



*American Association of Oral and Maxillofacial Surgeons*



# **Faculty Educator Development Award Guidelines**

**(06/09)**

*Applications must be received by **April 15** at:  
American Association of Oral and Maxillofacial Surgeons  
Attn: FEDA Review Committee  
9700 West Bryn Mawr Avenue  
Rosemont, IL 60018-5701*

**I. PURPOSE OF THE AWARD**

**A. Faculty Educator Development Award**

1. The purpose of the Faculty Educator Development Award (FEDA) is to:
  - a. Encourage oral and maxillofacial surgeons to choose a career in academia within the specialty of oral and maxillofacial surgery.
  - b. Encourage oral and maxillofacial surgery faculty members who have been on full-time faculty for up to 5 years to continue a career in academia within the specialty of oral and maxillofacial surgery.
  - c. Provide a financial incentive to Commission on Dental Accreditation (CODA) accredited dental schools and residency training programs to retain current faculty and to recruit new faculty.

**II. ELIGIBILITY REQUIREMENTS**

**A. Applicants**

1. Eligibility requirements for the Faculty Educator Development Award (FEDA) are:
  - a. FEDA applicants must hold a DDS or DMD degree from an institution accredited by the Commission on Dental Accreditation (CODA) or an institution recognized or accredited internationally.
  - b. FEDA applicants must be a graduate of an oral and maxillofacial surgery residency program accredited by the Commission on Dental Accreditation (CODA)
  - c. FEDA applicants must be members or candidates of the AAOMS or enrolled in a fellowship at the time of application.
  - d. FEDA applicants who are awarded must maintain AAOMS membership.
  - e. FEDA applicants who are awarded must be a member of the OMS Foundation in the 2<sup>nd</sup> and 3<sup>rd</sup> year of the award.
  - f. FEDA applicants must be citizens or non-citizen nationals of the United States or its possessions and territories, or, must have been lawfully admitted to the United States for permanent residence, or demonstrate that s/he is actively seeking permanent residency, at least one-year prior to accepting the award.
  - g. Multiple faculty from the same institution are encouraged to apply, however only one award will be granted per institution per year.

**B. Institutions Supporting FEDA Awardees**

1. Eligibility requirements for the Faculty Educator Development Award (FEDA) are:
  - a. Institutions must be accredited by the CODA.
  - b. Institutions must submit information regarding the department of oral and maxillofacial surgery complete with:
    - (1) An organizational structure chart (Addendum A)
    - (2) Number of full and part time faculty (Addendum A)
    - (3) Board certification status of all faculty members (Addendum A)

- (4) A description of the department's mentoring process for new and young faculty members (Addendum A).
- (5) A detailed schedule of the recipient's first year commitments including undergraduate and graduate teaching assignments, research time and private practice opportunities (Addendum A).
- (6) Professional activity plan describing future plans for applying the knowledge and skills the applicant will gain from the award (Addendum B).
- (7) A signed Supporting Institution Agreement (Addendum C)

### III. CONDITIONS OF THE SCHOLARSHIP

#### A. Applicants

1. Applicants should apply directly to the AAOMS to receive a FEDA application. Only individuals, not institutions, are eligible to apply. All of the following items/information must be submitted at the time of application.
  - a. Name, address, current curriculum vitae and communication information
  - b. A *Supporting Institution Agreement* (Addendum C) from the supporting institution that includes:
    - (1) A statement that a full-time faculty position is or will be available to the awardee
    - (2) Documentation of accreditation status of the institution
    - (3) A statement that financial resources are available to support the FEDA awardee
    - (4) A statement that binds the institution to monitoring the teaching schedule of the awardee
  - c. A *FEDA Awardee Agreement* (Addendum C) including a statement from the applicant that s/he will commit to serving in a full-time faculty position for a period of six years after s/he is selected for an award, with the following stipulations:
    - (1) During the first three (3) years the awardee will receive FEDA funds as described in Section III, A, 5. Additionally, the institution will receive a one-time disbursement for faculty enrichment as described in Section III, B, 2-3
    - (2) During the last three (3) years the awardee will remain in a faculty position
    - (3) The awardee may serve in a faculty position in more than one institution. Each institution that receives FEDA funds must submit to the AAOMS an *Institutional Faculty Educator Development Award Agreement* per Section III, A, 1, b.
2. The status, title and staff privileges for those selected for a FEDA will be determined by the institution according to established policies.
3. If the FEDA recipient fails to meet the commitment as described in Section III, A, 1, c, a pro-rata share of the disbursements paid to the recipient must be returned to the AAOMS within one year of the date on

which the recipient left the faculty position. The recipient will be obligated to reimburse the AAOMS in the following manner:

- (a) During the first year of the award period the recipient will be obligated to reimburse the AAOMS for 150% of the stipend received (150% X \$40,000=\$60,000)
  - (b) During the second year of the award period the recipient will be obligated to reimburse the AAOMS for 125% of the cumulative total disbursed in the first two years or portion thereof (125% X \$80,000=\$100,000)
  - (c) During the third year of the award period the recipient will be obligated to reimburse the AAOMS for 100% of the disbursement received (100% X \$120,000=\$120,000)
  - (d) During the fourth year of the award period the recipient will be obligated to reimburse the AAOMS for 75% of the disbursement received (75% X \$120,000=\$90,000)
  - (e) During the fifth and sixth year of the award period the recipient will be obligated to reimburse the AAOMS for 50% of the disbursement received (50% X \$120,000=\$60,000)
4. The period for the FEDA may begin at any time following notification by AAOMS that the applicant has been selected.
  5. To receive payment, the recipient of the FEDA must submit a request for payment to the AAOMS. Up to \$40,000 will be provided per year over the 3-year period of the award. This amount must be in addition to the individual's total compensation. This remuneration will not be subject to fringe benefits. Payments will only be provided one year at a time. The total 3-year disbursement will not exceed \$120,000.
  6. The first payment to the recipient will be made following recognition at the AAOMS Annual Meeting, and annually for 2 years, thereafter upon receipt of annual report.
  7. If the FEDA recipient leaves academics and/or transfers to another academic institution during the award agreement, the institution is not obligated to reimburse the AAOMS for the institution award of \$10,000.
  8. If the award recipients academic position is terminated during the award commitment, the award recipient will be responsible for reimbursing the AAOMS as described in Section III.A.3.

**B. Institutions Supporting FEDA Awards**

1. Institutions must indicate their support by submitting an *Institutional Agreement* (Addendum C) along with the FEDA application.

2. All funds disbursed to the institution must be used solely to support the FEDA. A one-time disbursement of up to \$10,000 will be made to the institution. The disbursements are to be used solely for the following purposes:
  - a. Faculty enrichment for the awardee as determined by the institution and the awardee.
3. Payment will be made to the institution by the AAOMS within thirty (30) days of notification by the awardee of the start date of his faculty position.

#### **IV. APPLICATION PROCEDURES**

##### **A. Application Forms and Format**

1. Only individual applicants are eligible to apply for a FEDA.
2. Applications are to be submitted on the application material that is included with these guidelines.
3. Applications are to be typewritten or generated on computer word processing software and must be submitted in the format of the application. The application may be submitted electronically. Conformity to the prescribed format will be taken into account in the review process.

##### **B. Timing of the Application**

1. The deadline for receipt of FEDA applications is **April 15** annually.
2. No facsimile applications will be accepted.
3. The applicant will be notified of selection within 90 days following respective deadline date.
4. Incomplete applications will be returned to the applicant.

##### **C. Review Procedures**

1. The FEDA Committee will review applications and present recommendations of support to the AAOMS/OMSF Boards.

##### **D. Re-submission of Applications**

1. Applicants that were not recommended for support, if eligible, may resubmit a revised application by April 15 of the following year.

#### **V. PROGRESS REPORTS**

##### **A. Submission of Reports**

1. An annual report will be submitted by the applicant and institution to the AAOMS describing the awardee's progress as a faculty member (AddendumD).

The report should be submitted on the document entitled *Faculty Educator Development Award Progress Report*, which may be copied and paginated as needed. The report should contain information requested on the form (Addendum D).

2. Within six (6) months of the conclusion of the award six (6) year period, both the applicant and the institution must submit a report to the AAOMS summarizing the activities of the awardee during the award period.
  - a. A statement that the FEDA recipient completed the six (6) year period as a full-time faculty member at an accredited institution(s).
  - b. A description of the contribution that the FEDA recipient made to predoctoral and residency education.
  - c. A description from the institution(s) as to how the \$10,000 faculty enrichment disbursement was used to support the FEDA recipient.
3. Failure to submit a progress report will disqualify both the institution and the FEDA awardee from all AAOMS award funded competitions, both current and in the future, until the report has been received.