



ADEE Executive Committee

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

The core functions of the ADEE President are set out in the Associations governance document, the Constitution and Byelaws of ADEE. The most recent revision of these documents was 2016.

This 2016 edition state that the functions of the ADEE president are:

1. The President shall lead ADEE, and preside over the General Assembly and the meetings of the Executive Committee.
2. He/she 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 Committees of ADEE, the President shall have the casting vote.
4. He/she 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. Thus, as we embark on the requirement of a potential candidate for appointment as President Elect on 01.01.21 it was felt that this was an opportune time to add greater clarity as to what is expected from an ADEE president so potential candidates can be informed in advance of making an application.

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.

Specifics of the work include:

- I. Chairing the monthly Executive zoom meeting - usually runs up to 2 hours
- II. Working with the ADEE office in preparing the agenda for this meeting - approximately 2 hours per week
- III. Engaging in email and other correspondence - up to 4 hours per week
- IV. Environmental scanning on key issues so as to be informed on EU political issues etc - up to 2 hours per week



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

- I. The ADEE Spring Executive (2 day meeting attendance, including travel in late February)
- II. The ADEE Summer Executive and General Assembly meeting (now equates to approximately a full weeks attendance)
- III. Representing ADEE at the ADEA annual session (up to 5 days in the United States)
- IV. Occasional representation, of ADEE with stakeholder leading to potentially up to 4-day trips to Brussels per annum

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

- I. to be/have been a Dean or Head of School of a 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
- II. 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
- III. 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
- IV. to have considered a strategic objective of their presidency in advance of submission of their application

The application process is through self-nomination supported by two references. 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 500 words), highlight the key areas they wish 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

In addition to evaluation of the submission, in making their recommendation for shortlisting of candidates to the ADEE Executive the nominations committee will be cognisant of:



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





Person Specification – President of the Association for Dental Education in Europe

The Nominee should be an acknowledged leader in learning and teaching and in educational research. She/he will provide evidence of high standing in his/her field. Such a profile is a prerequisite 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 large and complex organisation and capacity to undertake management at a senior level;
- expertise in research and educational leadership
- experience in financial management and significant 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.

