

1 **MISCELLANEOUS POLICY REVISIONS FOR CONSIDERATION**

2 Underline indicates addition; ~~Strikethrough~~ indicates deletion

3 REVIEW COMMITTEES AND REVIEW COMMITTEE MEETINGS

- 4
- 5 **1. Structure:** The chair of each Review Committee will be the appointed Commissioner from the
6 relevant discipline.
- 7 i. The Commission will appoint all Review Committee members.
- 8 a. Review Committee positions not designated as discipline-specific will be appointed from
9 the Commission where feasible, e.g. a public representative on the Commission could be
10 appointed to serve as the public member on the Dental Laboratory Technology Review
11 Committee; an ADA appointee to the Commission could be appointed to the Dental
12 Assisting Review Committee as the general dentist practitioner.
- 13 b. Discipline-specific positions on Review Committees will be filled by appointment by the
14 Commission of an individual from a small group of qualified nominees (at least two)
15 submitted by the relevant national organization, discipline-specific sponsoring
16 organization or certifying board. Nominating organizations may elect to rank their
17 nominees, if they so choose. If fewer than two (2) qualified nominees are submitted, the
18 appointment process will be delayed until such time as the minimum number of required
19 qualified nominations is received.
- 20 ii. Consensus is the method used for decision making; however if consensus cannot be reached and a
21 vote is required, then the Chair may only vote in the case of a tie (American Institute of
22 Parliamentarians Standard Code of Parliamentary Procedures).
- 23 iii. Member terms will be staggered, four year appointments; multiple terms may be served on the
24 same or a different committee, with a one-year waiting period between terms. A maximum of
25 two (2) terms may be served in total. The one-year waiting period between terms does not apply
26 to public members.
- 27 iv. One public member will be appointed to each committee.
- 28 v. The size of each Review Committee will be determined by the committee's workload.
- 29 vi. As a committee's workload increases, additional members will be appointed while maintaining
30 the balance between the number of content experts and non-content experts. Committees may
31 formally request an additional member through New Business at Review Committee/Commission
32 meetings. If an additional member is approved, this member must be a joint nomination from the
33 professional organization and certifying board, as applicable.
- 34 vii. Conflict of interest policies and procedures are applicable to all Review Committee members.
- 35 viii. Review Committee members who have not had not been on a site visit within the last two (2)
36 years prior to their appointment on a Review Committee should observe at least one site visit
37 within their first year of service on the Review Committee.
- 38 ix. In the event that fewer than 50% of discipline-specific experts are present for any one discipline,
39 the decision by a quorum of the Review Committee shall be acceptable. In the case of less than
40 50% of discipline-specific experts, including the Chair, available for a review committee meeting,
41 for specified agenda items or for the entire meeting, the Review Committee Chair may
42 temporarily appoint an additional discipline-specific expert(s) with the approval of the CODA
43 Director. The substitute should be a previous Review Committee member or an individual
44 approved by both the Review Committee Chair and the CODA Director. The substitute would

- 1 have the privileges of speaking, making motions and voting.
2 x. Consent agendas may be used by Review Committees, when appropriate, and may be approved
3 by a quorum of the Review Committee present at the meeting.
4 Revised: 8/20; 1/20; 8/18; 8/17; 2/15; 1/14, 2/13, 8/10, 7/09; 7/08; 7/07; Adopted: 1/06
5

6 2. Composition

7 Predoctoral Education Review Committee (9 members)

- 8 1 discipline-specific Commissioner appointed by American Dental Education Association
9 1 public member
10 3 dental educators who are involved with a predoctoral dental education program (two must be
11 general dentists)
12 1 general dentist } (One of whom is a practitioner
13 1 non-general* dentist } dentist and the other an educator)
14 1 dental assistant, dental hygienist, dental therapist or dental laboratory technology professional educator
15 1 dental therapist educator
16 *a dentist who has completed an advanced dental education program in dental anesthesiology,
17 dental public health, endodontics, oral and maxillofacial radiology, oral and maxillofacial
18 pathology, oral and maxillofacial surgery, oral medicine, orofacial pain, orthodontics and
19 dentofacial orthopedics, pediatric dentistry, periodontics, or prosthodontics.
20

21 Three (3) Advanced Dental Education Review Committees (DPH, OMP, OMR - 5 members each. At 22 least one member must be a dental educator.)

- 23 1 discipline-specific Commissioner appointed by the discipline-specific sponsoring organization
24 1 public member
25 1 dentist nominated by the discipline-specific sponsoring organization
26 1 dentist nominated by the discipline-specific certifying board
27 1 general dentist
28

29 Six (6) Advanced Dental Education Review Committees (ENDO, OMS, ORTHO, PERIO, PED, 30 PROS - 6 members each. At least one member must be a dental educator.)

- 31 1 discipline-specific Commissioner appointed by the discipline-specific sponsoring organization
32 1 public member
33 1 dentist nominated by the discipline-specific sponsoring organization
34 1 dentist nominated by the discipline-specific certifying board
35 1 dentist nominated by the discipline-specific certifying board and discipline-specific sponsoring
36 organization
37 1 general dentist
38

39 Advanced Education in General Dentistry, General Practice Residency, Dental Anesthesiology, Oral 40 Medicine and Orofacial Pain Review Committee (12 members)

- 41 1 discipline-specific Commissioner, jointly appointed by American Dental Education Association
42 (ADEA), the Special Care Dentistry Association (SCDA), the American Society of Dentist
43 Anesthesiologists (ASDA), the American Academy of Oral Medicine (AAOM), and the
44 American Academy of Orofacial Pain (AAOP)
45 1 public member
46 2 current General Practice Residency (GPR) educators nominated by the SCDA

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- 1 2 current Advanced Education in General Dentistry (AEGD) educators nominated by ADEA
 2 1 oral medicine educator nominated by the American Academy of Oral Medicine
 3 1 dental anesthesiology educator nominated by the American Society of Dentist Anesthesiologists
 4 1 orofacial pain educator nominated by the American Academy of Orofacial Pain
 5 1 general dentist graduate of a GPR or AEGD
 6 1 non-general* dentist
 7 1 higher education or hospital administrator with past or present experience in administration in a
 8 teaching institution
 9 *a dentist who has completed an advanced dental education program in dental public health,
 10 endodontics, oral and maxillofacial radiology, oral and maxillofacial pathology, oral and
 11 maxillofacial surgery, orthodontics and dentofacial orthopedics, pediatric dentistry, periodontics,
 12 or prosthodontics.
 13

Dental Assisting Education Review Committee (10 members)

- 14 1 discipline-specific Commissioner appointed by American Dental Assistants Association
 15 1 public member
 16 2 general dentists (practitioner or educator)
 17 5 dental assisting educators
 18 1 dental assisting practitioner who is a graduate of a Commission accredited program
 19
 20

Dental Hygiene Education Review Committee (11 members)

- 21 1 discipline-specific Commissioner appointed by American Dental Hygienists' Association
 22 1 public member
 23 4 dental hygienist educators
 24 2 dental hygienist practitioners
 25 1 dentist practitioner
 26 1 dentist educator
 27 1 higher education administrator
 28
 29

Dental Laboratory Technology Education Review Committee (5 members)

- 30 1 discipline-specific Commissioner appointed by National Association of Dental Laboratories
 31 1 public member
 32 1 general dentist
 33 1 dental laboratory technology educator
 34 1 dental laboratory owner nominated by National Association of Dental Laboratories
 35 Revised: 8/18; 2/16; 2/15; 8/14; 2/13, 7/09, 7/08, 1/08; Reaffirmed: 8/17; 8/10; Adopted: 1/06
 36
 37

38 **3. Nomination Criteria:** The following criteria are requirements for nominating members to serve on the
 39 Review Committees. Rules related to the appointment term on Review Committees apply.
 40

41 All Nominees:

- 42 • Ability to commit to one (1) four (4) year term;
 43 • Willingness to commit ten (10) to twenty (20) days per year to Review Committee activities,
 44 including training, comprehensive review of print and electronically delivered materials and travel to
 45 Commission headquarters;
 46 • Ability to evaluate an educational program objectively in terms of such broad areas as curriculum,

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1 faculty, facilities, student evaluation and outcomes assessment;

- 2 • Stated willingness to comply with all Commission policies and procedures (e.g. Agreement of
3 Confidentiality; Conflict of Interest Policy; Operational Guidelines; Simultaneous Service; HIPAA
4 Training, Licensure Attestation, and Professional Conduct Policy and Prohibition Against
5 Harassment);
6 • Ability to conduct business through electronic means (email, Commission Web Sites); and
7 ~~• Active, life or retired member of the American Dental Association, where applicable.~~
8

9 Educator Nominees:

- 10 • Commitment to predoctoral, advanced, and/or allied dental education;
11 • Active involvement in an accredited predoctoral, advanced, or allied dental education program as a
12 full- or part-time faculty member;
13 • Subject matter experts with formal education and credentialed in the applicable discipline; and
14 • Prior or current experience as a Commission site visitor.
15

16 Practitioner Nominees:

- 17 • Commitment to predoctoral, advanced, and/or allied dental education;
18 • Majority of current work effort as a practitioner; and
19 • Formal education and credential in the applicable discipline.
20

21 Public/Consumer Nominees:

- 22 • A commitment to bring the public/consumer perspective to Review Committee deliberations. The
23 nominee should not have any formal or informal connection to the profession of dentistry; also, the
24 nominee should have an interest in, or knowledge of, health-related and accreditation issues. In order
25 to serve, the nominee must not be a:
26 a. Dentist or member of an allied dental discipline;
27 b. Member of a predoctoral, advanced, or allied dental education program faculty;
28 c. Employee, member of the governing board, owner, or shareholder of, or independent consultant
29 to, a predoctoral, advanced, or allied dental education program that is accredited by the
30 Commission on Dental Accreditation, has applied for initial accreditation or is not-accredited;
31 d. Member or employee of any professional/trade association, licensing/regulatory agency or
32 membership organization related to, affiliated with or associated with the Commission, dental
33 education or dentistry; and
34 e. Spouse, parent, child or sibling of an individual identified above (a through d).
35

36 Higher Education Administrator:

- 37 • A commitment to bring the higher education administrator perspective to the Review Committee
38 deliberations. In order to serve, the nominee must not be a:
39 a. Member of any trade association, licensing/regulatory agency or membership organization related
40 to, affiliated with or associated with the Commission; and
41 b. Spouse, parent, child or sibling of an individual identified above.
42

43 Hospital Administrator:

- 44 • A commitment to bring the hospital administrator perspective to Review Committee deliberations. In
45 order to serve, the nominee must not be a:

- 1 a. Member of any trade association, licensing/regulatory agency or membership organization related
- 2 to, affiliated with or associated with the Commission; and
- 3 b. Spouse, parent, child or sibling of an individual identified above.

4 Revised: 2/21; 8/18; 8/17; 8/14; 8/10; Adopted: 07/08

6 COMMISSION AND COMMISSION MEETINGS

7 The Commission and its Review Committees meet twice each year to consider site visit reports
8 and institutional responses, progress reports, information from annual surveys, applications for
9 initial accreditation, and policies related to accreditation. These meetings are held in the winter
10 and the summer.

11
12 Reports from site visits conducted less than 90 days prior to a Commission meeting are usually
13 deferred and considered at the next Commission meeting. Commission staff can provide
14 information about the specific dates for consideration of a particular report.

15
16 The Commission has established policy and procedures for due process which are detailed in the
17 Due Process section of this manual.

18 Revised: 8/17; 8/14; 7/06, 7/96; Reaffirmed: 8/10; Adopted: 7/96

20 1. Composition and Criteria

22 Composition

23 The Board of Commissioners shall consist of:

24
25 ~~Four (4) members shall be selected from nominations open to all trustee districts from the active,~~
26 ~~life or retired members of this association, no one of whom shall be a faculty member working~~
27 ~~more than one day per week of a school of dentistry or a member of a state board of dental~~
28 ~~examiners or jurisdictional dental licensing agency. These members shall be nominated by the~~
29 ~~Board of Trustees and elected by the American Dental Association House of Delegates.~~

30
31 ~~Four (4) members who are active, life or retired members of the American Dental Association~~
32 ~~shall be selected by the American Association of Dental Boards from the active membership of~~
33 ~~that body, no one of whom shall be a member of a faculty of a school of dentistry.~~

34
35 ~~Four (4) members who are active, life or retired members of the American Dental Association~~
36 ~~shall be selected by the American Dental Education Association from its active membership.~~
37 ~~These members shall hold positions of professorial rank in dental schools accredited by the~~
38 ~~Commission on Dental Accreditation and shall not be members of any state board of dental~~
39 ~~examiners.~~

40
41 Four (4) members who shall be appointed by the Board of Trustees from the names of active, life
42 or retired members of this Association. None of the appointees shall be a faculty member of any

1 dental education program working more than one day per week or a member of a state board of
2 dental examiners or jurisdictional dental licensing agency.

3
4 Four (4) members who are active, life or retired members of this Association and also active
5 members of the American Association of Dental Boards shall be selected by the American
6 Association of Dental Boards. None of these members shall be a faculty member of any dental
7 education program.

8
9 Four (4) members who are active, life or retired members of this Association and also active
10 members of the American Dental Education Association shall be selected by the American
11 Dental Education Association. None of these members shall be a member of any state board of
12 dental examiners or jurisdictional dental licensing agency.

13
14 The remaining Commissioners shall be selected as follows: one (1) certified dental assistant
15 selected by the American Dental Assistants Association from its active or life membership, one
16 (1) licensed dental hygienist selected by the American Dental Hygienists' Association, one (1)
17 certified dental laboratory technician selected by the National Association of Dental
18 Laboratories, one (1) student selected jointly by the American Student Dental Association and the
19 Council of Students, Residents and Fellows of the American Dental Education Association, one
20 (1) dentist who is board certified in the respective discipline-specific area of practice and is
21 selected by each of the following organizations: American Academy of Oral and Maxillofacial
22 Pathology, American Academy of Oral and Maxillofacial Radiology, American Academy of
23 Pediatric Dentistry, American Academy of Periodontology, American Association of
24 Endodontists, American Association of Oral and Maxillofacial Surgeons, American Association
25 of Orthodontists, American Association of Public Health Dentistry, American College of
26 Prosthodontists; one (1) dentist who is jointly appointed by the American Dental Education
27 Association, the Special Care Dentistry Association, the American Society of Dentist
28 Anesthesiologists, the American Academy of Oral Medicine, and the American Academy of
29 Orofacial Pain and four (4) ~~consumers~~ members of the public who are neither dentists nor allied
30 dental personnel nor teaching in a dental or allied dental education institution and who are
31 selected by the Commission, based on established and publicized criteria. In the event a
32 Commission member sponsoring organization fails to select a Commissioner, it shall be the
33 responsibility of the Commission to select an appropriate representative to serve as a
34 Commissioner. ~~A member of the Standing Committee on the New Dentist (when assigned by~~
35 ~~the ADA Board of Trustees) and t~~The Director of the Commission shall be an ex-officio
36 ~~members~~ of the Board without the right to vote.

37
38 **Criteria (All Appointees)**

- 39 • Ability to commit to one (1) four (4) year term;
40 • Willingness to commit ten (10) to twenty (20) days per year to activities, including training,
41 comprehensive review of print and electronically delivered materials, and travel to
42 Commission headquarters;

- 1 • Ability to evaluate an educational program objectively in terms of such broad areas as
- 2 curriculum, faculty, facilities, student evaluation and outcomes assessment;
- 3 • Stated willingness to comply with all Commission policies and procedures (e.g. Agreement
- 4 of Confidentiality; Conflict of Interest Policy; Operational Guidelines; Simultaneous Service;
- 5 HIPAA Training, Licensure Attestation, and Professional Conduct Policy and Prohibition
- 6 Against Harassment);
- 7 • Ability to conduct business through electronic means (email, Commission Web Sites); and
- 8 • Active, life or retired member of the American Dental Association, where applicable.

9 Revised: [2/21](#); 8/18; 8/17; Adopted: 8/14

10 CONFLICT OF INTEREST POLICY

11
12
13 Evaluation policies and procedures used in the accreditation process provide a system of checks
14 and balances regarding the fairness and impartiality in all aspects of the accreditation process.
15 Central to the fairness of the procedural aspects of the Commission's operations and the
16 impartiality of its decision making process is an organizational and personal duty to avoid real or
17 perceived conflicts of interest. The potential for a conflict of interest arises when one's duty to
18 make decisions in the public's interest is compromised by competing interests of a personal or
19 private nature, including but not limited to pecuniary interests.

20
21 Conflict of interest is considered to be: 1) any relationship with an institution or program, or 2) a
22 partiality or bias, either of which might interfere with objectivity in the accreditation review
23 process. Procedures for selection of representatives of the Commission who participate in the
24 evaluation process reinforce impartiality. These representatives include: Commissioners,
25 Review Committee members, site visitors, and Commission staff.

26
27 In addition, procedures for institutional due process, as well as strict guidelines for all written
28 documents and accreditation decisions, further reinforce adherence to fair accreditation practices.
29 Every effort is made to avoid conflict of interest, either from the point of view of an
30 institution/program being reviewed or from the point of view of any person representing the
31 Commission.

32
33 On occasion, current and former volunteers involved in the Commission's accreditation process
34 (site visitors, review committee members, commissioners) are requested to make presentations
35 related to the Commission and its accreditation process at various meetings. In these cases, the
36 volunteer must make it clear that the services are neither supported nor endorsed by the
37 Commission on Dental Accreditation. Further, it must be made clear that the information
38 provided is based only on experiences of the individual and not being provided on behalf of the
39 Commission.

40 Revised: 8/15; 8/14; Reaffirmed: 8/18; 2/18; 8/12, 8/10

1 **1. Visiting Committee Members:** Conflicts of interest may be identified by either an
2 institution/program, Commissioner, site visitor or Commission staff. An institution/program has
3 the right to reject the assignment of any Commissioner, site visitor or Commission staff because
4 of a possible or perceived conflict of interest. The Commission expects all programs,
5 Commissioners and/or site visitors to notify the Commission office immediately if, for any
6 reason, there may be a conflict of interest or the appearance of such a conflict.
7

8 All active site visitors who independently consult with educational programs accredited by
9 CODA or applying for accreditation must identify all consulting roles to the Commission and
10 must file with the Commission a letter of conflict acknowledgement signed by themselves and
11 the institution/program with whom they consulted. All conflict of interest policies as noted
12 elsewhere in this document apply. Contact the CODA office for the appropriate conflict of
13 interest declaration form.
14

15 Conflicts of interest include, but are not limited to, a site visitor who:
16

- 17 • is a graduate of a program at the institution;
- 18 • has served on the program's visiting committee within the last ~~ten (10)~~ seven (7) years;
- 19 • has served as an independent consultant, employee or appointee of the institution;
- 20 • has a family member who is employed or affiliated with the institution;
- 21 • has a close professional or personal relationship with the institution/program or key
22 personnel in the institution/program which would, from the standpoint of a reasonable
23 person, create the appearance of a conflict;
- 24 • manifests a partiality that prevents objective consideration of a program for accreditation;
- 25 • is a former employee of the institution or program;
- 26 • previously applied for a position at the institution within the last five (5) years;
- 27 • is affiliated with an institution/program in the same state as the program's primary location;
- 28 • is a resident of ~~or owns property in~~ the state; and/or
- 29 • is in the process of considering, interviewing and/or hiring key personnel at the institution.
30

31 Note: Because of the nature of their positions, a state board representative will be a resident of
32 the state in which a program is located and may be a graduate of the institution/program being
33 visited. These components of the policy do not apply for state board representatives, although
34 the program retains the right to reject an individual's assignment for other reasons.
35

36 If an institutional administrator, faculty member or site visitor has doubt as to whether or not a
37 conflict of interest could exist, Commission staff should be consulted prior to the site visit. The
38 Chair, Vice-Chair and a public member of the Commission, in consultation with Commission
39 staff and legal counsel, may make a final determination about such conflicts.

40 Revised: 2/21; 8/18; 2/18; 2/16; 8/14; 1/14; 2/13; 8/10; Reaffirmed: 8/12
41

1 **2. Commissioners, Review Committee Members And Members Of The Appeal Board:** The
2 Commission firmly believes that conflict of interest or the appearance of a conflict of interest
3 must be avoided in all situations in which accreditation recommendations or decisions are being
4 made by Commissioners, Review Committee members, or members of the Appeal Board. No
5 Commissioner, Review Committee member, or member of the Appeal Board should participate
6 in any way in accrediting decisions in which he or she has a financial or personal interest or,
7 because of an institutional or program association, has divided loyalties and/or has a conflict of
8 interest on the outcome of the decision.

9
10 During the term of service as a Review Committee member, these individuals should not serve as
11 site visitors for an actual accreditation site visit to an accredited or developing program, unless
12 deemed necessary. Two instances when a review committee member could serve on a site visit
13 include: 1) an inability to find a site visitor from the comprehensive site visitor list, or 2) when
14 the review committee believes a member should attend a visit for consistency in the review
15 process. This applies only to site visits that would be considered by the same review committee
16 on which the site visitor is serving. Review committee members may not independently consult
17 with a CODA-accredited program or a program applying for CODA accreditation. In addition,
18 review committee members may not serve as a site visitor for mock accreditation purposes.
19 These policies help avoid conflict of interest in the decision making process and minimize the
20 need for recusals.

21
22 During the term of service as a commissioner or appeal board member, these individuals may not
23 independently consult with a CODA-accredited program or a program applying for CODA
24 accreditation. In addition, Commissioners or appeal board may not serve on a site visit team
25 during their terms.

26
27 Areas of conflict of interest for Commissioners, Review Committee members and/or members of
28 the Appeal Board include, but are not limited to:

- 29
- 30 • close professional or personal relationships or affiliation with the institution/program or key
 - 31 personnel in the institution/program which may create the appearance of a conflict;
 - 32 • serving as an independent consultant or mock site visitor to the institution/program;
 - 33 • being a graduate of the institution/program;
 - 34 • being a current employee or appointee of the institution/program;
 - 35 • previously applied for a position at the institution within the last five (5) years;
 - 36 • being a current student at the institution/program;
 - 37 • having a family member who is employed by or affiliated with the institution;
 - 38 • manifesting a professional or personal interest at odds with the institution or program;
 - 39 • key personnel of the institution/program having graduated from the program of the
 - 40 Commissioner, Review Committee member, or member of the Appeal Board;
 - 41 • having served on the program's visiting committee within the last ~~ten (10)~~ seven (7) years;

1 and/or

- 2 • no longer a current employee of the institution or program but having been employed there
3 within the past ten (10) years.

4
5 To safeguard the objectivity of the Review Committees, conflict of interest determinations shall
6 be made by the Chair of the Review Committee. If the Chair, in consultation with a public
7 member, staff and legal counsel, determines that a Review Committee member has a conflict of
8 interest in connection with a particular program, the Review Committee member will be
9 instructed to not access the report either in advance of or at the time of the meeting. Further, the
10 individual must leave the room when they have any of the above conflicts. In cases in which the
11 existence of a conflict of interest is less obvious, it is the responsibility of any committee
12 member who feels that a potential conflict of interest exists to absent himself/herself from the
13 room during the discussion of the particular accreditation report.

14
15 To safeguard the objectivity of the Commission, conflict of interest determinations shall be made
16 by the Chair of the Commission. If the Chair, in consultation with a public member, staff and
17 legal counsel, determines that a Commissioner has a conflict of interest in connection with a
18 particular program, the Commissioner will be instructed to not access the report either in
19 advance of or at the time of the meeting. Further, the individual must leave the room when they
20 have any of the above conflicts. In cases in which the existence of a conflict of interest is less
21 obvious, it is the responsibility of any Commissioner who feels that a potential conflict of
22 interest exists to absent himself/herself from the room during the discussion of the particular
23 accreditation report.

24
25 To safeguard the objectivity of the Appeal Board, any member who has a conflict of interest in
26 connection with a program filing an appeal must inform the Director of the Commission. The
27 Appeal Board member will be instructed to not access the report for that program either in
28 advance of or at the time of the meeting, and the individual must leave the room when the
29 program is being discussed. If necessary, the respective representative organization will be
30 contacted to identify a temporary replacement Appeal Board member.

31
32 Conflicts of interest for Commissioners, Review Committee members and members of the
33 Appeal Board may also include being from the same state, but not the same program. The
34 Commission is aware that being from the same state may not itself be a conflict; however, when
35 residence within the same state is in addition to any of the items listed above, a conflict would
36 exist.

37
38 This provision refers to the concept of conflict of interest in the context of accreditation
39 decisions. The prohibitions and limitations are not intended to exclude participation and
40 decision-making in other areas, such as policy development and standard setting.

41

1 Commissioners are expected to evaluate each accreditation action, policy decision or standard
2 adoption for the overall good of the public. The American Dental Association (ADA)
3 Constitution and Bylaws limits the involvement of the members of the ADA, the American
4 Dental Education Association and the American Association of Dental Boards in areas beyond
5 the organization that appointed them. Although Commissioners are appointed by designated
6 communities of interest, their duty of loyalty is first and foremost to the Commission. A conflict
7 of interest exists when a Commissioner holds appointment as an officer in another organization
8 within the Commission’s communities of interest. Therefore, a conflict of interest exists when a
9 Commissioner or a Commissioner-designee provides simultaneous service to the Commission
10 and an organization within the communities of interest. (Refer to Policy on Simultaneous
11 Service)

12 Revised: 2/21; 8/16; 2/16; 2/15; 8/14; 1/14, 8/10; Reaffirmed: 8/18; 8/12
13

14 **3. Commission Staff Members:** Although Commission on Dental Accreditation staff does not
15 participate directly in decisions by volunteers regarding accreditation, they are in a position to
16 influence the outcomes of the process. On the other hand, staff provides equity and consistency
17 among site visits and guidance interpreting the Commission’s policies and procedures.
18

19 For these reasons, Commission staff adheres to the guidelines for site visitors, within the time
20 limitations listed and with the exception of the state residency, including:

- 21 • graduation from a program at the institution within the last five years;
- 22 • service as a site visitor, employee or appointee of the institution within the last five years;
23 and/or
- 24 • close personal or familial relationships with key personnel in the institution/program.
25

26 Revised: 8/14; 8/10, 7/09, 7/07, 7/00, 7/96, 1/95, 12/92; Reaffirmed: 8/18; 8/12, 1/03; Adopted: 1982
27

28 APPLICATION FOR ACCREDITATION FOR FULLY OPERATIONAL PROGRAMS WITH 29 ENROLLMENT AND WITHOUT ACCREDITATION

30 Those programs that have graduated at least one class of students/residents and are enrolling
31 students/residents in every year of the program are considered fully operational. These programs
32 will complete the self-study document and will be considered for the accreditation status of
33 “approval with reporting requirements” or “approval without reporting requirements” following
34 a comprehensive site visit (Please see procedures for the conduct of a comprehensive site visit).
35 Students/Residents who are enrolled in the program at the time accreditation is granted, and who
36 successfully complete the program, will be considered graduates of an accredited program.
37 Students/Residents who graduated from the program prior to the granting of accreditation will
38 not be considered graduates of an accredited program.
39

1 Because accreditation is voluntary, a program may withdraw its application for accreditation at
2 any time prior to the Commission taking action regarding an accreditation status. When an
3 accreditation status has been granted, the program has the right to ask that the status be
4 discontinued at any time for any reason.

5
6 Upon request, the Commission office will provide more specific information about types of
7 programs, application forms, deadlines for submission and accreditation standards. Program
8 administrators and faculty are encouraged to consult with Commission staff during this initial
9 process.

10
11 An application fee must be submitted with a program's application for accreditation. Programs
12 should contact the Commission office for the current fee schedule.

13
14 The following steps apply:

- 15 1. An application for accreditation is completed by the program and submitted to the
16 Commission on Dental Accreditation, along with appropriate documentation and application
17 fee. The first opportunity for the Commission to consider the program, provided that the
18 application is in order, is generally 12 to 18 months following the Commission's
19 formal acknowledgment of receipt of the application and initiation of the review process. ~~the~~
20 ~~application submission date.~~
- 21 2. The completed application for accreditation is reviewed to determine whether the program, as
22 proposed, appears to have the potential to meet minimum requirements. The application is
23 considered complete when the Criteria for Granting Accreditation have been addressed as part
24 of the application process.
- 25 3. If it is determined that the Criteria for Granting Accreditation have been addressed, a site visit
26 is scheduled four (4) to seven (7) months following completion of the application review.
- 27 4. If changes occur within the program between the date of submission of the application and
28 scheduled site visit, the site visit may be delayed.
- 29 5. After the site visit has been conducted, the visiting committee submits a draft report to the
30 Commission office.
- 31 6. Within four (4) to six (6) weeks following the site visit, the preliminary draft of the site visit
32 report is transmitted to the institution for consideration and comment prior to review by the
33 discipline-specific Review Committee and the Commission.
- 34 7. The visiting committee's report and the institution's response to the preliminary report are
35 transmitted to the discipline-specific Review Committee for consideration at its meeting prior
36 to the Commission meeting.
- 37 8. The Commission then considers the Review Committee's report and takes action on the
38 accreditation status.
- 39 9. The Commission's action regarding accreditation status and the final site visit report are
40 transmitted to the institution within thirty (30) days of the Commission's meeting.

41

1 **Time Limitation for Review of Applications:** The review of an application will be terminated
2 if an institution fails to respond to the Commission’s requests for information for a period of six
3 (6) months. In this case, the institution will be notified that the application process has been
4 terminated. If the institution wishes to begin the process again, a new application and
5 application fee must be submitted.

6 Revised: 2/21; 8/16; 2/16; 8/13; 7/08; Reaffirmed: 8/18; 8/13; 8/10; Adopted: 8/02
7

8 APPLICATION FOR INITIAL ACCREDITATION FOR DEVELOPING PROGRAMS 9

10 A program which has not enrolled and graduated at least one class of students/residents and does not
11 have students/residents enrolled in each year of the program is defined by the Commission as
12 “developing.” The same review steps that apply for Application for Accreditation for Fully
13 Operational Programs with Enrollment and Without Accreditation apply to Application for Initial
14 Accreditation for Developing Programs.

15
16 The developing program must not enroll students/residents until initial accreditation status has
17 been obtained. Once a program is granted “initial accreditation” status, a site visit will be
18 conducted in the second year of programs that are four or more years in duration and again prior
19 to the first class of students/residents graduating. Programs that are less than four (4) years in
20 duration will be site visited again prior to the first class of students/residents graduating.

21
22 An institution which has made the decision to initiate and seek accreditation for a program that
23 falls within the Commission on Dental Accreditation’s purview is required to submit an
24 application for accreditation. “Initial accreditation” status may then be granted to programs
25 which are developing, according to the accreditation standards.

26
27 Because accreditation is voluntary, a program may withdraw its application for accreditation at
28 any time prior to the Commission taking action regarding an accreditation status. The initial
29 accreditation status is granted based upon one or more site evaluation visit(s) and until the
30 program is fully operational. When an accreditation status has been granted, the program has the
31 right to ask that the status be discontinued at any time for any reason.

32
33 Upon request, the Commission office will provide more specific information about types of
34 programs, application forms, deadlines for submission and accreditation standards. Program
35 administrators and faculty are encouraged to consult with Commission staff during this initial
36 process.

37
38 An application fee must be submitted with a program’s application for initial accreditation.
39 Programs should contact the Commission office for the current fee schedule.

40
41 The following steps apply:

42 1. An application for accreditation is completed by the program and submitted to the

1 Commission on Dental Accreditation, along with appropriate documentation and application
2 fee. The first opportunity for the Commission to consider the program, provided that the
3 application is in order, ~~is generally~~ ~~could be~~ 12 to 18 months following the Commission's
4 formal acknowledgment of receipt of the application and initiation of the review process. ~~the~~
5 ~~application submission date.~~

- 6 2. The completed application for accreditation is reviewed to determine whether the program,
7 as proposed, appears to have the potential to meet minimum requirements. The application is
8 considered complete when the Criteria for Granting Accreditation have been addressed as
9 part of the application process.
- 10 3. If it is determined that the Criteria for Granting Accreditation have been addressed, a site
11 visit is scheduled four (4) to seven (7) months following completion of the application
12 review.
- 13 4. If changes occur within the program between the date of submission of the application and
14 scheduled site visit, the site visit may be delayed.
- 15 5. After the site visit has been conducted, the visiting committee submits a draft report to the
16 Commission office.
- 17 6. Within four (4) to six (6) weeks following the site visit, the preliminary draft of the site visit
18 report is transmitted to the institution for consideration and comment prior to review by the
19 discipline-specific Review Committee and the Commission.
- 20 7. The visiting committee's report and the institution's response to the preliminary report are
21 transmitted to the discipline-specific Review Committee for consideration at its meeting prior
22 to the Commission meeting.
- 23 8. The Commission then considers the Review Committee's report and takes action on the
24 accreditation status.
- 25 9. The Commission's action regarding accreditation status and the final site visit report are
26 transmitted to the institution within thirty (30) days of the Commission's meeting.

27
28 Revised: 2/21; 8/16; 2/16; 8/13; 7/08, 8/02, 7/01; Reaffirmed: 8/18; 8/13; 8/11, 8/10

30 SITE VISITORS

31
32 The Commission uses site visitors with education and practice expertise in the discipline or areas
33 being evaluated to conduct its accreditation program. Nominations for site visitors are requested
34 from national dental and dental-related organizations representing the areas affected by the
35 accreditation process. Self-nominations are accepted. Site visitors are appointed by the
36 Commission annually and may be re-appointed.

37
38 During the term of service as a Review Committee member, these individuals should not serve as
39 site visitors for an actual accreditation site visit to an accredited or developing program, unless
40 deemed necessary. Two instances when a review committee member could serve on a site visit
41 include: 1) an inability to find a site visitor from the comprehensive site visitor list, or 2) when
42 the review committee believes a member should attend a visit for consistency in the review

1 process. This applies only to site visits that would be considered by the same review
2 committee on which the site visitor is serving. Review committee members are prohibited from
3 serving as independent consultants for mock accreditation purposes. These policies help avoid
4 conflict of interest in the decision making process and minimize the need for recusals.

5
6 During the term of service as a commissioner, these individuals may not independently consult
7 with a CODA-accredited program or a program applying for CODA accreditation. In addition,
8 site visitors serving on the Commission may not serve on a site visit team during their terms.

9
10 All other active site visitors who independently consult with educational programs accredited by
11 CODA or applying for accreditation must identify all consulting roles to the Commission and
12 must file with the Commission a letter of conflict acknowledgement signed by themselves and
13 the institution/program with whom they consulted. All conflict of interest policies as noted
14 elsewhere in this document apply. Contact the CODA office for the appropriate conflict of
15 interest declaration form.

16
17 Prior to a site visit, a list of site visitors and other participants is reviewed by the
18 institution/program for conflict of interest or any other potential problem. The
19 program/institution being site visited will be permitted to remove individuals from the list if a
20 conflict of interest, as described in the Commission's Conflict of Interest Policy, can be
21 demonstrated. Information concerning the conflict of interest must be provided in writing clearly
22 stating the specifics of the conflict.

23
24 Site visitors are appointed by the Chair and approved by the institution's administration, i.e.
25 dental school dean or program director. The visiting committee conducts the site visit and
26 prepares the report of the site visit findings for Commission action. The size and composition of
27 a visiting committee varies with the number and kinds of educational programs offered by the
28 institution. All visiting committees will include at least one person who is not a member of a
29 Review Committee of the Commission or a Commission staff member. Two dental hygiene site
30 visitors shall be assigned to dental school-sponsored dental hygiene site visits.

31
32 When appropriate, a generalist representative from a regional accrediting agency may be invited
33 by the chief executive officer of an institution to participate in the site visit with the
34 Commission's visiting committee. A generalist advises, consults and participates fully in
35 committee activities during a site visit. The generalist's expenses are reimbursed by the
36 institution. The generalist can help to ensure that the overall institutional perspective is
37 considered while the specific programs are being reviewed.

38
39 The institution is encouraged to invite the state board of dentistry to send a current member to
40 participate in the site visit. If invited, the current member of the state board receives the same
41 background materials as other site visit committee members and participates in all site visit

1 conferences and executive sessions. The state board of dentistry reimburses its member for
2 expenses incurred during the site visit.

3
4 In addition to other participants, Commission staff member may participate on the visiting
5 committee for training purposes. It is emphasized that site visitors are fact-finders, who report
6 committee findings to the Commission. Only the Commission is authorized to take action
7 affecting the accreditation status.

8 Revised: 8/19; 2/16; 8/14; 1/14; 1/03, 1/00, 7/97; Reaffirmed: 8/10, 7/09, 7/07, 7/06, 7/01;
9 CODA: 07/96:10, 12/83:4

10
11 **1. Appointments:** All site visitor appointments are made annually for one year terms for a
12 maximum of six consecutive years. Following the maximum appointment period of six
13 consecutive years, the site visitor may reapply for appointment after one year. In exceptional
14 circumstances the Review Committee may recommend that the Commission alter an individual's
15 term limits. Site visitors assist the Commission in a number of ways, including: developing
16 accreditation standards, serving on special committees, and serving as site visitors on visits to
17 predoctoral, advanced dental and allied dental education programs.

18
19 The Commission reviews nominations received from its communities of interest, including
20 discipline-specific sponsoring organizations and certifying boards. Individuals may also self-
21 nominate. In addition to the mandatory subject expertise, the Commission always requests
22 nominations of potentially under-represented ethnic groups and women, and makes every effort to
23 achieve a pool of site visitors with broad geographic diversity to help reduce site visit travel
24 expenses.

25
26 Site visitors are appointed/reappointed annually and required to sign the Commission's Conflict
27 of Interest Statement, the Agreement of Confidentiality, the Copyright Assignment, Licensure
28 Attestation, and the ADA's Professional Conduct Policy and Prohibition Against Harassment.
29 Site visitors must also complete annual training and will receive periodic updates on the
30 Commission's policies and procedures related to the Health Insurance Portability and
31 Accountability Act (HIPAA). The Commission office stores these forms for seven (7) years. In
32 addition, site visitors must comply with training requirements, the ADA's travel policy and other
33 CODA Rules and Regulations. The Commission may remove a site visitor for failing to comply
34 with the Commission's policies and procedures, continued, gross or willful neglect of the duties
35 of a site visitor, or other just cause as determined by the Commission.

36
37 Subsequent to appointment/reappointment by the Commission, site visitors receive an
38 appointment letter explaining the process for appointment, training, and scheduling of
39 Commission site visitors.

40 Revised: 8/19; 8/18; 8/14; 7/08; Reaffirmed: 8/10, 1/98, 8/02; CODA: 07/94:9, 01/95:10

41

1 **2. Criteria For Nomination Of Site Visitors:** For predoctoral dental education programs, the
2 Commission solicits nominations for site visitors from the American Dental Education Association
3 to serve in five of six roles on dental education program site visits. The site visitor roles are Chair,
4 Basic Science, Clinical Science, Curriculum, and Finance. Nominations for the sixth role, national
5 licensure site visitor, are solicited from the American Association of Dental Boards.

6
7 For advanced dental education programs, the Commission solicits nominations for site visitors
8 from the discipline-specific sponsoring organizations and their certifying boards.

9
10 For allied dental education programs, the American Dental Education Association is an
11 additional source of nominations that augments, not supersedes, the nominations from the
12 Commission's other participating organizations, American Dental Assistants Association
13 (ADAA), American Dental Hygienists' Association (ADHA) and National Association of Dental
14 Laboratories (NADL)

15 Revised: 8/18; 8/15; 8/14; 8/12; Reaffirmed: 8/19; 8/10, 7/07, 7/01; CODA: 05/93:6-7

16
17 The Commission requests all agencies nominating site visitors to consider regional distribution,
18 gender and minority representation and previous experience as a site visitor. Although site
19 visitors are nominated by a variety of sources, the Commission carefully reviews the
20 nominations and appoints site visitors on the basis of need in particular areas of expertise. The
21 pool of site visitors is utilized for on-site evaluations, for special consultations and for special or
22 Review Committees.

23
24 All site visitors are appointed for a one-year term and may be re-appointed annually for a total of
25 six consecutive years. Appointments are made at the Winter (January/February) Commission
26 meeting and become effective with the close of the ADA annual session in the Fall.

27 Revised: 1/20; 8/19; 8/18; 8/14; 8/12, 7/09, 7/07, 7/01; Reaffirmed: 8/10; Adopted: 7/98

28
29 A. Predoctoral Dental Education: The accreditation of predoctoral dental education programs is
30 conducted through the mechanism of a visiting committee. Membership on such visiting
31 committees is general dentistry oriented rather than discipline or subject matter area oriented.
32 The composition of such committees shall be comprised, insofar as possible, of site visitors
33 having broad expertise in dental curriculum, basic sciences, clinical sciences, finance,
34 national licensure (practitioner) and one Commission staff member. The evaluation visit is
35 oriented to an assessment of the educational program's success in training competent general
36 practitioners.

37
38 Although a basic science or clinical science site visitor may have training in a specific basic
39 science or discipline-specific advanced dental education area, it is expected that when
40 serving as a member of the core committee evaluating the predoctoral program, the site
41 visitor serves as a general dentist. Further, it is expected that all findings, conclusions or
42 recommendations that are to be included in the report must have the concurrence of the

1 visiting committee team members to ensure that the report reflects the judgment of the entire
2 visiting committee.

3
4 In appointing site visitors, the Commission takes into account a balance in geographic
5 distribution as well as representation of the various types of educational settings and
6 diversity. Because the Commission views the accreditation process as one of peer review,
7 predoctoral dental education site visitors, with the exception of the national licensure site
8 visitor, are affiliated with dental education programs.

9
10 The following are criteria for the six roles of predoctoral dental education site visitors:

11
12 Chair:

- 13 • Must be a current dean of a dental school or have served as dean within the previous three
14 (3) years.
- 15 • Should have accreditation experience through an affiliation with a dental education
16 program accredited by the Commission and as a previous site visitor.

17
18 Basic Science:

- 19 • Must be an individual who currently teaches one or more biomedical science courses to
20 dental education students or has done so within the previous three (3) years.
- 21 • Should have accreditation experience through an affiliation with a dental education
22 program accredited by the Commission or as a previous site visitor.

23
24 Clinical Science:

- 25 • Must be a current clinical dean or an individual with extensive knowledge of and
26 experience with the quality assurance process and overall clinic operations.
- 27 • Has served in the above capacity within the previous three (3) years.
- 28 • Should have accreditation experience through an affiliation with a dental education
29 program accredited by the Commission or as a previous site visitor.

30
31 Curriculum:

- 32 • Must be a current academic affairs dean or an individual with extensive knowledge and
33 experience in curriculum management.
- 34 • Has served in the above capacity within the previous three (3) years.
- 35 • Should have accreditation experience through an affiliation with a dental education
36 program accredited by the Commission or as a previous site visitor.

37
38 Finance:

- 39 • Must be a current financial officer of a dental school or an individual with extensive
40 knowledge of and experience with the business, finance and administration of a dental
41 school.

- 1 • Has served in the above capacity within the previous three (3) years.
- 2 • Should have accreditation experience through an affiliation with a dental education
- 3 program accredited by the Commission or as a previous site visitor.
- 4

5 National Licensure:

- 6 • Should be a current clinical board examiner or have served in that capacity within the
- 7 previous three (3) years.
- 8 • Should have an interest in the accreditation process.

9 Revised: 8/18; 2/18; 2/16; 8/14; 1/99; Reaffirmed: 8/19; 8/10, 7/07, 7/01; CODA: 07/05, 05/77:4

10
11 B. Advanced Dental Education: In the disciplines of dental public health, endodontics, oral and
12 maxillofacial pathology, oral and maxillofacial radiology, oral and maxillofacial surgery,
13 orthodontics and dentofacial orthopedics, pediatric dentistry, periodontics and prosthodontics,
14 sponsoring organizations are advised that candidates recommended to serve as site visitors be
15 board certified and/or have completed or participated in a CODA-accredited advanced dental
16 education program in the discipline and must have experience in advanced dental education as
17 teachers or administrators. Each applicable Review Committee will determine if board
18 certification is required. Some sponsoring organizations have established additional criteria for
19 their nominations to the Commission.

20
21 C. Allied Dental Education in Dental Hygiene: In appointing site visitors, the Commission takes
22 into account a balance in geographic distribution, representation of the various types of
23 educational settings, and diversity. Because the Commission views the accreditation process
24 as one of peer review, the dental hygiene education site visitors are affiliated with dental
25 hygiene education programs.

26 The following are criteria for selection of dental hygiene site visitors:

- 27 • a full-time or part-time appointment with a dental hygiene program accredited by the
- 28 Commission on Dental Accreditation;
- 29 • a baccalaureate or higher degree;
- 30 • background in educational methodology;
- 31 • accreditation experience through an affiliation with a dental hygiene education program
- 32 that has completed a site visit; and
- 33 • accreditation experience within the previous three (3) years.

34 Revised: 8/18; 8/16; 8/14; Reaffirmed: 8/19; 8/10; Adopted: 7/09

35
36 D. Allied Dental Education in Dental Assisting: The following are criteria for selection of dental
37 assisting site visitors:

- 38 • certification by the Dental Assisting National Board as a dental assistant;
- 39 • full-time or part-time appointment with a dental assisting program accredited by the
- 40 Commission on Dental Accreditation;
- 41 • equivalent of three (3) years full-time dental assisting teaching experience;

- baccalaureate or higher degree;
- demonstrated knowledge of accreditation; and
- current background in educational methodology.

Revised: 8/18; 8/16; 8/14; 2/13, 1/08, 1/98, 2/02; Reaffirmed: 8/19; 8/10, 7/08; CODA:
07/95:5

E. Allied Dental Education in Dental Laboratory Technology: The following are criteria for selection of dental laboratory technology site visitors:

- background in all five (5) dental laboratory technology specialty areas: complete dentures, removable dentures, crown and bridge, dental ceramics, and orthodontics;
- background in educational methodology
- knowledge of the accreditation process and the Accreditation Standards for Dental Laboratory Technology Education Programs;
- Certified Dental Technician (CDT) credential through the National Board of Certification (NBC); and
- full or part-time appointment with a dental laboratory technology education program accredited by the Commission on Dental Accreditation or previous experience as a Commission on Dental Accreditation site visitor.

Revised: 8/18; 8/14; Reaffirmed: 8/19; 8/10; Adopted:
07/09

F. Allied Dental Education in Dental Therapy: The following are criteria for selection of dental therapy site visitors:

- a full-time or part-time appointment with a predoctoral dental or allied dental education program accredited by the Commission on Dental Accreditation or an accredited (or recognized) dental therapy program;
- a baccalaureate or higher degree;
- background in educational methodology;
- accreditation experience through an affiliation with a dental therapy, allied, or predoctoral dental program that has completed a site visit;*
- accreditation experience within the previous three (3) years;*
- must either be a licensed dentist educator (general dentist) or licensed dental therapist educator; and
- the “licensed dentist educator” may be predoctoral dental educator site visitors (*i.e., a general dentist educator who serves as curriculum or clinical predoctoral site visitor*) or allied dental educator site visitors.

*temporarily waived for dental therapist educator position until after CODA accredits a minimum of three (3) dental therapy education programs.

Dental therapy site visit team consist of three (3) members as follows: one (1) dental therapist educator, one (1) predoctoral dentist educator (curriculum or clinical site visitor), and one (1) additional site visitor that could be either a second dental therapist educator, second

1 predoctoral dentist educator, or an allied dentist educator. If needed due to lack of dental
2 therapy educator availability, such that if a dental therapy educator cannot be identified in
3 accordance with Commission policy then the three-person site visit team may be composed of
4 predoctoral educators and allied dentists, three (3) people total in any combination.
5

6 Revised: 2/21; 8/18; 8/16; Reaffirmed: 8/19; Adopted: 02/16
7

8 REPORTING PROGRAM CHANGES IN ACCREDITED PROGRAMS 9

10 The Commission on Dental Accreditation recognizes that education and accreditation are
11 dynamic, not static, processes. Ongoing review and evaluation often lead to changes in an
12 educational program. The Commission views change as part of a healthy educational process
13 and encourages programs to make them as part of their normal operating procedures.
14

15 At times, however, more significant changes occur in a program. Changes have a direct and
16 significant impact on the program's potential ability to comply with the accreditation standards.
17 These changes tend to occur in the areas of finances, program administration, enrollment,
18 curriculum and clinical/laboratory facilities, but may also occur in other areas. All program
19 changes that could affect the ability of the program to comply with the Accreditation Standards
20 must be reported to the Commission. When a change is planned, Commission staff should be
21 consulted to determine reporting requirements. Reporting program changes in the Annual
22 Survey does not preclude the requirement to report changes directly to the Commission. Failure
23 to report and receive approval in advance of implementing the change, using the Guidelines for
24 Reporting Program Change, may result in review by the Commission, a special site visit, and
25 may jeopardize the program's accreditation status.
26

27 Advanced dental education programs must adhere to the Policy on Enrollment Increases in
28 Advanced Dental Education Programs. In addition, programs adding off-campus sites must
29 adhere to the Policy on Reporting and Approval of Sites Where Educational Activity Occurs.
30 Guidelines for Reporting and Approval of Sites where Educational Activity Occurs are available
31 from the Commission office. Guidelines for Requesting an Increase in Enrollment in a
32 Predoctoral Dental Education Program and Guidelines for Reporting Enrollment Increases in
33 Advanced Dental Education Programs are available from the Commission office.
34

35 On occasion, the Commission may learn of program changes which may impact the program's
36 ability to comply with accreditation standards or policy. In these situations, CODA will contact
37 the sponsoring institution and program to determine whether reporting may be necessary.
38 Failure to report and receive approval prior to the program change may result in further review
39 by the Commission and/or a special site visit, and may jeopardize the program's accreditation
40 status.
41

1 The Commission's Policy on Integrity also applies to the reporting of changes. If the
2 Commission determines that an intentional breach of integrity has occurred, the Commission will
3 immediately notify the chief executive officer of the institution of its intent to withdraw the
4 accreditation of the program(s) at its next scheduled meeting.

5
6 A Report of Program Change must document how the program will continue to meet accreditation
7 standards. The Commission's Guidelines for Reporting Program Changes are available on the
8 Commission's website and may clarify what constitutes a change and provide guidance in
9 adequately explaining and documenting such changes.

10
11 The following examples illustrate, but are not limited to, changes that must be reported by **June**
12 **1 or December 1** and must be reviewed by the appropriate Review Committee and **approved by**
13 **the Commission prior to the implementation** to ensure that the program continues to meet the
14 accreditation standards:

- 15
- 16 • Establishment of Off-Campus Sites not owned by the sponsoring institution used to meet
17 accreditation standards or program requirements (See Guidelines on Reporting and Approval
18 of Sites Where Educational Activity Occurs);
 - 19 • Changes to Off-Campus Sites not owned by the sponsoring institution that impacts the use of
20 the site (e.g. minor site to major site, or termination of enrollment at or discontinued use of
21 major site);
 - 22 • Transfer of sponsorship from one institution to another;
 - 23 • Moving a program from one geographic site to another, including but not limited to
24 geographic moves within the same institution;
 - 25 • Program director qualifications not in compliance with the standards. In lieu of a CV, a copy
26 of the new or acting program director's completed BioSketch must be provided to
27 Commission staff. Contact Commission Staff for the BioSketch template.
 - 28 • Substantial increase in program enrollment as determined by preliminary review by the
29 discipline-specific Review Committee Chair.
 - 30 ○ Requests for *retroactive permanent* increases in enrollment will not be considered.
 - 31 ○ Requests for *retroactive temporary* increases in enrollment may be considered due to
32 special circumstances on a case-by-case basis. Programs are reminded that resources
33 must be maintained even when the full complement of students/residents is not
34 enrolled in the program. (see Policy on Enrollment Increases In Advanced Dental
35 Education Programs and Predoctoral programs see Guidelines for Requesting an
36 Increase in Enrollment in a Predoctoral Dental Education Program);
 - 37 • Change in the nature of the program's financial support that could affect the ability of the
38 program to meet the standards;
 - 39 • Curriculum changes that could affect the ability of the program to meet the standards;
 - 40 • Reduction in faculty or support staff time commitment that could affect the ability of the
41 program to meet the standards;

- 1 • Change in the required length of the program;
- 2 • Reduction of program dental facilities that could affect the ability of the program to meet the
- 3 standards;
- 4 • Addition of advanced standing opportunity, part-time track or multi-degree track, or other
- 5 track offerings; and/or
- 6 • Expansion of a developing dental hygiene or assisting program which will only be
- 7 considered after the program has demonstrated success by graduating the first class,
- 8 measured outcomes of the academic program, and received approval without reporting
- 9 requirements.

10
11 The Commission recognizes that unexpected, changes may occur. If an unexpected change
12 occurs, it must be reported no more than 30 days following the occurrence. Unexpected changes
13 may be the result of sudden changes in institutional commitment, affiliated agreements between
14 institutions, faculty support, or facility compromise resulting from natural disaster (See
15 Policy/Guidelines on Interruption of Education). Failure to proactively plan for change will not
16 be considered an unexpected change. Depending upon the timing and nature of the change,
17 appropriate investigative procedures including a site visit may be warranted.

18
19 The following examples illustrate, but are not limited to, additional program changes that must
20 be reported in writing at least thirty (30) days prior to the anticipated implementation of the
21 change and are not reviewed by the Review Committee and the Commission but are reviewed at
22 the next site visit:

- 23
24 • Establishment of Off-Campus Sites owned by the sponsoring institution used to meet
- 25 accreditation standards or program requirements;
- 26 • Expansion or relocation of dental facilities within the same building;
- 27 • Change in program director. In lieu of a CV, a copy of the new or acting program director's
- 28 completed BioSketch must be provided to Commission staff. Contact Commission Staff for
- 29 the BioSketch template.
- 30 • First-year non-enrollment. See Policy on Non Enrollment of First Year Students/Residents.
- 31 • Addition of distance education methods (see reporting requirements found in the Policy on
- 32 Distance Education).

33
34 The Commission uses the following process when considering reports of program changes.
35 Program administrators have the option of consulting with Commission staff at any time during
36 this process.

- 37
38 1. A program administrator submits the report by **June 1 or December 1**.
- 39 2. Commission staff reviews the report to assess its completeness and to determine whether the
- 40 change could impact the program's potential ability to comply with the accreditation
- 41 standards. If this is the case, the report is reviewed by the appropriate Review Committee for
- 42 the discipline and by the Commission.

- 1 3. Receipt of the report and accompanying documentation is acknowledged in one of the
2 following ways:
 - 3 a. The program administrator is informed that the report will be reviewed by the appropriate
4 Review Committee and by the Commission at their next regularly scheduled meeting.
5 Additional information may be requested prior to this review if the change is not well-
6 documented; or
 - 7 b. The program administrator is informed that the reported change will be reviewed during
8 the next site visit.
- 9 4. If the report will be considered by a Review Committee and by the Commission, the report is
10 added to the appropriate agendas. The program administrator receives notice of the results of
11 the Commission's review.

12
13 The following alternatives may be recommended by Review Committees and/or be taken by the
14 Commission in relation to the review of reports of program changes received from accredited
15 educational programs.

- 16 • *Approve the report of program change:* If the Review Committee or Commission does not
17 identify any concerns regarding the program's continued compliance with the accreditation
18 standards, the transmittal letter should advise the institution that the change(s) have been
19 noted and will be reviewed at the next regularly-scheduled site visit to the program.
- 20 • *Approve the report of program change and request additional information:* If the Review
21 Committees or Commission does not identify any concerns regarding the program's
22 compliance with the accreditation standards, but believes follow up reporting is required to
23 ensure continued compliance with accreditation standards, additional information will be
24 requested for review by the Commission. Additional information could occur through a
25 supplemental report or a focused site visit,
- 26 • *Postpone action and continue the program's accreditation status, but request additional
27 information:* The transmittal letter will inform the institution that the report of program
28 change has been considered, but that concerns regarding continued compliance with the
29 accreditation standards have been identified. Additional specific information regarding the
30 identified concerns will be requested for review by the Commission. The institution will be
31 further advised that, if the additional information submitted does not satisfy the Commission
32 regarding the identified concerns, the Commission reserves the right to request additional
33 documentation, conduct a special focused site visit of the program, or deny the request.
- 34 • *Postpone action and continue the program's accreditation status pending conduct of a
35 special site visit:* If the information submitted with the initial request is insufficient to
36 provide reasonable assurance that the accreditation standards will continue to be met, and the
37 Commission believes that the necessary information can only be obtained on-site, a special
38 focused site visit will be conducted.
- 39 • *Deny the request:* If the submitted information does not indicate that the program will
40 continue to comply with the accreditation standards, the Commission will deny the request
41 for a program change. The institution will be advised that they may re-submit the request of
42 program change with additional information if they choose. If the program change was

1 submitted retroactively, and non-compliance is identified, the program's accreditation status
2 will be changed. The transmittal letter will inform the institution that the report of program
3 change has been considered, but an area of non-compliance with the accreditation standards
4 has been identified. The program's accreditation status is changed and additional specific
5 information regarding the identified area(s) of non-compliance will be requested for review
6 by the Commission.

7 Revised: 2/21; 8/20; 1/20; 8/18; 2/18; 8/17; 8/16; 2/16; 8/15; 2/15; 8/13 2/12, 8/11, 8/10, 7/09, 7/07,
8 8/02, 7/97; Reaffirmed: 7/07, 7/01, 5/90; CODA: 05/91:11
9

10 POLICY ON NON-ENROLLMENT OF FIRST YEAR STUDENTS/RESIDENTS

11
12 First-year non-enrollment must be reported to the Commission.

13 The accreditation status of programs within the purview of the Commission on Dental
14 Accreditation will be discontinued when all first-year positions remain vacant for two (2)
15 consecutive years. Exceptions to this policy may be made by the Commission ~~for programs with~~
16 ~~“approval without reporting requirements” status~~ upon receipt of a formal request from the
17 institution stating reasons why the accreditation of the program should not be discontinued.
18 Exceptions to this policy may also be made by the Commission for programs in Oral and
19 Maxillofacial Pathology with “initial accreditation” status upon receipt of a formal request from
20 the institution stating reasons why the accreditation of the program should not be discontinued. If
21 the Commission grants an institution's request to continue the accreditation of a program, the
22 continuation of accreditation is effective for one (1) year. Only one (1) request for continued
23 accreditation will be granted for a total of three (3) consecutive years of non-enrollment. See the
24 Commission's policies related to Reporting Program Changes in Accredited Programs, Initial
25 Accreditation, Intent to Withdraw Accreditation, Voluntary Discontinuance, and Discontinuance
26 or Closure of Educational Programs Accredited by The Commission and Teach-Out Plans for
27 additional information.

28 Revised: 2/21; 8/20; 8/16; 2/15; Reaffirmed: 8/15; 8/10, 7/07, 7/01, 7/99, 12/87, 4/83, 12/76
29

30 POLICY ON REPRINTS

31
32 All Commission on Dental Accreditation material is copyrighted and may be reprinted by
33 permission only. “Reprint” means reproducing Commission materials in any paper or electronic
34 format or media. Requests must be in writing or via e-mail. Permission will not be granted over
35 the phone.
36

37 Requests must include the exact materials intended for reprint, i.e.: “Accreditation Standards for
38 Dental Education Programs – Standard 5.” All permissions are granted for one-time usage only,
39 as stated in the permission agreement.
40

1 The Commission requires that materials be reprinted, unedited and in their entirety. Deletion or
2 alteration of any Commission on Dental Accreditation material is prohibited. Content must not
3 be placed on any electronic platform; however, the reprint may include a link to the
4 Commission's website where the material is located.

5
6 The Commission does not provide hard copies of the requested reprint content.
7

8 Each page of the reproduced Commission on Dental Accreditation material should contain the
9 following statement, clearly indicating these materials are the Commission's. The statement must
10 be placed at the bottom of each page of the print copy (remove quotation marks):
11

12 "Reprinted by permission of the Commission on Dental Accreditation, [current
13 year]. Further reproduction by permission only. Permission to reprint Commission on
14 Dental Accreditation materials does not constitute explicit or implicit endorsement of any
15 activity, program, or presentation in which the materials may be used."
16

17 No content may be translated into any language without the expressed permission of the
18 Commission on Dental Accreditation.

19 Revised: 2/21; 1/20; Reaffirmed: 8/20; Adopted: 8/18
20

21 POLICY AND PROCEDURE REGARDING INVESTIGATION OF COMPLAINTS 22 AGAINST EDUCATIONAL PROGRAMS 23

24 Anonymous Comments/Complaints

25 An "anonymous comment/complaint" is defined as an unsigned comment/complaint submitted to
26 the Commission. Any submitted information that identifies the complainant renders this
27 submission a formal complaint and will be reviewed as such (e.g. inclusion of a complainant's
28 name within an email or submitted documentation).
29

30 All anonymous complaints will be reviewed by Commission staff to determine linkage to
31 Accreditation Standards or CODA policy and procedures. If linkage to Accreditation Standards
32 or CODA policy is identified, legal counsel, the Chair or the appropriate Review Committee, and
33 the applicable Review Committee members may be consulted to assist in determining whether
34 there is sufficient evidence of probable cause of noncompliance with the standard(s) or required
35 accreditation policy(ies), or procedure(s) to proceed with an investigation. The initial screening
36 is usually completed within thirty (30) days. If further investigation is warranted, the anonymous
37 complaint will be handled as a formal complaint (See Formal Complaints); however, due to the
38 anonymous nature of the submission, the Commission will not correspond with the complainant.
39

40 Anonymous comments/complaints determined to be unrelated to an Accreditation Standard or
41 CODA policies and procedures, or those that do not provide sufficient evidence of probable cause

1 of noncompliance with the standard(s) or required accreditation policy(ies), or procedure(s) to
2 proceed, will be added to the respective program's file for evaluation during the program's next
3 scheduled accreditation site visit. At the time of the site visit, the program and site visit team will
4 be informed of the anonymous comment/complaint. The program will have an opportunity to
5 respond to the anonymous comment/complaint; the response will be considered during the site
6 visit evaluation. Anonymous comments/complaints will be assessed to determine trends in
7 compliance with Commission standards, policies, and procedures. The assessment of findings
8 related to the anonymous comments/complaint will be documented in the site visit report.

9 Revised: 2/21; Adopted: 8/17

1 **CONSIDERATION OF POLICY REVISIONS RELATED TO CHANGES IN THE USDE**
2 **REGULATIONS FOR RECOGNITION OF ACCREDITING AGENCIES**

3
4 Underline indicates addition; ~~Strikethrough~~ indicates deletion

5
6 FUNCTION AND PROCEDURES OF THE APPEAL BOARD

7 The principal function of the Appeal Board is to determine whether the Commission on Dental
8 Accreditation, in arriving at a decision regarding the withdrawal or denial of accreditation for a
9 given program, has properly applied the facts presented to it. In addition, the Commission's
10 *Rules* stipulate that the Appeal Board shall provide the educational program filing the appeal the
11 opportunity to be represented by legal counsel and shall give the program the opportunity to
12 offer evidence and argument in writing and/or orally to try to refute or overcome the findings and
13 decision of the Commission.

14 Reaffirmed: 8/16; 8/10

15 **1. Appeal Board:** The four (4) permanent members of the Appeal Board include: one (1)
16 representative selected by the American Dental Association, one (1) representative selected by the
17 American Association of Dental Boards, one (1) representative selected by the American Dental
18 Education Association and one (1) consumer representative selected by the Commission on
19 Dental Accreditation. Representatives from allied or advanced dental education areas would also
20 be included on the Appeal Board, depending on the nature of the appeal. Appeal Board members
21 do not concurrently serve on the Commission. (See Rules of the Commission, Article III, Section
22 2. Appeal Board Composition, p. 5)

23
24 The Appeal Board is an autonomous body, separate from the Commission. Costs related to
25 appeal procedures will be underwritten, whenever possible, by the institution and the
26 Commission on an equally shared cost basis.

27 Revised: 8/18; 8/16; Reaffirmed: 8/10

28 **2. Selection Criteria For Appeal Board Members:** The Appeal Board Member shall not be:

- 29
- 30 • a current member of a dental or allied dental faculty*;
 - 31 • an employee, member of the governing board, owner, shareholder of, or independent
32 consultant to, a program that either is accredited by the Commission on Dental Accreditation
33 or has applied for initial accreditation*; and
 - 34 • spouse, parent, child, or sibling of an individual identified above;
 - 35 • current member of the Commission; and/or
 - 36 • an individual who has participated in any step of the process leading up to the decision that is
37 being appealed (e.g. member of the visiting committee, member of Review Committee, etc.).

38 The Appeal Board Member shall:

- 39
- be willing to participate as a member of the appellate body should it be convened; and

- 1 • be willing to comply with all Commission policies and procedures (e.g., Agreement of
2 Confidentiality; Conflict of Interest Policy; and Professional Conduct Policy and Prohibition
3 Against Harassment).

4
5 *Discipline-specific representatives from allied or advanced dental education areas and the
6 ADEA representative can be a program director, faculty member or practitioner.

7 Revised: 8/18; 2/16; 8/14; 2/13; Reaffirmed: 8/16; 8/10
8

9 **3. Appeal Procedures:** If a program has been denied accreditation or if its accreditation has
10 been withdrawn, the following appeal procedures are followed:

- 11 1. Within fourteen (14) days after the institution's receipt of notification of the Commission on
12 Dental Accreditation's decision to deny or withdraw accreditation, the program may file a
13 written request of appeal to the Director of the Commission. If a request of appeal is not
14 made, the Commission's proposed decision will automatically become final and the
15 appropriate announcement will be made.
- 16 2. If a request of appeal is received, the Director of the Commission shall acknowledge receipt
17 of the request and notify the program of the date of the appeal hearing. The appeal date shall
18 be within sixty (60) days after the appeal has been filed.
- 19 3. The program filing the appeal may be represented by legal counsel in addition to the program
20 administrator and other program representatives and shall be given the opportunity at such
21 hearing to offer evidence and argument in writing or orally or both tending to refute or
22 overcome the findings and decision of the Board of Commissioners. The educational
23 program need not appear in person or by its representative at the appellate hearing.
- 24 4. Legal counsel of the American Dental Association will be available to members of the
25 Appeal Board upon request.
- 26 5. No new information regarding correction of the deficiencies may be presented with the
27 exception of review of new financial information if all of the following conditions are met:
28 (i) The financial information was unavailable to the institution or program until after the
29 decision subject to appeal was made. (ii) The financial information is significant and bears
30 materially on the financial deficiencies identified by the Commission. The criteria of
31 significance and materiality are determined by the Commission. (iii) The only remaining
32 deficiency cited by the Commission in support of a final adverse action decision is the
33 institution's or program's failure to meet the Commission's standard pertaining to finances.
34 An institution or program may seek the review of new financial information described in this
35 section only once and any determination by the Commission made with respect to that review
36 does not provide a basis for an appeal.
- 37 6. The Appeal Board may make the following decisions: to affirm, amend, ~~or~~ ~~remand~~, ~~or~~
38 ~~reverse~~ the adverse actions of the Commission. A decision to affirm, ~~or~~ ~~amend~~ ~~or~~ ~~reverse~~ the
39 adverse action is implemented by the Commission. In a decision to remand the adverse
40 action for further consideration, the Appeal Board will identify specific issues that the
41 Commission must address. The Commission must act in a manner consistent with the Appeal

- 1 Board's decisions or instructions.
- 2 7. No change in the accreditation status of the program will occur pending disposition of the
- 3 appeal.
- 4 8. Within ten (10) days of the hearing, the applicant shall be notified by tracked mail of the
- 5 Appeal Board's decision. The decision may be to sustain the decision of the Commission or
- 6 to remand the matter back to the Commission for reconsideration. Notice shall include a
- 7 statement of the specifics on which the decision is based.
- 8 9. The decision rendered by the Appeal Board shall be final and binding.
- 9 10. In the event the educational program does not file a timely appeal of the Board of
- 10 Commissioner's findings and decisions, the Board of Commissioner's decision shall become
- 11 final.
- 12

13 In accord with due process measures, the Appeal Board will, when appropriate, review

14 substantive procedural issues raised by the appellants. To this end, the Appeal Board is limited

15 in its inquiry to the factual determinations up to the time of the Commission on Dental

16 Accreditation's decision regarding the status of the program at issue.

17

18 It is not proper for the Appeal Board to either receive or consider facts not previously presented

19 to the Commission on Dental Accreditation since it does not sit as an initial reviewing body.

20 Similarly, it is not the function of the Appeal Board to determine whether the facts, singularly or

21 cumulatively, justify the decision of the Commission on Dental Accreditation unless it can be

22 shown that the Commission's decision was clearly against the manifest weight of the evidence.

23 Further, the Appeal Board will not hear testimony relative to the reasonableness of previously

24 determined requirements for accreditation since this is clearly outside the scope of authority of

25 this reviewing body.

26

Revised: 2/21; 8/18; 8/16; 8/11, 1/03; Reaffirmed: 8/10

27 **4. Mechanism For The Conduct Of The Appeal Hearing:**

- 28 1. A brief opening statement may be made by the Commission of Dental Accreditation for the
- 29 purpose of establishing the Commission's finding and the reasons therefore.
- 30 2. The Appellant will then present its argument to the Board.
- 31 3. The Commission may then present its rebuttal of the Appellant's argument.
- 32 4. After hearing the evidence, the Appeal Board shall meet in executive session to discuss the
- 33 appeal and make its decision. The Appeal Board's decision may be to sustain the decision of
- 34 the Commission, or remand the matter to the Commission for reconsideration. The decision
- 35 shall be based on a majority vote of the members of the Appeal Board with the Chair voting
- 36 only to break a tie vote.
- 37 5. The Appellant shall be notified by tracked mail of the decision of the Appeal Board,
- 38 including a statement of specifics, within ten (10) days following the hearing.

39 Revised: 8/16; 7/07, 7/06, 7/00, 12/88, 1978; Reaffirmed: 8/11, 8/10; Adopted: 12/77

VOLUNTARY DISCONTINUANCE OF ACCREDITATION

The Commission may become aware of an accredited program's decision to voluntarily discontinue its participation in the accreditation program when it receives official notification from the sponsoring institution's chief executive officer. When the Commission becomes aware of the program's intent to discontinue accreditation, it takes the following steps:

1. Commission staff verifies that both the program and institution understand the impact of this intended action and informs the institution and program of the specific audiences that will be notified of their decision to let accreditation lapse (the USDE Secretary, the appropriate accrediting agency and state licensing agency). If students/residents who matriculated prior to the program's reported discontinuance effective date are enrolled in any year of the program, the program must submit a Teach-Out Plan until all of these students/residents have graduated. (See Policy on Discontinuance or Closure of Educational Programs Accredited by the Commission and Teach-Out Plans)
2. Within ~~thirty (30) days~~ ten (10) business days, Commission staff contacts the institution's chief executive officer and program director and acknowledges the date when accreditation will lapse (i.e. program's discontinuance effective date) and the date by which the program will no longer be listed in the Commission's lists of accredited programs (i.e. date of CODA meeting or mail ballot). The USDE Secretary and the state licensing or accrediting agency are copied on this letter. Commission staff will inform the program that any classes enrolled on or after the program's reported date of discontinuance must be advised that they will not graduate from a CODA-accredited program. (See Policy on Discontinuance or Closure of Educational Programs Accredited by the Commission and Teach-Out Plans)
3. At its next meeting, or by mail ballot if waiting until the next meeting would preclude a timely review, the Commission will take action to affirm the program's decision to let accreditation lapse, either through a Discontinuance or Teach-Out (See Other Accreditation Action Definitions). The USDE Secretary and appropriate state licensing or accrediting agency are copied on any follow-up correspondence to the institution/program that may occur after this meeting.

Revised: 2/21; 2/16; 8/15; 7/06, 7/00; Reaffirmed: 8/20; 8/10

DUE PROCESS RELATED TO WITHDRAWAL OF ACCREDITATION

An institution/program may request a special appearance (hearing) before the appropriate Review Committee in order to supplement the written information about the program which has already been provided to the Review Committee. (See Due Process Related to Review Committee Special Appearance)

1 If the Review Committee's recommendation to the Commission is to withdraw accreditation, the
2 Commission will notify the institution of the proposed action and the date of the Commission
3 meeting at which the Review Committee's recommendation will be considered. This
4 notification will advise the institution of its right to provide additional information for the
5 Commission to consider prior to reaching a decision on the proposed action. Any additional
6 information must be submitted in writing at least one (1) week prior to the meeting, absent
7 documented extraordinary circumstances, and should include any reasons why the institution
8 believes that the withdrawal of accreditation is unjustified.

9
10 If the Commission determines that accreditation should be withdrawn, the program will be
11 notified within fourteen (14) days and the notification is sent by tracked mail. The program is
12 also notified of its right to appeal this decision to the Appeal Board. The filing of an appeal shall
13 automatically stay the final decision of the Commission.

14
15 Adverse actions, or those that may be appealed, are defined as those related to denial or
16 withdrawal of accreditation. Such decisions become final fourteen (14) days after the date on the
17 transmittal letter or when any appeal has been resolved. The Commission has procedures in
18 place to provide notice of the reasons for taking an adverse accreditation action. Such
19 procedures are required in order for accrediting agencies to comply with U.S. Department of
20 Education's Criteria and Procedures for Recognition of Accrediting Agencies.

21 Revised: 2/19; 8/18; 2/18; 8/16; Reaffirmed: 8/10

22
23 **12. Notice Of Reasons For Adverse Actions:** Accrediting agencies recognized by the
24 Secretary of the USDE, including the Commission, are required to report any adverse
25 accreditation action (defined as an action to deny or withdraw accreditation). Accordingly, when
26 the Commission makes a final decision to deny or withdraw a program's accreditation, a brief
27 statement summarizing the reasons for the Commission's decision and the official comments that
28 the affected program may make with regard to that decision, is made available to the USDE
29 Secretary, the appropriate state licensing or authorizing agency and the public. The
30 Commission's final decision; the statement summarizing the reasons for the Commission's
31 decision; and the program's official comments will be posted on the Commission's website no
32 later than sixty (60) days after the decision is final.

33
34 The Commission's Notice of Reasons for Adverse Action Disclosure Statement includes the
35 following information about the program's accreditation history, past problems, current
36 problems, specific reasons why action to deny or withdraw accreditation was taken and what
37 future option are available to the program.

38
39 To illustrate the scope of the statement and the level of reasons reported, a sample announcement
40 follows:

41 Disclosure Statement: Dental Assisting Program

42

1 Pick Your State Community College

2
3 The Commission on Dental Accreditation, the only nationally-recognized accrediting
4 agency for predoctoral, advanced, and allied dental education programs, reviewed an
5 application for initial accreditation of the new dental assisting program offered by Pick-
6 Your-State Community College. On the basis of information provided in the application,
7 the Commission was unable to grant “initial accreditation” status to the program.

8
9 The Commission determined, at its (date) meeting, that the application did not provide
10 sufficient information and assurances that the proposed program meets the intent of the
11 Accreditation Standards for Dental Assisting Education Programs. Specific concerns in
12 compliance with the standards were noted in the following areas:

- 13
14 Financial Support (adequacy of resources);
15 Curriculum (adequacy of knowledge and skills offered, scope and depth of
16 instruction in required areas, and documentation of student competence);
17 Admissions (documentation that written criteria, procedures, and policies are
18 used);
19 Faculty (adequacy of teaching and supervision of students);
20 Facilities (insufficient documentation of adequacy of physical facilities and
21 equipment).

22
23 The Commission informed the program and sponsoring institution that these specific concerns
24 would need to be addressed before the institution reapplied for “initial accreditation” status of the
25 dental assisting program.

26
27 _____
28 CEO, Sponsoring Institution (date)

29 _____
30 Chair, Commission on Dental Accreditation (date)

Revised: 8/17; 5/12; Reaffirmed: 8/14; 8/10

31 **13. Procedure For Disclosure Notice Of Adverse Actions:** The following procedure is used
32 when an adverse action (to deny or withdraw accreditation) is taken. Applicants, when they
33 inquire about initial accreditation, are to be notified by Commission staff that the Notice of
34 Reasons for Adverse Actions statement will be prepared and distributed should accreditation be
35 denied.

- 36
37 1. The Commission sends notice of any adverse action in a transmittal letter to the appropriate
38 institutional executives no later than fourteen (14) days after the Commission meeting. This
39 letter is sent by ~~certified~~/tracked mail, (including email); and includes the reasons for any
40 adverse action to deny or withdraw accreditation. All current and prospective
41 students/residents/fellows must be informed of the Commission’s notice of any adverse

action within seven (7) business days of the program's receipt of the notice. The USDE Secretary, the appropriate state entities, and any appropriate institutional accrediting agency are notified at this time, usually by a letter to the Secretary with copies to the other entities and the institution.

2. A statement of the reasons for any adverse action is developed and available for distribution within sixty (60) days. This new statement will include the same information that has been contained in the transmittal letter. For this reason, the statement will be drafted and the draft will be sent to the institution/program for review at the same time as the transmittal letter. As needed, the draft statement will be reviewed by legal counsel prior to being sent.
3. The institution must notify the Commission within fourteen (14) days if it wishes to indicate an intent to appeal an adverse action. If an intent to appeal is received, the usual appeal procedures are followed according to the Commission policy on Due Process Related to Appeal of Accreditation Actions.
4. If an intent to appeal is not received by the fourteen (14) day deadline specified, the adverse action is considered final and the USDE Secretary, the appropriate state entities, and any appropriate institutional accrediting agency are notified at this time, usually by a letter to the Secretary with copies to the other entities and the institution.
5. During the same fourteen (14) days, the institution/program will be asked to review the draft statement and:
 - a. indicate agreement with the statement; and/or,
 - b. make official comments with regard to the decision, or state that the affected institution has been offered the opportunity to provide official comment.
6. When the final statement (or statement and response) has been developed and signed by both parties, it will be distributed as required in the regulations to the USDE Secretary, to the appropriate state licensing or authorizing agency, to any appropriate institutional accrediting agency, and to the public. All current and prospective students/residents/fellows must be informed of the Commission's final decision within seven (7) business days of the program's receipt of the notice.
7. The Commission's final decision; the statement summarizing the reasons for the Commission's decision; and the program's official comments will be posted on the Commission's website no later than sixty (60) days after the decision is final.

When there are no differences of opinion regarding the statement, it may be possible to send it to the Secretary along with the letter in step #4 above, along with posting the final decision and reasons on the Commission's website.

Revised: 2/21; 8/17; 5/12; 7/06; Reaffirmed: 8/14; 8/10; Adopted: 7/00; CODA: 07/94:6

POLICY ON REGARD FOR DECISIONS OF STATES AND OTHER ACCREDITING AGENCIES

The Commission takes into account decisions made by other recognized accrediting or state agencies. If the Commission determines that an institution sponsoring an accredited program or

1 a program seeking accreditation is the subject of an interim action or threatened loss of
2 accreditation or legal authority to provide postsecondary education, the Commission will act as
3 follows.

4
5 If a recognized institutional accrediting agency takes adverse action with respect to the
6 institution offering the program or places the institution on public probationary status, the
7 Commission will promptly review its accreditation of the program to determine if it should take
8 adverse action against the program.

9
10 The Commission does not renew the accreditation status of a program during any period in
11 which the institution offering the program:

- 12 • Is the subject of an interim action or final decision by a recognized institutional accrediting
13 agency potentially leading to the suspension, revocation, withdrawal, or termination of
14 accreditation or pre-accreditation;
- 15 • Is the subject of a decision by a recognized institutional accrediting agency to deny
16 accreditation or pre-accreditation;
- 17 • Is the subject of a pending or final ~~interim~~ action by a state agency potentially leading to
18 the suspension, revocation, withdrawal or termination of the institution's legal authority to
19 provide postsecondary education;
- 20 • Has been notified of probation or an equivalent status, or a threatened loss of accreditation,
21 and the due process procedures required by the action have not been completed; and/or
- 22 • Has been notified of a threatened suspension, revocation, or termination by a state of the
23 institution's legal authority to provide postsecondary education, and the due process
24 procedures required by the action have not been completed.

25
26 In considering whether to grant initial accreditation to a program, the Commission takes into
27 account actions by:

- 28 • Recognized institutional accrediting agencies that have denied accreditation or pre-
29 accreditation to the institution offering the program, placed the institution on public
30 probationary status, or revoked the accreditation or pre-accreditation of the institution; and
- 31 • State agency that has suspended, revoked, or terminated the institution's legal authority to
32 provide postsecondary education.

33
34 If the Commission grants accreditation to a program notwithstanding its actions described above,
35 the Commission will provide to the USDE Secretary, within 30 days of granting initial or
36 continued accreditation, a thorough and reasonable explanation, consistent with the accreditation
37 standards, why the ~~previous~~ action by a recognized institutional accrediting agency or the state
38 does not preclude the Commission's grant of accreditation. The Commission's review and
39 explanation will consider each of the findings of the other agency in light of its own standards.

40 Upon formal request, the Commission will share with other appropriate USDE-recognized
41 accrediting agencies and USDE-recognized State approval agencies information about the

1 accreditation status of a program and any adverse actions it has taken against an accredited
2 program.

3 Revised: 2/21; 5/12; Reaffirmed: 8/20; 8/15; 8/10, 7/07, 7/01; Revised: 7/96; 12/88
4

**PROPOSED REVISIONS TO THE COMMISSION ON DENTAL ACCREDITATION
POLICIES ON REVIEW COMMITTEE AND COMMISSION
STRUCTURE AND FUNCTION**

(Underline indicates addition; ~~Strikethrough~~ indicates deletion)

2. Rules Of The Commission On Dental Accreditation:

Article II. BOARD OF COMMISSIONERS

Section 2. COMPOSITION: The Board of Commissioners shall consist of:

Four (4) members who shall be appointed by the Board of Trustees from the names of active, life or retired members of this Association. None of the appointees shall be a faculty member of any dental education program working more than one day per week or a member of a state board of dental examiners or jurisdictional dental licensing agency.

Four (4) members who are active, life or retired members of this Association and also active members of the American Association of Dental Boards shall be selected by the American Association of Dental Boards. None of these members shall be a faculty member of any dental education program.

Four (4) members who are active, life or retired members of this Association and also active members of the American Dental Education Association shall be selected by the American Dental Education Association. None of these members shall be a member of any state board of dental examiners or jurisdictional dental licensing agency.

The remaining Commissioners shall be selected as follows: one (1) certified dental assistant selected by the American Dental Assistants Association from its active or life membership, one (1) licensed dental hygienist selected by the American Dental Hygienists' Association, one (1) certified dental laboratory technician selected by the National Association of Dental Laboratories, one (1) student selected jointly by the American Student Dental Association and the Council of Students, Residents and Fellows of the American Dental Education Association, one (1) dentist who is board certified in the respective discipline-specific area of practice and is selected by each of the following organizations: American Academy of Oral and Maxillofacial Pathology, American Academy of Oral and Maxillofacial Radiology, American Academy of Oral Medicine, American Academy of Orofacial Pain, American Academy of Pediatric Dentistry, American Academy of Periodontology, American Association of Endodontists, American Association of Oral and Maxillofacial Surgeons, American Association of Orthodontists, American Association of Public Health Dentistry, American College of Prosthodontists, American Society of Dentist Anesthesiologists; one (1) dentist who is jointly appointed by the American Dental Education Association; and the Special Care Dentistry Association, ~~the American Society of Dentist Anesthesiologists, the American Academy of Oral Medicine, and the American Academy of Orofacial Pain~~ and four (4) members of the public who are neither dentists nor allied dental personnel nor teaching in a dental or allied dental education institution and who are selected by the Commission, based on established and publicized criteria. In the event a Commission member sponsoring organization fails to select a Commissioner, it shall be the responsibility of the Commission to select an appropriate

representative to serve as a Commissioner. The Director of the Commission shall be an ex-officio member of the Board without the right to vote.

Section 3. TERM OF OFFICE: The term of office of the members of the Board of Commissioners shall be one four (4) year term except that the member jointly selected by the American Dental Education Association and the American Student Dental Association shall serve only one two (2) year term.

Article III. APPEAL BOARD

Section 1. APPEAL BOARD: The appellate body of the Commission shall be the Appeal Board which shall have the authority to hear and decide appeals filed by predoctoral and advanced dental educational and allied dental educational programs from decisions rendered by the Board of Commissioners denying or revoking accreditation. Such appeals shall be heard pursuant to procedures established by these *Rules* and the Commission's *Evaluation and Operational Policies and Procedures* manual.

Section 2. COMPOSITION: The Appeal Board shall consist of four (4) permanent members. The four (4) permanent members of the Appeal Board shall be selected as follows: one (1) selected by the Board of Trustees of the American Dental Association from the active, life or retired membership of the American Dental Association giving special consideration whenever possible to former members of the Council on Dental Education and Licensure, one (1) member selected by the American Association of Dental Boards from the active membership of that body, one (1) member selected by the American Dental Education Association from the active membership of that body and one (1) consumer member who is neither a dentist nor an allied dental personnel nor teaching in a dental or allied dental educational program and who is selected by the Commission, based on established and publicized criteria. In addition, a representative from either an allied or advanced dental education discipline would be included on the Appeal Board depending upon the type and character of the appeal. Such special members shall be selected by the appropriate allied or advanced dental education organization. Since there is no national organization for general practice residencies and advanced education programs in general dentistry, representatives of these areas shall be selected by the American Dental Education Association and the Special Care Dentistry Association. One (1) member of the Appeal Board shall be appointed annually by the Chair of the Commission to serve as the Chair and shall preside at all meetings of the Appeal Board. If the Chair is unable to attend any given meeting of the Appeal Board, the other members of the Appeal Board present and voting shall elect by majority vote an acting Chair for that meeting only. The Director of the Commission shall provide assistance to the Appeal Board.

Section 3. TERM OF OFFICE: The term of office of members on the Appeal Board shall be one four (4) year term.

Article V. OFFICERS

Section 1. OFFICERS: The officers of the Commission shall be a Chair, Vice-chair, a Director and such other officers as the Board of Commissioners may authorize. The Chair and Vice-chair shall be elected by the Board of Commissioners.

Section 2. ELIGIBILITY: The Chair and Vice-chair shall be dentists who are members of the Board of Commissioners. The Chair and Vice-chair shall be active, life or retired members of the American Dental

Association.

Section 3. ELECTION AND TERM: The Chair and Vice-chair of the Commission shall be elected annually by the Board of Commissioners. The term of the Chair and Vice-chair shall be one (1) year beginning and ending with adjournment of the closing session of the annual meeting of the House of Delegates of the American Dental Association.

Section 4: DUTIES: The duties of the officers are as follows:

A. CHAIR:

1. Appoint members and chairs of such committees as are necessary for the orderly conduct of business except as otherwise provided in these *Rules*.
2. Circulate or cause to be circulated an announcement and an agenda for each regular or special meeting of the Board of Commissioners.
3. Preside during meetings of the Board of Commissioners.
4. Prepare or supervise the preparation of an annual report of the Commission.
5. Prepare or supervise the preparation of an annual budget of the Commission.
6. Represent the Commission during sessions of the House of Delegates of the American Dental Association.

B. VICE-CHAIR: The Vice-chair of the Commission shall assist the Chair in the performance of his or her duties. If the Chair is unable to attend any given meeting of the Board of Commissioners, the Vice-chair shall preside at the meeting. If the Vice-chair also is unable to attend the meeting, the other members of the Board of Commissioners present and voting shall elect by majority vote an acting chair for the purpose of presiding at that meeting only.

C. VACANCIES: In the event the vacancy involves the Chair, the Vice-chair shall immediately assume all duties of the Chair. In the event the vacancy involves the Vice-chair, a meeting of the Commission shall be convened to select a new Vice-chair.

Section 5. DIRECTOR:

A. Appointment: The Director of the Commission shall be an employee of the American Dental Association selected by the Executive Director of that Association.

B. Duties: The Director of the Commission shall:

1. Prepare an agenda and keep minutes of meetings of the Board of Commissioners.
2. See that all notices are duly given in accordance with the provisions of these *Rules* or as required by law.
3. Be the custodian of records of the Commission.
4. Manage the office and staff of the Commission.
5. In general shall perform all duties incident to the office of Director.

Article VI. REMOVAL FOR CAUSE

Pursuant to the *Rules* of the Commission on Dental Accreditation, the following are causes for removal of a member from the Board of Commissioners, Committees, or Appeal Board:

- continued, gross or willful neglect of the duties of the office;
- failure to comply with the Commission's policies on conflict of interest;
- failure or refusal to disclose necessary information on matters of Commission business;
- failure to keep confidential any exclusive information protected by secrecy that becomes known to the member by reason of the performance of his or her duties on the Commission's behalf;
- failure to comply with the Association's professional conduct policy and prohibition against harassment;
- unauthorized expenditures or misuse of Commission funds;
- unwarranted attacks on the Commission, any of its committees or any person serving the Commission in an elected, appointed or employed capacity;
- unwarranted refusal to cooperate with any Commission officer, Commission, Review Committee or Appeal Board member or staff;
- misrepresentation of the Commission and any person serving the Commission in an elected, appointed or employed capacity to outside persons;
- being found to have engaged in conduct subject to discipline pursuant to Chapter XI of the *Governance and Organizational Manual* of the American Dental Association; and
- conviction of a felony.

II. REVIEW COMMITTEES AND BOARD OF COMMISSIONERS

A. REVIEW COMMITTEES AND REVIEW COMMITTEE MEETINGS

1. **Structure:** The chair of each Review Committee will be the appointed Commissioner from the relevant discipline.
 - i. The Commission will appoint all Review Committee members.
 - a. Review Committee positions not designated as discipline-specific will be appointed from the Commission where feasible, e.g. a public representative on the Commission could be appointed to serve as the public member on the Dental Laboratory Technology Review Committee; an ADA appointee to the Commission could be appointed to the Dental Assisting Review Committee as the general dentist practitioner.
 - b. Discipline-specific positions on Review Committees will be filled by appointment by the Commission of an individual from a small group of qualified nominees (at least two) submitted by the relevant national organization, discipline-specific sponsoring organization or certifying board. Nominating organizations may elect to rank their nominees, if they so choose. If fewer than two (2) qualified nominees are submitted, the appointment process will be delayed until such time as the minimum number of required qualified nominations is received.

- ii. Consensus is the method used for decision making; however if consensus cannot be reached and a vote is required, then the Chair may only vote in the case of a tie (American Institute of Parliamentarians Standard Code of Parliamentary Procedures).
- iii. Member terms will be staggered, four year appointments; multiple terms may be served on the same or a different committee, with a one-year waiting period between terms. A maximum of two (2) terms may be served in total. The one-year waiting period between terms does not apply to public members.
- iv. One public member will be appointed to each committee.
- v. The size of each Review Committee will be determined by the committee's workload.
- vi. As a committee's workload increases, additional members will be appointed while maintaining the balance between the number of content experts and non-content experts. Committees may formally request an additional member through New Business at Review Committee/Commission meetings. If an additional member is approved, this member must be a joint nomination from the professional organization and certifying board, as applicable.
- vii. Conflict of interest policies and procedures are applicable to all Review Committee members.
- viii. Review Committee members who have not ~~had not~~ been on a site visit within the last two (2) years prior to their appointment on a Review Committee should observe at least one site visit within their first year of service on the Review Committee.
- ix. In the event that fewer than 50% of discipline-specific experts are present for any one discipline, the decision by a quorum of the Review Committee shall be acceptable. In the case of less than 50% of discipline-specific experts, including the Chair, available for a review committee meeting, for specified agenda items or for the entire meeting, the Review Committee Chair may temporarily appoint an additional discipline-specific expert(s) with the approval of the CODA Director. The substitute should be a previous Review Committee member or an individual approved by both the Review Committee Chair and the CODA Director. The substitute would have the privileges of speaking, making motions and voting.
- x. Consent agendas may be used by Review Committees, when appropriate, and may be approved by a quorum of the Review Committee present at the meeting.

Revised: 8/20; 1/20; 8/18; 8/17; 2/15; 1/14, 2/13, 8/10, 7/09; 7/08; 7/07; Adopted: 1/06

2. Composition

Predoctoral Education Review Committee (9 members)

1 discipline-specific Commissioner appointed by American Dental Education Association

1 public member

3 dental educators who are involved with a predoctoral dental education program (two must be general dentists)

1 general dentist } (One of whom is a practitioner
1 non-general* dentist } dentist and the other an educator)

1 dental assistant, dental hygienist, dental therapist or dental laboratory technology professional educator

1 dental therapist educator

*a dentist who has completed an advanced dental education program in dental anesthesiology, dental public health, endodontics, oral and maxillofacial radiology, oral and maxillofacial pathology, oral and maxillofacial surgery, oral medicine, orofacial pain, orthodontics and dentofacial orthopedics, pediatric dentistry, periodontics, or prosthodontics.

~~Six (6)~~~~Three (3)~~ Advanced Dental Education Review Committees (DENTANESTH*, DPH, OFF*, OMP, OMR, OM* - 5 members each. At least one member must be a dental educator.)

- 1 discipline-specific Commissioner appointed by the discipline-specific sponsoring organization
- 1 public member
- 1 dentist nominated by the discipline-specific sponsoring organization
- 1 dentist nominated by the discipline-specific certifying board
- 1 general dentist

* Effective January 1, 2021

Six (6) Advanced Dental Education Review Committees (ENDO, OMS, ORTHO, PERIO, PED, PROS - 6 members each. At least one member must be a dental educator.)

- 1 discipline-specific Commissioner appointed by the discipline-specific sponsoring organization
- 1 public member
- 1 dentist nominated by the discipline-specific sponsoring organization
- 1 dentist nominated by the discipline-specific certifying board
- 1 dentist nominated by the discipline-specific certifying board and discipline-specific sponsoring organization
- 1 general dentist

~~Advanced Education in General Dentistry, General Practice Residency, Dental Anesthesiology, Oral Medicine and Orofacial Pain Postdoctoral General Dentistry~~ Review Committee (~~12~~ 9 members)

- 1 discipline-specific Commissioner, jointly appointed by American Dental Education Association (ADEA); and the Special Care Dentistry Association (SCDA); ~~the American Society of Dentist Anesthesiologists (ASDA), the American Academy of Oral Medicine (AAOM), and the American Academy of Orofacial Pain (AAOP)~~
 - 1 public member
 - 2 current General Practice Residency (GPR) educators nominated by the SCDA
 - 2 current Advanced Education in General Dentistry (AEGD) educators nominated by ADEA
 - ~~1 oral medicine educator nominated by the American Academy of Oral Medicine~~
 - ~~1 dental anesthesiology educator nominated by the American Society of Dentist Anesthesiologists~~
 - ~~1 orofacial pain educator nominated by the American Academy of Orofacial Pain~~
 - 1 general dentist graduate of a GPR or AEGD
 - 1 non-general* dentist
 - 1 higher education or hospital administrator with past or present experience in administration in a teaching institution
- *a dentist who has completed an advanced dental education program in dental anesthesiology, dental public health, endodontics, oral and maxillofacial radiology, oral and maxillofacial pathology, oral and maxillofacial surgery, oral medicine, orofacial pain, orthodontics and dentofacial orthopedics, pediatric dentistry, periodontics, or prosthodontics.

Dental Assisting Education Review Committee (10 members)

- 1 discipline-specific Commissioner appointed by American Dental Assistants Association
- 1 public member
- 2 general dentists (practitioner or educator)

- 5 dental assisting educators
- 1 dental assisting practitioner who is a graduate of a Commission accredited program

Dental Hygiene Education Review Committee (11 members)

- 1 discipline-specific Commissioner appointed by American Dental Hygienists' Association
- 1 public member
- 4 dental hygienist educators
- 2 dental hygienist practitioners
- 1 dentist practitioner
- 1 dentist educator
- 1 higher education administrator

Dental Laboratory Technology Education Review Committee (5 members)

- 1 discipline-specific Commissioner appointed by National Association of Dental Laboratories
- 1 public member
- 1 general dentist
- 1 dental laboratory technology educator
- 1 dental laboratory owner nominated by National Association of Dental Laboratories

Revised: 2/21, 8/18; 2/16; 2/15; 8/14; 2/13, 7/09, 7/08, 1/08; Reaffirmed: 8/17; 8/10; Adopted: 1/06

3. Nomination Criteria: The following criteria are requirements for nominating members to serve on the Review Committees. Rules related to the appointment term on Review Committees apply.

All Nominees:

- Ability to commit to one (1) four (4) year term;
- Willingness to commit ten (10) to twenty (20) days per year to Review Committee activities, including training, comprehensive review of print and electronically delivered materials and travel to Commission headquarters;
- Ability to evaluate an educational program objectively in terms of such broad areas as curriculum, faculty, facilities, student evaluation and outcomes assessment;
- Stated willingness to comply with all Commission policies and procedures (e.g. Agreement of Confidentiality; Conflict of Interest Policy; Operational Guidelines; Simultaneous Service; HIPAA Training, Licensure Attestation, and Professional Conduct Policy and Prohibition Against Harassment);
- Ability to conduct business through electronic means (email, Commission Web Sites); and
- Active, life or retired member of the American Dental Association, where applicable.

Educator Nominees:

- Commitment to predoctoral, advanced, and/or allied dental education;
- Active involvement in an accredited predoctoral, advanced, or allied dental education program as a full- or part-time faculty member;
- Subject matter experts with formal education and credentialed in the applicable discipline; and
- Prior or current experience as a Commission site visitor.

Practitioner Nominees:

- Commitment to predoctoral, advanced, and/or allied dental education;
- Majority of current work effort as a practitioner; and
- Formal education and credential in the applicable discipline.

Public/Consumer Nominees:

- A commitment to bring the public/consumer perspective to Review Committee deliberations. The nominee should not have any formal or informal connection to the profession of dentistry; also, the nominee should have an interest in, or knowledge of, health-related and accreditation issues. In order to serve, the nominee must not be a:
 - a. Dentist or member of an allied dental discipline;
 - b. Member of a predoctoral, advanced, or allied dental education program faculty;
 - c. Employee, member of the governing board, owner, or shareholder of, or independent consultant to, a predoctoral, advanced, or allied dental education program that is accredited by the Commission on Dental Accreditation, has applied for initial accreditation or is not-accredited;
 - d. Member or employee of any professional/trade association, licensing/regulatory agency or membership organization related to, affiliated with or associated with the Commission, dental education or dentistry; and
 - e. Spouse, parent, child or sibling of an individual identified above (a through d).

Higher Education Administrator:

- A commitment to bring the higher education administrator perspective to the Review Committee deliberations. In order to serve, the nominee must not be a:
 - a. Member of any trade association, licensing/regulatory agency or membership organization related to, affiliated with or associated with the Commission; and
 - b. Spouse, parent, child or sibling of an individual identified above.

Hospital Administrator:

- A commitment to bring the hospital administrator perspective to Review Committee deliberations. In order to serve, the nominee must not be a:
 - a. Member of any trade association, licensing/regulatory agency or membership organization related to, affiliated with or associated with the Commission; and
 - b. Spouse, parent, child or sibling of an individual identified above.

Revised: 8/18; 8/17; 8/14; 8/10; Adopted: 07/08

5. Chairs Of Review Committees: Review Committees are chaired by the Commissioner for the respective discipline(s). The Chair of the Predoctoral Review Committee is selected by the Chair of the Commission from among the four (4) Commissioners appointed by ADEA.

Revised: 8/17; Reaffirmed: 8/10

B. COMMISSION AND COMMISSION MEETINGS

The Commission and its Review Committees meet twice each year to consider site visit reports and institutional responses, progress reports, information from annual surveys, applications for initial accreditation, and policies related to accreditation. These meetings are held in the winter and the summer.

Reports from site visits conducted less than 90 days prior to a Commission meeting are usually deferred and considered at the next Commission meeting. Commission staff can provide information about the specific dates for consideration of a particular report.

The Commission has established policy and procedures for due process which are detailed in the Due Process section of this manual.

Revised: 8/17; 8/14; 7/06, 7/96; Reaffirmed: 8/10; Adopted: 7/96

1. Composition and Criteria

Composition

The Board of Commissioners shall consist of:

~~Four (4) members shall be selected from nominations open to all trustee districts from the active, life or retired members of this association, no one of whom shall be a faculty member working more than one day per week of a school of dentistry or a member of a state board of dental examiners or jurisdictional dental licensing agency. These members shall be nominated by the Board of Trustees and elected by the American Dental Association House of Delegates.~~

~~Four (4) members who are active, life or retired members of the American Dental Association shall be selected by the American Association of Dental Boards from the active membership of that body, no one of whom shall be a member of a faculty of a school of dentistry.~~

~~Four (4) members who are active, life or retired members of the American Dental Association shall be selected by the American Dental Education Association from its active membership. These members shall hold positions of professorial rank in dental schools accredited by the Commission on Dental Accreditation and shall not be members of any state board of dental examiners.~~

~~Four (4) members who shall be appointed by the Board of Trustees from the names of active, life or retired members of this Association. None of the appointees shall be a faculty member of any dental education program working more than one day per week or a member of a state board of dental examiners or jurisdictional dental licensing agency.~~

~~Four (4) members who are active, life or retired members of this Association and also active members of the American Association of Dental Boards shall be selected by the American Association of Dental Boards. None of these members shall be a faculty member of any dental education program.~~

~~Four (4) members who are active, life or retired members of this Association and also active members of the American Dental Education Association shall be selected by the American Dental Education~~

Association. None of these members shall be a member of any state board of dental examiners or jurisdictional dental licensing agency.

The remaining Commissioners shall be selected as follows: one (1) certified dental assistant selected by the American Dental Assistants Association from its active or life membership, one (1) licensed dental hygienist selected by the American Dental Hygienists' Association, one (1) certified dental laboratory technician selected by the National Association of Dental Laboratories, one (1) student selected jointly by the American Student Dental Association and the Council of Students, Residents and Fellows of the American Dental Education Association, one (1) dentist who is board certified in the respective discipline-specific area of practice and is selected by each of the following organizations: American Academy of Oral and Maxillofacial Pathology, American Academy of Oral and Maxillofacial Radiology, American Academy of Oral Medicine, American Academy of Orofacial Pain, American Academy of Pediatric Dentistry, American Academy of Periodontology, American Association of Endodontists, American Association of Oral and Maxillofacial Surgeons, American Association of Orthodontists, American Association of Public Health Dentistry, American College of Prosthodontists, American Society of Dentist Anesthesiologists; one (1) dentist who is jointly appointed by the American Dental Education Association; and the Special Care Dentistry Association, ~~the American Society of Dentist Anesthesiologists, the American Academy of Oral Medicine, and the American Academy of Orofacial Pain~~ and four (4) consumers who are neither dentists nor allied dental personnel nor teaching in a dental or allied dental education institution and who are selected by the Commission, based on established and publicized criteria. In the event a Commission member sponsoring organization fails to select a Commissioner, it shall be the responsibility of the Commission to select an appropriate representative to serve as a Commissioner. A member of the Standing Committee on the New Dentist (when assigned by the ADA Board of Trustees) and the Director of the Commission shall be ex-officio members of the Board without the right to vote.

Criteria (All Appointees)

- Ability to commit to one (1) four (4) year term;
- Willingness to commit ten (10) to twenty (20) days per year to activities, including training, comprehensive review of print and electronically delivered materials, and travel to Commission headquarters;
- Ability to evaluate an educational program objectively in terms of such broad areas as curriculum, faculty, facilities, student evaluation and outcomes assessment;
- Stated willingness to comply with all Commission policies and procedures (e.g. Agreement of Confidentiality; Conflict of Interest Policy; Operational Guidelines; Simultaneous Service; HIPAA Training, Licensure Attestation, and Professional Conduct Policy and Prohibition Against Harassment);
- Ability to conduct business through electronic means (email, Commission Web Sites); and
- Active, life or retired member of the American Dental Association, where applicable.

Revised: 2/21, 8/18; 8/17; Adopted: 8/14

2. Policy On Absence From Commission Meetings: When a Commissioner notifies the Director that he/she will be unable to attend a meeting of the Commission, the Director will notify the Chair. The Chair determines if another individual should be invited to attend the meeting in the Commissioner's absence. A substitute will be invited if the Commissioner's discipline would not otherwise be represented. This individual must be familiar with the Commission's policies and procedures; and

therefore, must be a current or former member of the appropriate Review Committee and must represent the same discipline or appointing organization as the absent Commissioner. In the event that these criteria cannot be met, the Commission Chair may elect not to invite another individual to the meeting. The substitute would have the privileges of speaking, introducing business, making motions, and voting.

Revised: 8/17; 8/10, 7/97; Reaffirmed: 7/07, 7/01; CODA: 12/86:14

C. POLICY ON CHANGES TO THE COMPOSITION OF REVIEW COMMITTEES AND THE BOARD OF COMMISSIONERS

The Commission believes it is imperative that content area experts are represented on site visit committees, Review Committees and on the Commission to accomplish its mission. However, the Commission does not establish Review Committees or add Commissioner positions based upon the number of programs accredited or number of students/residents enrolled within a given discipline.

The Board of Commissioners is composed of representatives and subject area experts from the dental education, dental licensure and private practice communities, advanced dental education, allied dental education, and the public at large. The Commission's Review Committees mirror this structure with committees devoted to dental, dental assisting, dental hygiene, dental laboratory technology, [dental anesthesiology](#), dental public health, endodontics, oral and maxillofacial pathology, oral and maxillofacial radiology, oral and maxillofacial surgery, [oral medicine, orofacial pain](#), orthodontics and dentofacial orthopedics, pediatric dentistry, periodontics, and prosthodontics. The Review Committee on ~~Postdoctoral General Dentistry, Advanced Education in General Dentistry, General Practice Residency, Dental Anesthesiology, Oral Medicine and Orofacial Pain~~ reviews programs in advanced education in general dentistry; ~~and~~ general practice residency; ~~dental anesthesiology, oral medicine, and orofacial pain~~; content experts from each of these areas are represented on the Committee. The Predoctoral Dental Education Review Committee reviews programs in predoctoral dental education and dental therapy education; content experts from each of these areas are represented on the Committee. The Review Committees function to ensure the quality of predoctoral, advanced, and allied dental education programs accredited by the Commission is maintained; they are advisory to the Commission on matters of accreditation policy and program review.

As predoctoral, advanced, and allied dental education and practice continues to evolve, the Board of Commissioners may consider a change in its composition, consistent with its *Rules*. The Board may also modify the number or composition of its Review Committees. Such changes may be necessary to reflect changes in the makeup of the dental profession workforce and to provide standards and quality accreditation services to the educational programs in these areas.

For example, changes to the Board of Commissioners or Review Committees may be considered by the Board of Commissioners under the following circumstances:

- When a new dental workforce or discipline is recognized by a nationally accepted agency.
- When development of accreditation standards or accreditation services for a new or existing dental workforce or discipline cannot be supported by the existing structure(s).
- When the Board of Commissioners identifies the need to modify its composition or that of a

Review Committee(s).

Procedure for Requesting a New Review Committee and/or Commissioner Position:

- A request is submitted to the Commission for either a new Review Committee and/or Commissioner position.
- The Chair of the Commission may refer the request to the appropriate standing committee and/or review committee(s) for evaluation or may present the request to the Commission at its next regularly scheduled meeting.
- If referred to a committee, the committee considers the request and provides a recommendation to the Commission.
- The Commission considers the report and recommendation of standing/review committee(s) or considers the request directly as presented by the chair and makes a final determination.
- If the Commission approves the request and directs a new Review Committee, a period of implementation and training will also be provided. If a modification to the existing composition of the Board of Commissioners is approved, the Commission's *Rules* will be modified.

Revised: 2/21; 8/18; 8/17; 2/16; Adopted 8/14

D. POLICY ON REMOVAL OF COMMISSION, REVIEW COMMITTEE, AND APPEAL BOARD MEMBERS

Pursuant to the *Rules* of the Commission on Dental Accreditation, the Commission may remove from office a member of the Commission, Review Committee, or Appeal Board for cause. The causes for removal from office are documented within the Commission's *Rules*. Before a member is removed for cause, the following procedures shall be followed by the Board of Commissioners:

The Chair of the Board of Commissioners shall notify the accused member in writing of the allegations concerning the member's performance. The written notice shall include a description of the conduct purported to constitute each charge. The accused shall be invited to respond in writing. If the accused member wishes, he or she may resign the position voluntarily or may request the opportunity to appear before the Board to respond to the allegations received. If an appearance is requested, the Board shall schedule it during the next meeting of the Board.

If the Commission, Review Committee, or Appeal Board on which the accused holds an office is scheduled to meet before the date of the appearance, the Board of Commissioners at its discretion may excuse the accused member from attending that meeting only after the Board of Commissioners offers the accused an opportunity to be heard or where it determines that compelling reasons exist for excusal. It shall specify the reasons for excusal in writing.

Formal rules of evidence shall not apply to the appearance to discuss the allegations made, but if requested, the Board of Commissioners shall permit the accused member to be assisted by legal counsel. Following the appearance, the Board shall decide by majority vote whether or not to remove the accused member. Every decision, which results in removal of a Commission, Review Committee, or Appeal Board member for cause, shall be reduced to writing and shall specify the

findings of fact which support the decision to remove the accused members. If the Board of Commissioners decides to remove the accused, that action shall create a vacancy on that Commission, Review Committee, or Appeal Board which shall be filled in accordance the appropriate provisions in these *Rules*. All records of the proceedings and the cause for removal shall be confidential information.

The Commission on Dental Accreditation shall provide notice to the ADA Board of Trustees once the Commission acts to remove a member for cause.

Adopted: 8/18; Revised 10/18