the AAO, thus there will be a penalty in the event of early withdrawal from the program.

Application materials are due **by February 28. Applicants will be notified of acceptance by early June.**

### ELIGIBILITY

Three FFTF may be granted in a given year, but only if suitable applicants are identified. The committee may appoint less in a given year if applicants do not meet the criteria. Each FFT fellowship runs for a duration of two years, but recipients will only receive their fellowship provided they continue to meet the criteria. The following applicant criteria will be applied to incoming fellowship applicants:

### **AWARD 1 & 2 (Two or fewer years post completion)**

- A (1) U.S. or Canadian citizen, or (2) A foreign national who possess a U.S. "green card" or its Canadian equivalent or (3) Foreign nationals not yet in possession of 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.
- Active member of the AAO.
- Resident or junior faculty (defined as those with **two or fewer years** post completion in a full-time orthodontic program position) in good standing at a **U.S. or Canadian CODA-accredited orthodontic graduate program**.
- Submission of all application materials, including letters of support, by published deadlines.
- Agree to begin fulfilling full-time orthodontics teaching commitment within three months of being awarded the fellowship, pending unforeseen environmental factors.
- Candidate intends to become a full-time orthodontics educator at a CODA accredited institution in the US or Canada.
- Participation in the following Fellowship activities (see timeline in Addendum A):
  - Meet at least monthly with the department chair or a designee to discuss Fellowship goals, plan for activities and progress assessment
  - Serve as an instructor for orthodontic teaching practicum's in educational settings: classroom, small group conference, preclinical laboratory course and orthodontic program clinic (see Addendum B)
  - Complete an annual Fellowship evaluation/survey
  - Participate in an annual Fellowship telephone interview
  - Participate in a telephone interview to allow the program evaluator to follow-up on issues identified in the evaluation, as needed

### **AWARD 3 (Five or fewer years post completion)**

- A (1) U.S. or Canadian citizen, or (2) A foreign national who possess a U.S. "green card" or its Canadian equivalent or (3) Foreign nationals not yet in possession of 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.
- Active member of the AAO.
- Resident or junior faculty (defined as those with **five or fewer years** post completion in a full-time orthodontic position) in good standing at a **U.S. or Canadian CODA-accredited orthodontic graduate program**.
- Submission of all application materials, including letters of support, by published deadlines.
- Agree to begin fulfilling full-time orthodontics teaching commitment within three months of being awarded the fellowship, pending unforeseen environmental factors.

- Candidate intends to become a full-time orthodontics educator at a CODA accredited institution in the US or Canada.
- Participation in the following Fellowship activities (see timeline in Addendum A):
  - Meet at least monthly with the department chair or a designee to discuss Fellowship goals, plan for activities and progress assessment
  - Serve as an instructor for orthodontic teaching practicum's in educational settings: classroom, small group conference, preclinical laboratory course and orthodontic program clinic (see Addendum B)
  - Complete an annual Fellowship evaluation/survey
  - Participate in an annual Fellowship telephone interview to allow the program evaluator to follow-up on issues identified in the evaluation, as needed

## 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 of the FFT Fellowship Program Selection Committee which includes the following:

- Commitment to provide institutional resources needed by the Fellow candidate to complete the outlined Full-time Faculty Fellowship Program duties to include:
  - Conduct monthly meetings with the Fellow
  - Participate in the annual telephone interview
  - Complete the annual evaluation / survey
  - Provide advice regarding the teaching practicum's
- Further, if the Fellow candidate is not pursuing a formalized degree in education, the institution must agree to provide, and the Fellow must agree to complete a minimum of four courses of instruction from the following six educational areas, or other proposed courses as approved by the Steering Committee:
  - 1) Educational philosophy and psychology,
  - 2) Curriculum development,
  - 3) Theory of learning and educational measurements,
  - 4) Research design, methodology and statistics,
  - 5) Computer science and technology in education, and
  - 6) Scientific communication skills and scientific writing.

## PENALTY FOR WITHDRAWAL

Fellowship participation is a serious commitment by the successful candidate to the AAO. It represents a unique opportunity for the AAO to benefit the recipient with generous funding, while building a pipeline of dedicated orthodontic educators. It is intended to provide helpful financial support to those interested in pursuing a career in

orthodontic education in exchange for a multi-year commitment to full-time teaching. Early departure from the program reduces the positive impact of the program.

For purposes of determining the penalty for withdrawal should a recipient fail to complete his/her teaching commitment, the amount owed will consist of repayment of the amount yet to be forgiven through teaching plus a 12% penalty. For purposes of calculating the amount forgiven, each year taught after conclusion of the Fellowship period is equivalent to \$30,000.

***This is best illustrated by example,***

The recipient of a two-year Fellowship award receives \$60,000 during their Fellow period. The Fellow has taught for one year for each year after the end of the Fellowship period. The repayment and penalty for not completing the final year of teaching commitment are as follows:

Amount yet to be Forgiven (1 year * \$30,000)	\$30,000
<b>12% Penalty</b>	3,600
Amount of Repayment	\$33,600

Each participant will be required to execute a conditional Promissory Note that will provide for the repayment and penalty in the event he/she does not complete the teaching commitment. The Note will also require repayment of all attorneys' fees and costs in the event collection is required. The repayment penalty will apply in all instances when a recipient does not complete their teaching commitment except in the event of death or disability. Unusual and extraordinary circumstances will be reviewed by a qualified committee of the AAO Board of Trustees or their appointees. Decisions of this committee will be final.

## **APPLICATION PROCESS**

Applications are due **by February 28**. All application materials must be completed in the online portal and only completed applications will be shared with the Academic Review Committee.

If you created an account through the online portal last year or to potentially speak at Annual Session, you do not need to create a new account.

If this is your first time applying, you will need to create an account on the portal before starting your application.

1. The application form (online at  
<https://www.grantinterface.com/Home/Logon?urlkey=aaortho> )

2. Candidates who are approved for a fellowship must submit a signed Fellowship Agreement and additional supporting documentation, including W9.
3. Candidates must submit all reporting and participate in annual interview with AAO to ensure that they are not in penalty of the program.

Fellowship applications due by  
**February 28 at 11:59:00 pm Central Time**  
**They must be completed through the online portal.**

## FELLOWSHIP CONTACTS

Any questions about the program or the application process should be directed to: Tiah Archer, Learning and Professional Development Specialist at [tarcher@aaortho.org](mailto:tarcher@aaortho.org).

## ADDENDUM A

### Fellowship Requirements

#### Annually Throughout Fellowship Years

Monthly (or more) meetings with orthodontic program department chair or a designee each year of fellowship

Teaching Practicum - *Classroom Presentations* - Two annually (one per term) each year of fellowship

Teaching Practicum - *Small Group Cases* – One annually (each year of fellowship)

On-line Fellowship Evaluation/Survey (May) first and second year of fellowship

Telephone interview (May) – first and second year of fellowship

#### Once During Fellowship

Teaching Practicum – *Clinic Supervision* - For 8 weeks, to be completed in any year

#### Teaching Commitment

Begin fulfilling full-time orthodontics teaching commitment within three months of graduation

ANNUAL REPORT detailing courses taught, lectures, publications, mentoring activities, etc

## ADDENDUM B

### Teaching Practicum Requirements

#### **Teaching Practicum**

During each year of the Fellowship and with guidance, supervision and coordination by their department chair or a designee, Fellows 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 FFT Fellowship Program and introduced at the Training Sessions, Fellows will self-assess their teaching performance and receive feedback from the department chair or designated other faculty members who observe the Fellow's 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 Fellowship including development of all visual materials, handouts and other educational materials needed for the class. In conjunction with these classroom presentations, Fellows 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 Fellow will self-assess using observations forms and self-assessment checklists provided by the FFT Fellowship Program.
- Conduct one small group case conference or seminar each year of the Fellowship, 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 Fellow 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 Fellow will self-assess using observations forms and self-assessment checklists provided by the FFT Fellowship Program.
- Serve as a tutor in the clinic at least one-half day per week for eight weeks to occur once during the Fellowship. The clinical teaching assignment can occur in any semester, but scheduling this activity in the spring semester is encouraged. The Fellow/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 Fellow on each day of clinical tutoring or will make arrangements for appropriate supervision and observation. Department chair or a designees or other supervising faculty will provide feedback and the Fellows will self-assess using observation forms and self-assessment checklists provided by the FFT Fellowship Program.