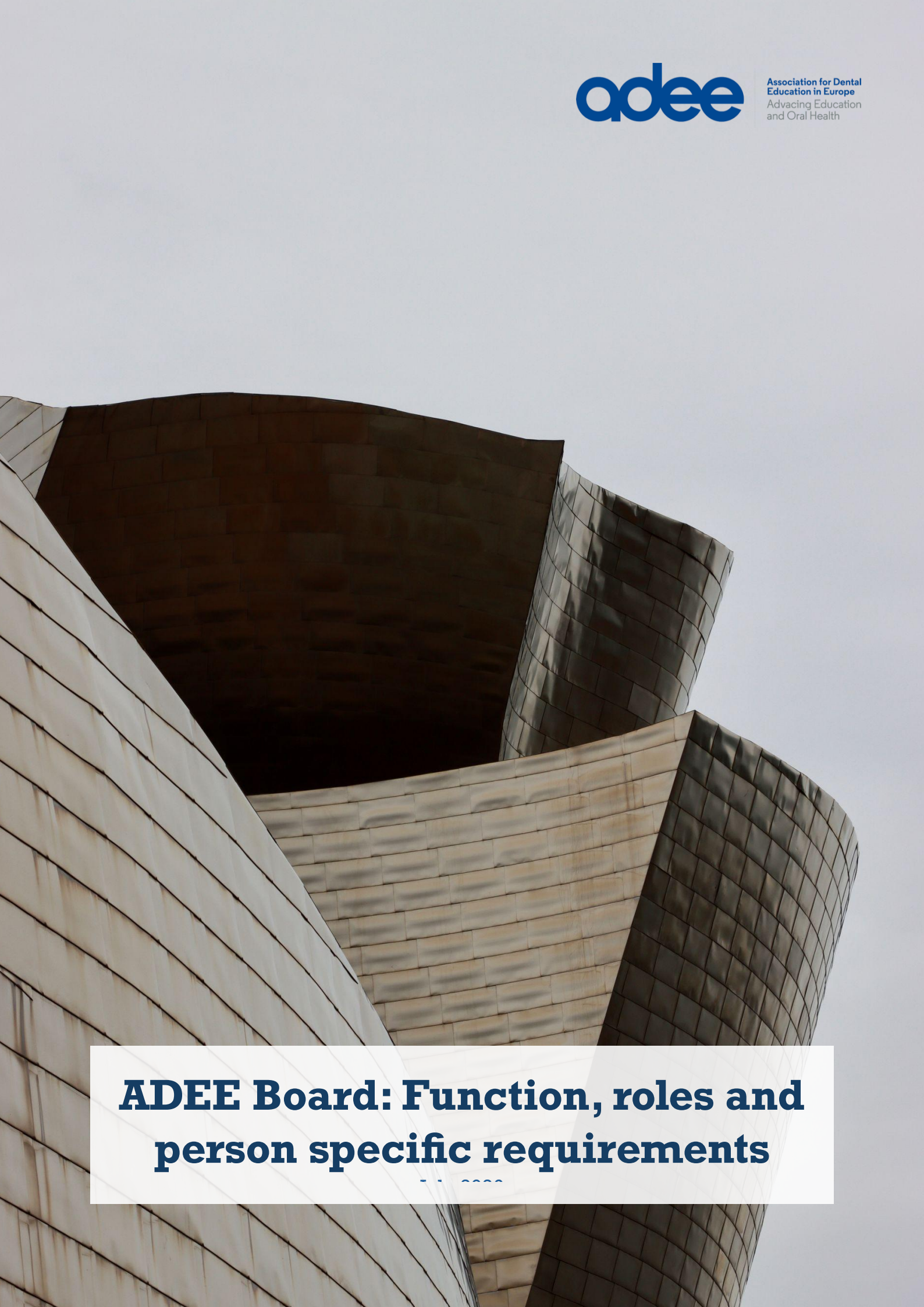


The background of the entire page is a photograph of a modern building's facade, characterized by large, curved, metallic panels that reflect the sky. The panels are arranged in a way that creates a sense of depth and architectural complexity.

ADEE Board: Function, roles and person specific requirements

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The ADEE Board:

The ADEE Board is the associations governing body is defined in Section 7 of the Association's constitutions and bylaws (2025 update). Within this section the composition and membership roles clearly state that the member will serve in the following positions:

1. The President
2. The President Elect/ immediate Past President
3. The Treasurer
4. The European Affairs Officer
5. The Editor of the European Journal for Dental Education
6. The Regional Council Chair
7. The Curriculum Development Officer
8. The Annual Meeting and Events Officer
9. The Quality Assurance Officer
10. The Membership Development Officer
11. The Nominations Officer

Section 7 also allows the board to co-opt 2 fully serving members to the board, and to appoint administrative staff if required. In addition, the CAO/Secretary General is in attendance, but a non-voting member of the board.

The terms of office of roles are defined within Section 8, with Sections 7&8 referring to board approved 'role specifications for each board role'. The purpose of this document is to bring together these role and function in one document.

The board can update these roles as required to align with ADEE strategy, once they are approved by the General Assembly through the appropriate process.

The nominations process:

Section 9 of the ADEE Constitution (2025) outlines the Nominations process and states that

'The Nomination Committee will evaluate all applications for nomination and shall propose names to the ADEE Board for election by the General Assembly. Selection is based on the predefined criteria as per the role specific documentation and to align with regional diversity requirements.'

This document provides the Board's predefined criteria for each role. While competence in specific areas is must be demonstrated, given the regional and cultural diversity of ADEE membership, when appointments are being evaluated the following facts will also be considered:

ADEE BOARD Rules

- Gender balance
- Regional balance
- Expertise and European standing and recognition
- Knowledge & experience of ADEE

Unless expressly stated in the call for applications membership is only open to faculty of ADEE member institutions.

ADEE Board: The role, functions and person specific requirements of the ADEE President

Functions of the ADEE President:

The core functions of the ADEE President were traditionally stated as being:

1. The President shall lead ADEE and preside over the General Assembly and the meetings of the Board.
2. They shall report on the current state of ADEE to the General Assembly.
3. In the case of a tie in voting, in the General Assembly or the Board of ADEE, the President shall have the casting vote.
4. They shall normally represent ADEE at other meetings/conferences when appropriate.

Over time as ADEE has evolved, the role of ADEE President has taken on greater workloads and commitments. Specifics of the work include:

- I. Chairing the monthly Board meeting
- II. Working with the ADEE office in preparing the agenda for this meeting
- III. Engaging in email and other correspondence
- IV. Environmental scanning on key issues so as to be informed on relevant issues etc

The ADEE President is elected as ADEE President Elect and serves one year in this role. They then progress to serve two years as President and one year as immediate past president. Thus it is a total commitment of three years.

The ADEE President is an unpaid role, however all out of pocket expenses incurred by the President in discharging the role are reimbursed or in the case of travel and accommodation prepaid by ADEE. While it is hard to quantify the time commitment involved, recent incumbents estimate that, were all the time they spend on ADEE business recorded, it would likely equate to one day per week.

- The role of President involves several days travel and representation of ADEE. Specifically, and at a minimum they will attend:
- The ADEE Spring Board meeting (2-day meeting attendance, including travel in late February)
- The ADEE Summer Board and General Assembly meeting (now equates to approximately a full week's attendance)
- Representing ADEE at the ADEA annual session (up to 5 days in the United States)

- Occasional representation, of ADEE with stakeholder leading to potentially up to 4-day trips to Brussels per annum

Expectations of nominee:

Given the standing and responsibilities of the ADEE President any incumbent is expected:

1. to be/have been a Dean or Head of School of an ADEE member institution or if not Dean, carry the role of Director or Head of teaching and learning (or equivalent) with specific responsibilities for all matters relating to the dental curriculum
2. to have the full support of their superior/governing body to apply for the role of ADEE president, and to have clearly communicated the expected workload that the post entails
3. To be willing to travel to represent ADEE at many and varied locations, including the USA, Middle East, Far East and Africa etc. Thus, they must be able to secure all necessary visas for such travel
4. to have considered a strategic objective of their presidency in advance of submission of their application

The application process is through a combination of proactive recruitment by the Nominations committee, self-nomination supported by two references in response to a public call for applications or suggestion of names to the nominations committee.

In making a self-nomination the candidate must:

- I. Include an abridged CV (4 sides A4) highlighting their career and contribution to the advancement of dental education
- II. Submit supporting references one on their academic and research merit the second on personal character and standing
- III. Submit a vision for their presidency of ADEE (no more than 300 words), highlight the key areas they wish their Presidency to focus on during their two-year term

Applicants are recommended to consider the points made within the person specification when formulating their application for the post of President of ADEE

Finally, when evaluating and shortlisting submissions, and in making their recommendation for candidates to the ADEE Board, the nominations committee will be cognisant of:

- Gender balance
- Regional balance
- Expertise and European standing and recognition
- Knowledge & experience of ADEE

Person Specification – President of ADEE:

The Nominee should be an acknowledged leader in learning and teaching and in educational research. They will provide evidence of high standing in their field. Such a profile is a pre-requisite to the incumbent being accorded the position of President of ADEE.

The President will play a significant role in developing and delivering the ADEE's strategy. They will promote the interests and values of the ADEE internally and externally and in so doing promote the ADEE as an organisation of international repute.

The President will have the ability to build effective and productive relationships with relevant key influencers in government, business and professional bodies across Europe and from a global perspective.

Key Experiences:

The applicant should demonstrate:

- a significant academic track record, with distinction, in learning and teaching and educational research.
- the ability to lead organisational development and change;
- the ability to think strategically and develop vision for the future of the ADEE,
- experience of leadership and turning plans into action.
- significant experience of working in a complex organisation and capacity to undertake management at a senior level;
- expertise in research and educational leadership
- understanding of financial management and budgetary planning.
- initiative, judgement, decision-making and change management;
- a track record of facilitating quality assurance of the highest quality research, and success in learning and teaching,
- a track record of successful co-operation and collaborative working relationships, both internal and external, in order to support the ADEE's future strategic direction
- success of building close relationships and partnerships with key influencers in governmental, other agencies relevant to the ADEE

Key Attributes and Skills:

The applicant should demonstrate:

- the ability to inspire and motivate;
- proven capabilities as a team leader;
- good negotiating skills, flexibility and open-mindedness;

- outstanding written and oral communication skills for written work, public relations, networking and team building;
- ability to make logical, well-balanced and reasoned decisions;
- inclusive and collegial management style;
- the ability to represent the ADEE at formal events and meetings with outside bodies and to establish relationships with stakeholders;
- the ability to understand developments in the Higher Education arena, both nationally and internationally and a high regard for research, scholarship, teaching and learning;
- a willingness to travel both nationally and internationally;
- an ability to treat colleagues with respect and develop and maintain good working relationships with colleagues and external groups;
- an understanding and application of the principles of consultation, collegiality and maintaining the ADEE at the forefront of dental education internationally
- an understanding of the complexity and diversity of the ADEE and the stakeholders with whom it co-operates and the ability to adapt his/her approach and style accordingly.

ADEE Board: The role, functions and person specific requirements of the ADEE Treasurer

Functions of the ADEE Treasurer:

The ADEE Treasurer is an unpaid role, however all out of pocket expenses incurred by the incumbent in discharging the role are reimbursed or in the case of travel and accommodation prepaid by ADEE.

The treasurer also serves as a named Trustee of ADEE under the Charities Act 2014 (a legal role with specific responsibilities under Irish legislation) and will Chair the board of Trustees.

While it is hard to quantify the time commitment involved, recent incumbents estimate that, were all the time they spend on ADEE business recorded, it would likely equate to two day per month. Specifics of the work include:

- Preparation for the monthly board meeting
- Preparation for the annual audit
- Preparation for annual general assembly
- Regular and ongoing communication with the ADEE Office in Dublin

The role of Treasurer involves a number of days travel and representation of ADEE. Specifically, and at a minimum he/she will attend:

- The ADEE Spring Board (2 day meeting attendance, including travel in late February)
- The ADEE Summer Board and General Assembly meeting (now equates to approximately a full weeks attendance)
- Attend the Dublin office if required by audit or other regulatory purposes

Expectations of nominee:

Given the standing and responsibilities of the ADEE Treasurer any incumbent is expected:

- Have a strong administrative and strategic focus with a solid understanding of the diversity in approach to dental education in Europe
- Have a demonstrated understanding of financial strategies and operations from a practical level
- to have the full support of their superior/governing body to apply for the role of ADEE president, and to have clearly communicated the expected workload that the post entails

- To be willing to travel to discharge their ADEE duties
- Understand the challenges and complexities of being a membership-based association
- Understand and have vision on how ADEE can better balance regulatory and legislative compliance while also ensure it grows its relations with industry and corporate partners

The role will be filled from those who have a proved experience on the ADEE Board committee in the first instance.

When evaluating candidates for consideration and in making their recommendation for candidates to the ADEE Board the nominations committee will be cognisant of:

- Finance specific expertise
- Gender balance
- Regional balance
- Expertise and European standing and recognition
- Knowledge & experience of ADEE

Person Specification – Treasurer of ADEE:

The nominee will have considerable experience of working with the ADEE Board and understand the complexities of the operational environment of the Association. The Treasurer will play a significant role in ensuring ADEE has at a minimum a breakeven at year end annually and will work with the ADEE office to ensure same.

Key Experiences:

The applicant should demonstrate:

- the ability to think strategically and develop vision for the future of the ADEE and in particular its financial health,
- experience of leadership and turning plans into action;
- understanding of financial management and budgetary planning;
- understand regulatory compliance and the impact of non-compliance on statutory obligations
- initiative, judgement, decision-making and change management;
- a track record of facilitating quality assurance of process
- a track record of successful co-operation and collaborative working relationships,
- success of building close relationships and partnerships with key influencers in corporate and other fields relevant to the ADEE

Key Attributes and Skills:

The applicant should demonstrate:

- good negotiating skills, flexibility and open-mindedness;
- strong written and oral communication skills for written work, in particular with regards to financials;
- ability to make logical, well-balanced and reasoned decisions;
- inclusive and collegial management style;
- an ability to treat colleagues with respect and develop and maintain good working relationships with colleagues and external groups;
- an understanding and application of the principles of consultation, collegiality and maintaining the ADEE at the forefront of dental education internationally
- an understanding of the complexity and diversity of the ADEE and the stakeholders with whom it co-operates and the ability to adapt his/her approach and style accordingly.

ADEE Board: The Role of Editor-in-Chief of the EJDE (in attendance ADEE Board membership)

Functions of the ADEE Editor in Chief:

The European Journal of Dental Education is the official journal of the Association for Dental Education in Europe. The Journal publishes original articles and commentaries concerning curriculum development, teaching methodologies, assessment strategies or techniques, and quality assurance in the fields of dental undergraduate and postgraduate education and dental auxiliary personnel training. The scope includes the dental educational aspects of the basic medical sciences, the behavioural sciences, inter-professional education, information technology, distance learning and educational audit. Papers embodying the results of high-quality educational research of relevance to dentistry are particularly encouraged as are evidence-based reports of novel and established educational programmes and their outcomes.

In addition to publication responsibilities the Editor in Chief has a designated in attendance position and additional responsibilities as Editor in the ADEE Board and reports yearly to the ADEE General Assembly.

Wiley and ADEE are committed to fostering an inclusive, equitable, and accessible publishing environment that supports diverse voices and perspectives within our field. We welcome and encourage applications from individuals of all backgrounds and experiences. Please note that as the Editor in Chief is a member of the ADEE Board they must therefore hold a position within an ADEE institutional member (this can be full time, part time, affiliated or adjunct faculty or staff). The pace of change in academic publishing is accelerating, and to respond effectively, the Editor-in-Chief will need to work with the Publisher and Editorial Board in an efficient and collaborative way. Flexibility and a collaborative approach are essential for all successful applicants.

This is a contracted position with Wiley and holds an annual honorarium for the role.

The role includes the screening of regular submissions to EJE and responsibility for peer review decisions. In addition, the Editor-in-Chief should be committed to journal development and editorial standards and will be responsible for implementing and managing core strategic initiatives alongside the Publisher.

The successful candidate will need to have a flexible and collaborative approach, working closely with the Publisher and Editorial Office staff at Wiley. In addition, the Editor in

Chief has a designated position and responsibilities as Editor in the ADEE Board (Board), and reports to the ADEE Board monthly and yearly to the ADEE General Assembly.

The recruitment process is collaboratively managed with the publishers Wiley.

Person Specification – Editor in Chief of ADEE:

The successful candidate will have an international network of contacts and will also ideally have the following:

- Broad and extensive knowledge in the field
- Excellent communication skills
- Ability to work to tight deadlines
- Experience in journal publishing and editorial decision making
- Commitment to diversity, equity, inclusion, and accessibility in publishing
- Awareness and understanding of the various social, political and other factors that impact on the higher education, and oral health profession sectors in Europe and further afield
- Awareness of relevant European directives such as (but not limited to) the Professional Qualifications Directive, Mutual Recognition of Qualifications, Quality Assurance of education etc
- Proven ability with regards management of people and targets

Key role expectations:

The successful candidate[s] will:

- Embrace a flexible and collaborative approach, working closely with the Publisher and Editorial Office staff at Wiley.
- Demonstrate a strong commitment to diversity, equity, inclusion, and accessibility in all editorial practices.
- Ensure that the journal's policies and workflows promote inclusivity and reflect the diversity of the communities it serves.
- Foster an equitable publishing environment by actively countering biases in the peer review process and editorial decisions.

Key role responsibilities:

The position as Editor-in-Chief of European Journal of Dental Education includes the following responsibilities:

- Maintaining high standards in the peer-review process and ensuring that the Journal adheres to best practice guidance with respect to research integrity and publishing ethics in accordance with COPE (Committee on Publishing Ethics) guidelines.
- Using an online editorial management system to have such contributions peer reviewed by appropriately qualified and experienced persons, to accept or reject manuscripts or to request revision in response to referees' reports and editorial comments and to communicate with authors as appropriate.
- Working with the Wiley Editorial Office on the day-to-day operations of the Journal in an efficient manner and to provide accepted material to the Publisher in accordance with the Author Guidelines and the Production Schedule.
- Working with the Publisher to maintain a strategy for the development of the Journal, to maintain/increase the status and visibility of the Journal and ensure that the Journal fulfils its aims and serves the readers in its field.
- Enhancing the position of the Journal in the field, including relative to competing journals.
- Communicating regularly with the wider editorial board concerning the development of the Journal, editorial strategy, submissions, and promotion.
- Reviewing and renewing the Advisory Board on an annual basis to achieve an active and diverse representation of the community the Journal serves, mentoring new members as needed.
- Assisting the Publisher by promoting the Journal wherever possible through professional contacts and at conferences.
- Ensuring that the Journal's policies and workflows are inclusive for the communities it serves.
- Attending and contributing to editorial meetings, where appropriate, in collaboration with the Publisher.
- Ensure inclusive policies and workflows for the communities served by the journal.
- In addition, the candidate will discharge the following ADEE board responsibilities:
- Attend and actively participate in monthly board meetings (10 held online)
- Attend in person the summer and spring meetings of ADEE including the summer conference which requires approximately 5 days in person attendance
- Oversee the abstract submission and evaluation process for ADEE's annual meeting
- Oversee all external publications of ADEE
- Ensure the ADEE is updated on all journal metrics and meeting expected standards

Desired Attributes and Selection criteria:

- Strong leadership with excellent communication and organizational skills.
- A high level of efficiency and time management with the ability to work to continual deadlines.

- A high level of professional and ethical standards and a commitment to ensuring the Journal maintains a good level of scholarly rigor in the field.
- Experience in editorial decision making with astute editorial judgment in the evaluation of research publication.
- A commitment to the publication of clearly presented and accessible research.
- Active in the field with a good record of personal research, initiative, expertise and performance
- A flexible and collaborative working style. Keen to work in partnership with the Publishing team and the Editorial Board.
- A willingness to contribute ideas for editorial initiatives and developments such as new themed issues, genres and formats.
- Awareness of changes in the research publishing environment and of relevant technological advances in the publication and dissemination of research. Experience with an online editorial system is preferable.
- Determination to pursue equity and diversity on all dimensions including, but not limited to: gender, ethnicity and geography.
- Flexible and collaborative working style, willing to partner with the Publishing team and Editorial Board.
- A wide existing network of international contacts in the field.
- Willingness to attend conferences to promote and acquire content for the Journal endorsing the remit and goals laid out in the Journal's Aims & Scope.
- Capacity to make adequate time allocation to the operation and development of the Journal
- Understanding of the European Oral Health Professionals' higher and continuing professional education
- Strong verbal and written communication skills at Board level

ADEE Board: The role, functions and person specific requirements of the ADEE European Affairs Officer

Functions of the ADEE European Affairs Officer:

The role of ADEE European Affairs officer was a function created within the Board Committee in response to changes to its constitution that now welcomes membership from the 50 plus countries defined as Europe by the World Health Organisation.

It is important that a designated member of the Board is responsible for ensuring the ADEE is constantly informed on EU decisions, directives and strategies that will influence the future of Dental Education within the EU.

In particular, the post holder will be responsible for:

1. keeping the Board updated on all issues relating to the workings of the EU and its relevant bodies
2. drafting relevant responses to calls and consultations
3. representing (along with the President) ADEE at relevant EU sister collaborative organisation events and functions (e.g. FEDCAR/CED)
4. guiding ADEE strategy in relation to management of EU relations
5. reporting annually to the General Assembly on key political and strategic issues of importance from within the EU institutions as they impact on Oral Health professionals Education
6. ensuring ADEE work remains aligned with EU priorities

The ADEE European Affairs officer is an unpaid role, however all out of pocket expenses incurred by the incumbent in discharging the role are reimbursed or in the case of travel and accommodation prepaid by ADEE.

Specifics of the work include:

- Preparation for the monthly Board zoom meeting
- Preparation for annual general assembly
- Regular and ongoing communication with the ADEE Office in Dublin
- Ongoing environmental scanning of EU affairs

The role involves a number of days travel and representation of ADEE. Specifically, and at a minimum he/she will attend:

- The ADEE Spring Board (2 day meeting attendance, including travel in late February)
- The ADEE Summer Board and General Assembly meeting (now equates to approximately a full weeks attendance)
- Board approved travel to Brussels and other EU institutions

Expectations of nominee:

Given the standing and responsibilities of the ADEE European Affairs Officer any incumbent is expected:

- Have a strong administrative and strategic focus with a solid understanding of the diversity in approach to dental education in Europe
- Have a demonstrated understanding of the EU institutions and their working protocols
- to have the full support of their superior/governing body to apply for the role of ADEE president, and to have clearly communicated the expected workload that the post entails
- To be willing to travel to discharge their ADEE duties
- Understand the challenges and complexities of being a membership-based association
- Understand and have vision on how ADEE influence and respond to EU strategies and political changes

The role will be filled from those who have a proven experience on the ADEE Board committee in the first instance.

When evaluating candidates for consideration and in making their recommendation for candidates to the ADEE Board the nominations committee will be cognisant of:

- Gender balance
- Regional balance
- Expertise and European standing and recognition
- ADEE Experience

Person Specification – European Affairs Officer of the Association for Dental Education in Europe

The nominee will have considerable experience of working with the ADEE Board and understand the complexities of the operational environment of the Association.

Key Experiences:

The applicant should demonstrate:

- the ability to think strategically and develop vision for the future of the ADEE and in particular its alignment with EU strategies and Directives,
- Understand the varied and complex approaches to socio economic development within EU countries and have a holistic understanding of Dental Education in these areas
- understanding regulatory compliance and how the influence of EU directives impact national legislative frameworks
- initiative, judgement, decision-making and change management;
- a track record of facilitating quality assurance of process
- a track record of successful co-operation and collaborative working relationships,

Key Attributes and Skills:

The applicant should demonstrate:

- good negotiating skills, flexibility and open-mindedness;
- strong written and oral communication skills for written work, public relations, networking and team building;
- ability to make logical, well-balanced and reasoned decisions;
- inclusive and collegial management style;
- a willingness to travel both nationally and internationally;
- an ability to treat colleagues with respect and develop and maintain good working relationships with colleagues and external groups;
- an understanding and application of the principles of consultation, collegiality and maintaining the ADEE at the forefront of dental education internationally
- an understanding of the complexity and diversity of the ADEE and the stakeholders with whom it co-operates and the ability to adapt his/her approach and style accordingly.

ADEE Board: The role, functions and person specific requirements of the ADEE Curriculum Development Officer

Functions of the ADEE Curriculum Development Officer:

The core functions of the ADEE Curriculum Development Officer is to oversee the strategic direction of the ADEE curriculum from pedagogical, content and legislative perspectives. The role will serve as chair of the ADEE Graduating European Dentist Taskforce and provide leadership to this forum.

In particular, the Curriculum Development Officer will be responsible for ensuring the GED and other academic related output from ADEE is regularly updated to reflect changing European regulatory, legislative and practice trends as well as ensuring best practices in education are also reflected. The role will be responsible for ensuring that a collaborative consensus approach is enabled and maintained by the taskforce and that the diversity of academic approach throughout Europe is also reflected. They will also hold responsibility for oversight of the ADEE special Interest Groups.

Finally, the role is responsible for ensuring the work of the GED taskforce and its allied work are in line with ADEE strategy and budget.

Expectations of nominee:

The specific expected tasks of the role include:

1. Oversee the running of at least 2 meetings of the GED Taskforce per annum
2. With the assistance of the ADEE office develop the meeting agenda and ensure appropriate minutes and actions are recorded for each meeting
3. Ensure the work of the GED Taskforce is aligned to the strategy of ADEE and to the Board work plans
4. Ensure regional and cultural diversity in the composition of the GED taskforce
5. Ensure the GED Taskforce is consulted on ADEE activities as deemed appropriate by the ADEE board
6. Monitor and manage changing trends in Europe that impact on the GED and make proposals to the ADEE board of further development
7. Plan for success of GED taskforce membership on a three cycle.
8. Evolve a work plan with the GED taskforce that will support and add value to the work of the ADEE Board.

9. Provide oversight on the approval of new and continued output from existing Special Interest Groups to ensure they operate to ADEE principles and develop strategically important content and output of relevance to ADEE membership at large
10. Liaise with other ADEE Officers to ensure alignment (eg annual meeting, SIGs workshops etc)

Given the standing and responsibilities of the ADEE Curriculum Development Officer, any incumbent is expected to:

- Have considerable experience (5 years plus) of dental education environment in Europe, ideally in a senior role such as academic lead or director level
- Operate a collaborative leadership approach that enable consensus building
- Have considered a vision for their term in advance of submission of their application that outlines how they envisage functioning and development of the Curriculum Development Officer function
- Have a solid understanding of the Diversity of populations, approaches to academia and regional priorities aligned to oral health professional education in a European Context as per the ADEE regional Council frame
- Keep abreast of developments in educational philosophies and share this understanding with the taskforce
- Have a strong administrative and strategic focus with a solid understanding of the diversity in approach to dental education in Europe
- Have the full support of their superior/governing body to apply for the role within ADEE, and to have clearly communicated the expected workload that the post entails
- Have actively participated in the ADEE GED development process.

The application process is through a combination of proactive recruitment by the Nominations committee, self-nomination supported by two references in response to a public call for applications or suggestion of names to the nominations committee. In making a self-nomination the candidate must:

- Include an abridged CV (4 sides A4) highlighting their career and contribution to the advancement of dental education
- Submit supporting references one on their academic and research merit the second on personal character and standing
- Submit a vision for their term on ADEE (no more than 500 words), highlighting the key areas they wish to focus on during their three-year term to advance the GED

Applicants are encouraged to consider the points made within the person specific skills, attributes and experience as outline below when formulating their application for the post.

Finally, when evaluating and shortlisting submissions, and in making their recommendation for candidates to the ADEE Board the nominations committee will be cognisant of Gender, Country, and other diversity measure as well as expertise and European standing and recognition

Person Specific Key Experiences:

The applicant should demonstrate:

- a significant academic track record, with distinction and publication in learning and teaching and educational research;
- the ability to lead organisational development and change;
- the ability to think strategically and develop vision for the future of the ADEE GED and aligned content,
- experience of leadership and turning plans into action;
- understanding of financial management and budgetary planning;
- initiative, judgement, decision-making and change management;
- a track record of facilitating quality assurance of dental education
- a track record of successful co-operation and collaborative working relationships,
- success of building close relationships and partnerships with key influencers in governmental, other agencies relevant to the ADEE

Person Specific Key Attributes and Skills:

The applicant should demonstrate:

- the ability to inspire and motivate with proven capabilities as a team leader;
- outstanding written and oral communication skills for written work, public relations, networking and team building;
- ability to make logical, well-balanced and reasoned decisions within an inclusive and collegial management style;
- the ability to communicate developments in the Higher Education arena, both nationally and internationally and a strong record of research, scholarship, teaching and learning;
- an ability to treat colleagues with respect and develop and empower good working relationships that operate to the principles of consultation, consensus making and collegiality
- an understanding of ADEE's role and function so as to keep it at the forefront of dental education internationally
- an understanding of the complexity and diversity of the ADEE and the stakeholders with whom it co-operates and the ability to adapt his/her approach and style accordingly.

ADEE Board: The role, functions and person specific requirements of the ADEE Annual Meeting and Events Officer

Functions of the ADEE Meeting and Events Officer:

The core functions of the ADEE Annual Meeting and Events Officer is to oversee alignment of ADEE conferences and events on a 3 to 5 year rolling cycle. They will be the key contact for the ADEE office with regards decisions needing immediate auctioning around the management of ADEE meetings and events.

In particular, the Annual Meeting and Events Officer will be responsible for ensuring an element of alignment, continuity and professionalism within the ADEE annual meeting and in any online webinars and events that ADEE organise. Should they wish, they can convene an Annual Meeting Planning Group composed on the immediate past, current and future agree meeting leads to discuss and direct meeting theme, content and programme development. They will also be responsible for making critical decisions around meeting planning with budgetary implications so as to ensure the meeting returns a surplus as agreed in that years ADEE annual budget.

Expectations of nominee:

The specific expected tasks of the role include:

1. Act as the nominated ADEE Board member with responsibility for oversight and direction of the Annual Meeting and other events of ADEE.
2. Provide an overall vision for ADEE annual meetings that enables the delivery of a modern, diverse and relevant meeting for those interested in oral health professionals education
3. Make recommendations to the ADEE Board of possible events other than the Annual meeting be they online or in person, local, national or European
4. Consider and recommend the delivery of shared events from time to time
5. Work with the ADEE office to develop a planned and coordinated annual series of Webinars of interest to oral health professional educators
6. Monitor and control the annual meeting budget with the ADEE treasurer and ensure the Treasurer is updated regularly on activities that impact the ADEE budget

The ADEE Annual Meeting and Events Officer, is expected to:

1. Operate a collaborative leadership approach that enables consensus building and inclusiveness

2. understanding of current trends and approaches to academic conferences and events
3. Understand event logistics and operations including having a solid understanding of meeting finances
4. Provide coordinated leadership and strategic vision for ADEE meetings that is aligned to ADEE's overall principles and approach
5. Work closely with the ADEE office and local conference groups to enable a prompt response and decision when required
6. Regularly update the ADEE Board on the status of current and future ADEE meetings and events.
7. Ensure cohesion of the annual meeting programme over a period of 5 years or so
8. Plan for succession of the role and continuity of the ADEE annual meeting

The application process is through a combination of proactive recruitment by the Nominations committee, self-nomination supported by two references in response to a public call for applications or suggestion of names to the nominations committee. In making a self-nomination, the candidate must:

- Include an abridged CV (4 sides A4) highlighting their career and contribution to the advancement of dental education
- Submit supporting references one on their academic and research merit the second on personal character and standing
- Submit a vision for their term on ADEE (no more than 500 words), highlighting the key areas they wish to focus on during their three year term with regards the Annual Meeting

Applicants are encouraged to consider the points made within the person specific skills, attributes and experience as outline below when formulating their application for the post. Finally, when evaluating and shortlisting submissions, and in making their recommendation for candidates to the ADEE Board the nominations committee will be cognisant of Gender, Country, and other diversity measure as well as expertise and European standing and recognition

Person Specific Key Experiences:

The applicant should demonstrate:

- the ability to lead organisational development and change;
- the ability to think strategically and develop vision for the future of the ADEE Annual Meeting and Events
- experience of leadership and turning plans into action that are grounded in the understanding of financial management and budgetary planning;
- initiative, judgement, decision-making and change management;

- a track record of successful co-operation and collaborative working relationships,
- building close working relationships and partnerships with key influencers in industry and locally relevant to the ADEE Annual meeting
- an understanding of managing a direct budget in the region of .25M in an events context

Person Specific Key Attributes and Skills:

The applicant should demonstrate:

- proven capabilities as a team leader that included good negotiating skills, flexibility and open-mindedness;
- outstanding written and oral communication skills for written work, public relations, networking and team building;
- ability to make logical, well-balanced and reasoned decisions in an inclusive and collegial management style;
- an ability to treat colleagues with respect and develop and maintain good working relationships while also ensuring alignment with strategic direction of ADEE
- operating to the principles of consultation, consensus making and collegiality and maintaining the ADEE at the forefront of dental education internationally
- an understanding of the complexity and diversity of the ADEE operational environment

ADEE Board: The role, functions and person specific requirements of the ADEE Quality Assurance Officer

Functions of the ADEE Quality Assurance Officer:

The core functions of the ADEE Quality Officer is to oversee the ADEE LEADER excellence programme. They will be the ADEE Board key point of contact for the Quality Assurance and Research Officer. They will be responsible for approving site visits, panel membership, training needs and development of the panel and oversight of all other related LEADER operational activities.

They will work closely with the ADEE Quality Assurance and Research Officer to ensure the LEADER process is regularly updated to reflect current trends in academia and in quality assurance. They review on a three-year cycle ADEE membership fees and benefits and make appropriate recommendations to the ADEE board on membership costs and benefits to ensure membership packages are relevant and of value.

The specific expected tasks of the role include:

1. Act as the nominated ADEE Board member with responsibility for LEADER and related activities
2. Assist the office in devising action plans for LEADER visits including advise on panel population
3. Provide oversight and leadership to the LEADER ensuring its processes meet Quality best practice
4. Work with the ADEE team to ensure LEADER is promoted to the target audience
5. Ensure LEADER remains relevant and evolves to current trends in the area

Expectations of nominee

The ADEE Quality Assurance Officer, is expected to:

- Operate a collaborative leadership approach that enables consensus building and inclusiveness
- Provide coordinated leadership and strategic vision for ADEE LEADER
- Work closing with the ADEE office to ensure LEADER grows and to enable a consistent plannable income stream
- Regularly update the ADEE Board on LEDAER, its uptake and necessary changes to the process

- Ensure ADEE LEADER panels are appropriately composed and convened
- Consider how LEADER can be evolved within the EU context to be of benefit to member schools

The application process is through a combination of proactive recruitment by the Nominations committee, self-nomination supported by two references in response to a public call for applications or suggestion of names to the nominations committee. In making a self-nomination, the candidate must:

- Include an abridged CV (4 sides A4) highlighting their career and contribution to the advancement of dental education
- Submit supporting references one on their academic and research merit the second on personal character and standing
- Submit a vision for their term on ADEE (no more than 500 words), highlighting the key areas they wish to focus on during their three year term with regards LEADER

Applicants are encouraged to consider the points made within the person specific skills, attributes and experience as outline below when formulating their application for the post. Finally, when evaluating and shortlisting submissions, and in making their recommendation for candidates to the ADEE Board the nominations committee will be cognisant of Gender, Country, and other diversity measure as well as expertise and European standing and recognition.

Person Specific Key Experiences:

The applicant should demonstrate:

- the ability to think strategically and develop vision for the future of the ADEE membership packages;
- experience of leadership in the area of quality assurance be it internal or external mechanism
- initiative, judgement, decision-making and change management and an ability to deal with cultural diversity issues that may arise through LEDAER panel composition and site visits
- experience of qualitative and quantitative research
- be a senior full time academic with a strong understanding of the European context
- be a experienced quality assurance individual

Person Specific Key Attributes and Skills:

The applicant should demonstrate:

- proven capabilities as a team leader;
- outstanding written and oral communication skills for written work, public relations, networking and team building;
- ability to make logical, well-balanced and reasoned decisions in an inclusive and collegial management style;
- an ability to treat colleagues with respect and develop and maintain good working relationships while also ensuring alignment with strategic direction of ADEE
- operating to the principles of consultation, consensus making and collegiality and maintaining the ADEE at the forefront of dental education internationally
- a strong cultural competence that respects regional diversity of the ADEE operational environment

ADEE Board: The role, functions and person specific requirements of the ADEE Regional Council Chair

Functions of the ADEE Regional Council Chair:

The core functions of the ADEE Regional Council Chair is to chair the meetings of the Regional Council on behalf of the ADEE Board. The ADEE Regional Council is a consultative body representing membership of the association that is composed of up to three representatives from each of ADEE's administrative regions. Its purposes is to advise the ADEE Board on regional priorities, meetings and trends in dental and oral health education. Membership of the regional council is also seen as a route to ADEE Board succession planning.

Expectations of nominee

In particular, the Regional Council Chair (who is an appointed function of the ADEE Board by the General Assembly) will be the accountable person for all activities in relation to the Regional Council. It is a leadership role to ensure alignment with ADEE strategic direction and plays an important coordination function with other designated officers. The post holder should be an acknowledged participant in learning and teaching and in educational research. They will provide evidence of high standing in their field. They will play a significant role in developing and delivering the ADEE's regional activity and its strategic direction. They will promote the interests and values of the ADEE internally and externally and in so doing promote the ADEE as an organisation of international repute.

The specific expected tasks of the role include:

1. Oversee the running of at least 2 regional council meetings per annum, one of which will be in person at the ADEE annual scientific meeting
2. With the assistance of the ADEE office develop the meeting agenda and ensure appropriate minutes and actions are recorded for each meeting
3. Ensure the work of the Regional Council is aligned to the strategy of ADEE and to the Board work plans
4. Ensure the regional council is consulted between meeting on ADEE activities as deemed appropriate by the ADEE board
5. Monitor and manage attendance of regional council membership to ensure representation
6. Plan for success of Regional Council membership on a three cycle.

7. Evolve a work plan with the Regional Council that will support and add value to the work of the ADEE Board.

Given the standing and responsibilities of the ADEE Regional Council Chair, any incumbent is expected to:

- Have considerable experience (5 years plus) of dental education, ideally in a senior role such as academic lead or director level
- Have a strong administrative and strategic focus with a solid understanding of the diversity in approach to dental education in Europe
- Have the full support of their superior/governing body to apply for the role within ADEE, and to have clearly communicated the expected workload that the post entails
- Be willing to travel to represent ADEE as directed by the ADEE Board
- Have considered a vision for their term in advance of submission of their application that outlines how they envisage functioning and development of the Regional Council
- Have a solid understanding of the Diversity of populations, approaches to academia and regional priorities aligned to this in a European Context as per the ADEE regional Council frame

The application process is through a combination of proactive recruitment by the Nominations committee, self-nomination supported by two references in response to a public call for applications or suggestion of names to the nominations committee. In making a self-nomination the candidate must:

- Include an abridged CV (4 sides A4) highlighting their career and contribution to the advancement of dental education
- Submit supporting references one on their academic and research merit the second on personal character and standing
- Submit a vision for their term on ADEE (no more than 500 words), highlighting the key areas they wish the regional council to focus on during their three-year term

Applicants are encouraged to consider the points made within the person specific skills, attributes and experience as outline below when formulating their application for the post. Finally, when evaluating and shortlisting submissions, and in making their recommendation for candidates to the ADEE Board the nominations committee will be cognisant of Gender, Country, and other diversity measure as well as expertise and European standing and recognition

Person Specific Key Experiences:

The applicant should demonstrate:

- a significant academic track record, with distinction, in learning and teaching and educational research;
- the ability to lead organisational development and change;
- the ability to think strategically and develop vision for the future of the ADEE,
- initiative, judgement, decision-making and change management that enables diverse decision making in a multicultural environment;
- a track record of successful co-operation and collaborative working relationships,
- success of building close relationships and partnerships with key influencers in governmental, other agencies relevant to the ADEE
- understanding of the complexities of oral health professionals education including its political and social implications within the European context

Person Specific Key Attributes and Skills:

The applicant should demonstrate:

- the ability to inspire and motivate and a proven capabilities as a team leader;
- good negotiating skills, flexibility and open-mindedness;
- outstanding written and oral communication skills for written work, public relations, networking and team building;
- ability to make logical, well-balanced and reasoned decisions in an inclusive and collegial management style;
- the ability to understand developments in the Higher Education arena, both nationally and internationally and a high regard for research, scholarship, teaching and learning;
- an ability to treat colleagues with respect and develop and maintain good working relationships with colleagues and external groups;
- an understanding and application of the principles of consultation, collegiality and maintaining the ADEE at the forefront of dental education internationally
- an understanding of the complexity and diversity of the ADEE and the stakeholders with whom it co-operates and the ability to adapt his/her approach and style accordingly.

ADEE Board: The role, functions and person specific requirements of the ADEE Membership Development Officer

Functions of the ADEE Membership Development Officer:

The core functions of the ADEE Membership Development Officer is to oversee ADEE membership, criteria for application and benefits offered to members on a rolling basis. They will provide guidance and advice to the ADEE office on acceptance of membership status if required. They will also oversee ADEE Community of Practices and Special Interest Groups.

They will work closely with the ADEE Treasurer to review on a three-year cycle ADEE membership fees and benefits and make appropriate recommendations to the ADEE board on membership costs and benefits to ensure membership packages are relevant and of value.

They will also act as chair of the ADEE Community of Practice oversight group. Within this function they are responsible for recommending to the ADEE board various COP's and once approved ensuring all COPs work towards the ADEE COP guideline. They will ensure the ADEE Board are consulted before approval of a COP and of each COP's progress at least twice per annum.

The specific expected tasks of the role include:

- Act as the nominated ADEE Board member with responsibility for membership oversight and development
- Assist the office in devising action plans for targeting membership in areas that need development
- Connect with member schools via surveys and onsite at the annual meeting to gain insight into membership needs from ADEE
- Provide oversight and leadership to the ADEE SIGS and COPs that ensures alignment with ADEE functions and activities
- If formal voting is required at a General Assembly the role will be responsible all previous functions in this regard attributed to the Sec General

Expectations of nominee:

The ADEE Membership Development Officer, is expected to:

1. Operate a collaborative leadership approach that enables consensus building and conclusiveness
2. Provide coordinated leadership and strategic vision for ADEE membership that enables creative solutions to membership issues
3. Work closing with the ADEE office and ADEE Treasurer to ensure membership grows to be ADEE largest single income stream
4. Regularly update the ADEE Board on membership numbers and funding
5. Ensure ADEE SIGs & COPs are appropriately approved and managed
6. Report at least twice a year on the work of SIGs & COPs
7. Provide oversight to SIGs & COPs and take corrective action should any SIGs & COPs not follow required approach and ethos

The application process is through a combination of proactive recruitment by the Nominations committee, self-nomination supported by two references in response to a public call for applications or suggestion of names to the nominations committee. In making a self-nomination, the candidate must:

- Include an abridged CV (4 sides A4) highlighting their career and contribution to the advancement of dental education
- Submit supporting references one on their academic and research merit the second on personal character and standing
- Submit a vision for their term on ADEE (no more than 500 words), highlighting the key areas they wish to focus on during their three-year term with regards ADEE membership

Applicants are encouraged to consider the points made within the person specific skills, attributes and experience as outline below when formulating their application for the post. Finally, when evaluating and shortlisting submissions, and in making their recommendation for candidates to the ADEE Board the nominations committee will be cognisant of Gender, Country, and other diversity measure as well as expertise and European standing and recognition

Person Specific Key Experiences:

The applicant should demonstrate:

- the ability to think strategically and develop vision for the future of the ADEE membership packages;
- experience of leadership and turning plans into action that are grounded in the understanding of financial management and budgetary planning;
- initiative, judgement, decision-making and change management and an ability to deal with cultural diversity issues that may arise within SIG/COPs

- experience of qualitative and quantitative research to enable membership package growth and development
- be a senior full time academic with a strong understanding of the European context and ADEE history and evolution

Person Specific Key Attributes and Skills:

The applicant should demonstrate:

- proven capabilities as a team leader that included good negotiating skills, flexibility and open-mindedness;
- outstanding written and oral communication skills for written work, public relations, networking and team building;
- ability to make logical, well-balanced and reasoned decisions in an inclusive and collegial management style;
- an ability to treat colleagues with respect and develop and maintain good working relationships while also ensuring alignment with strategic direction of ADEE
- operating to the principles of consultation, consensus making and collegiality and maintaining the ADEE at the forefront of dental education internationally
- an understanding of the complexity and diversity of the ADEE operational environment

ADEE Board: The role, functions and person specific requirements of the ADEE Nominations Officer

Functions of the ADEE Nominations Officer:

The core functions of the ADEE Nominations Officer is to oversee ADEE elections and appointments. This includes staff and board appointees. They will provide guidance and support of due process with regards to elections and appointments and oversee all recruitment processes on behalf of the board. The specific expected tasks of the role include:

- Work with the board to devise a succession plan for its membership
- Serve as chair on ADEE nominations panels and committees
- Ensure fair and due process is applied in all recruitment drives board or employee
- Ensure clear communication of expectation of the role being advertised is circulated
- Ensure clear communication of out is circulated to all applicants
- Make an annual presentation of Board nominations for acceptance to the general assembly

Expectations of nominee:

The ADEE Nominations Officer, is expected to:

1. Operate a collaborative leadership approach that enables consensus building
2. Provide coordinated leadership of recruitment aligned with ADEE strategy and succession planning aims
3. Work closing with the ADEE President to ensure a succession plan is devised by the board that is fit for purpose and ensure continuity of corporate knowledge
4. Regularly update the ADEE Board on upcoming nominations
5. Ensure Transparent and compliant recruitment is followed
6. Ensure board membership is in line with constitution and statutory requirements

The application process is through a combination of proactive recruitment by the Nominations committee, self-nomination supported by two references in response to a public call for applications or suggestion of names to the nominations committee. In making a self-nomination, the candidate must:

- Include an abridged CV (4 sides A4) highlighting their career and contribution to the advancement of dental education

- Submit supporting references one on their academic and research merit the second on personal character and standing
- Submit a vision for their term on ADEE (no more than 500 words), highlighting the key areas they wish to focus on during their three-year term with regards the Nominations process

Applicants are encouraged to consider the points made within the person specific skills, attributes and experience as outline below when formulating their application for the post. Finally, when evaluating and shortlisting submissions, and in making their recommendation for candidates to the ADEE Board the nominations committee will be cognisant of Gender, Country, and other diversity measure as well as expertise and European standing and recognition

Person Specific Key Experiences:

The applicant should demonstrate:

- the ability to think strategically and develop vision for the future of the ADEE Board membership with the Board
- experience of leadership and turning plans into action that are grounded in the understanding of transparent HR processes;
- initiative, judgement, decision-making and change management and an ability to deal with cultural diversity issues that may arise within recruitment
- be a senior full time academic with a strong understanding of the European context and ADEE history and evolution

Person Specific Key Attributes and Skills:

The applicant should demonstrate:

- proven capabilities as a team leader that included good negotiating skills, flexibility and open-mindedness;
- outstanding written and oral communication skills for written work, public relations, networking and team building;
- ability to make logical, well-balanced and reasoned decisions in an inclusive and collegial management style;
- an ability to treat colleagues with respect and develop and maintain good working relationships while also ensuring alignment with strategic direction of ADEE
- operating to the principles of consultation, consensus making and collegiality and maintaining the ADEE at the forefront of dental education internationally
- an understanding of the complexity and diversity of the ADEE operational environment

ADEE Board: The role, functions and person specific requirements of ADEE General, Co-opted and Observational Members

Co-opted members are appointed for a specific purpose as decided by the board via the nominations committee. Such specific purpose may include, being chair of an upcoming ADEE meeting, they bring specific skills or knowledge or perhaps have been an active member of a specific ADEE project that the Board is trying to evolve or develop further.

General members are appointed to allow members explore to the work of ADEE before advancing to a formal functional role within the board.

Observation members are invited to attend the board meeting in an observer capacity.

Co-opted and General Members have full board participation and voting right, observation members do not.

Expectation of nominee:

In all cases expectation of the nominees are as follows:

- Actively engage in ADEE Board meeting through preparation and contribution to discussion
- Bring a regional rather than local perspective to discussion and experiences
- Have an awareness of the political environment within which ADEE works including the EU, WHO and other relevant structures
- Ensure they maintain confidentiality

Person Specific Key Experiences:

The applicant should demonstrate:

- the ability to think strategically
- experience of leadership and turning plans into action
- a problem-solving approach
- an ability to deal with cultural diversity issues that may arise within ADEE Context
- be a mid-level to senior full time academic with a strong understanding of the European context and ADEE history and evolution
- approval of their Dean to take on this role

Person Specific Key Attributes and Skills:

The applicant should demonstrate:

- proven capabilities of a working approach that demonstrates flexibility and open-mindedness;
- outstanding written and oral communication skills for written work, public relations, networking and team building;
- ability to make logical, well-balanced and reasoned decisions in an inclusive and collegial management style;
- an ability to treat colleagues with respect and develop and maintain good working relationships while also ensuring alignment with strategic direction of ADEE
- operating to the principles of consultation, consensus making and collegiality and maintaining the ADEE at the forefront of dental education internationally
- an understanding of the complexity and diversity of the ADEE operational environment



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