

## CHAIRS AND ACADEMIC ADMINISTRATORS MANAGEMENT PROGRAM (CAAMP)

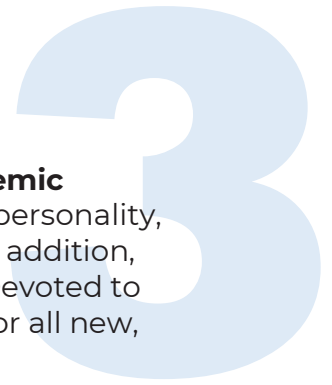
### INTRODUCTION

The orthodontic faculty shortage is an American Association of Orthodontists (AAO) critical issue, and in response the leadership has focused on key strategies for the ultimate purpose of increasing the pool of orthodontic educators and administrators. AAO has designated the Academy for Advancing Leadership (AAL) as the official orthodontic education program for this Chairs and Academic Administrators Management Program (CAAMP). AAL provides professional and organizational development for institutions, faculty, and administrators for the purpose of improving institutional success, job performance, and career satisfaction.



### CAAMP OVERVIEW

CAAMP is a practical, interactive 3-day program that develops the core competencies required for **effectively leading and managing an academic department or program**. Assessments will provide insights about your personality, behaviors, prevalent leadership style, and conflict management skills. In addition, you will receive one-on-one career coaching with a CAAMP instructor. Devoted to helping you grow professionally and personally, CAAMP is appropriate for all new, current, and aspiring administrators, from program directors to deans.



### PROGRAM INCLUDES

- One-on-one career coaching with a CAAMP instructor during the program
- Personal and professional assessments before and during the program
- Breakfast and lunch each day of the program
- Over 225 pages of materials downloadable from a learning management system for online viewing or printing
- Interprofessional networking opportunities with dozens of colleagues from across the health professions
- Welcome reception for all CAAMP participants

## PROGRAM AGENDA

The Chairs and Academic Administrators Management Program (CAAMP) is a 3-day program devoted to teaching you the leadership and management skills needed for every administrative level, from department chair to dean. You will receive assessments that provide insights about your personality, behaviors, prevalent leadership style, and your preferred method for dealing with conflict. In addition, you will receive one-on-one career coaching with a CAAMP instructor. During the program, you will create a career action plan to expand and augment your strengths and set achievable goals for advancement. Through group discussions, case studies, role-playing, interactive exercises, and presentations you will learn to excel at the following:

- Exceptional leadership virtues
- Professional assessment of leadership competencies
- Fiscal management
- Crisis leadership
- Strategic planning and execution
- Academic legal issues
- Conflict management
- Communication skills and interpersonal interactions
- Time management & life balance



The program's effectiveness will be measured and assessed by data collection to be tracked over two or more years and will include: 1) number of applicants, 2) number of faculty members who complete a minimum of two years of orthodontic teaching post-CAAMP.

## AAO SPONSORSHIP

Sponsorship will cover two individuals and includes a travel stipend with a maximum of **\$1,750** and payment of the \$1,975 registration fee.

## CRITERIA

AAO will sponsor two academic administrators participation in the CAAMP selected from those nominated by the orthodontic programs. Each candidate must have a signed contract for a full-time orthodontic administrative position at an accredited orthodontic graduate program.

Criterion to identify the individuals who would have the best chance of becoming administrators includes orthodontic administrators, from program directors to deans who have actually signed a contract with an accredited university or program as a full-time administrator.



## ELIGIBILITY

CAAMP fellowship candidates must meet the following eligibility requirements for consideration:

- U.S. and Canadian citizens
- Foreign nationals who possess a U.S. “green card” or its Canadian equivalent
- Those 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.
- Good academic standing as verified by submission of an orthodontic program transcript and a minimum of three letters of recommendation
- Member of the American Association of Orthodontists (AAO)
- Sponsored participants must agree to take part in any follow-up studies for career tracking

## INSTITUTIONAL REQUIREMENTS

The appropriately authorized individual (Dean, Program Director, Department Chair, etc.) at the candidate’s program submits each of the following to the chair of the CAAMP Program Steering Committee by published deadlines:

- Letter of commitment to provide the time and course coverage for the faculty member to participate in the CAAMP; and
- Upon being awarded, a signed agreement form

## REPORTING AND PUBLICATION



- The AAO will announce the CAAMP 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 the AAO *eBulletin* 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 AAO *e-Bulletin*, or other publications that are distributed to the AAO membership.
- Publication or presentation made by a sponsored participant (that relate to the period of support) must contain appropriate reference to the support provided by the AAO.

## WITHDRAWAL

Sponsored participation in the CAAMP is a serious commitment by the successful candidate. It will help to build a pipeline of dedicated orthodontic administrators. It is also intended to provide helpful financial support who those interested in pursuing a career in orthodontic administration in exchange for a minimum of one year of full-time academic administration at an accredited orthodontic program.

## APPLICATION PROCESS

The application is available online at the AAO Website [www1.aaoinfo.org](http://www1.aaoinfo.org) under Education/Awards and Fellowships. All application materials should be collected and submitted via email to the AAO CAAMP Program at [education@aaortho.org](mailto:education@aaortho.org). Mailed, faxed and incomplete applications will not be accepted. Completed applications must include the following:

1. The application form
2. Curriculum Vitae
3. Letter from the candidate faculty member outlining their career goals for academic orthodontics
4. Letter from institution declaring its commitment of support of the candidate faculty member for program participation
5. A minimum of three letters of recommendation from individuals who can attest to the candidate's commitment to education describing the candidate's past experience(s), aptitudes and strengths
6. 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 letterhead
7. Upon being notified of being awarded, the sponsored participants must submit a signed Agreement

## WHERE TO APPLY

The application and guidelines are located at [www1.aaoinfo.org](http://www1.aaoinfo.org) Education/Awards & Fellowships

**Scholarships will be awarded—and all applicants will be notified—by end of April, pending unforeseen environmental factors.**

**Application Deadline: February 28**

## QUESTIONS

Any questions about the program or the application process should be directed to: **[tarcher@aaortho.org](mailto:tarcher@aaortho.org)**