



American Association of Oral and Maxillofacial Surgeons



Faculty Educator Development Award Guidelines

(07/23)

*Applications must be received by **11:59 p.m. Jan. 31**: Email
submissions to advancededucation@aaoms.org Mail to:
American Association of Oral and Maxillofacial Surgeons
Attn: FEDA Review Committee
9700 W. Bryn Mawr Ave.
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 seven 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 residency training programs with OMS residents to retain current faculty.

II. ELIGIBILITY REQUIREMENTS

A. Applicants

1. Eligibility requirements for the Faculty Educator Development Award (FEDA) are:
 - a. Applicants should apply directly to AAOMS via the FEDA application. Only individuals, not institutions, are eligible to apply. The application must be completed in its entirety and according to the instructions. Any incomplete applications or applications that do not follow the instructions will not be reviewed by the committee and returned to the applicant as administratively unresponsive.
 - b. Applicants must hold a DDS or DMD degree from an institution accredited by CODA or an institution recognized or accredited internationally.
 - c. Applicants must be a graduate of an oral and maxillofacial surgery residency program accredited by CODA; or be ABOMS board-certified.
 - d. The applicant must be a current AAOMS member and financial donor to the OMS Foundation.
 - e. 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 must have been granted appropriate temporary (nonimmigrant) worker classification appropriate to allow payment under the terms of the FEDA Award.

- f. Multiple faculty from the same institution are encouraged to apply; however, only one award will be granted per institution per year.
- g. Applicants must be an active full-time faculty member training residents at time of application.
- h. Applicants must have completed two years as a full-time faculty member at the time of application or a 2019 FEDA applicant. CODA-approved fellowship training counts toward one year of the two-year requirement.
- i. Applicants must be ABOMS-certified at time of application.

B. Institutions Supporting FEDA Awardees

- 1. Eligibility requirements for the Faculty Educator Development Award (FEDA) are:
 - a. Institutions must be accredited by CODA and have current OMS residents in training.
 - b. Institutions must submit all information required by the application and follow all instructions. Any incomplete applications or applications that do not follow the instructions will not be reviewed by the committee and returned to the applicant as administratively unresponsive.

III. CONDITIONS OF THE SCHOLARSHIP

A. Applicants

- 1. A FEDA recipient *must* 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:
 - a. 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 disbursement for faculty enrichment as described in Section III, B, 1-2.
 - b. During the last three (3) years, the awardee will remain in a faculty position.
 - c. The awardee may serve in a faculty position in more than one institution. Each institution that receives FEDA funds must submit to AAOMS an *Institutional Faculty Educator Development Award Agreement* (Addendum F).
- 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, a pro-rata share of the disbursements paid to the recipient must be returned to AAOMS within one year of the date on which the recipient left the faculty position. The recipient will be obligated to reimburse AAOMS in the following manner:
 - a. During the first year of the award period, the recipient will be obligated to reimburse AAOMS for 100 percent of the stipend received (100 percent of \$40,000 = \$40,000).
 - b. During the second year of the award period, the recipient will be obligated to reimburse AAOMS for 75 percent of the cumulative total disbursed in the first two years or portion thereof (75 percent of \$80,000 = \$60,000).
 - c. During the third year of the award period the recipient will be obligated to reimburse AAOMS for 50 percent of the disbursement received (50 percent of \$120,000 = \$60,000).
 - d. During the fourth year of the award period the recipient will be obligated to reimburse AAOMS for 25 percent of the disbursement received (25 percent of \$120,000 = \$30,000).
 - e. During the fifth and sixth year of the award period the recipient will be obligated to reimburse AAOMS for 10 percent of the disbursement received (10 percent of \$120,000 = \$12,000).
 - f. In accordance with the AAOMS Bylaws, Chapter I, Membership, Section 60. Termination of Fellowship/Membership: F. Failure to Comply with Association Financial Arrangements: A fellow, member, provisional fellow/member or affiliate member who is in violation of a financial agreement with the Association following contractual acceptance of an award shall cease to be a member at the convening of the next Annual Meeting following the first year of delinquency.
4. The period for the FEDA begins annually on Oct. 15.
5. To receive payment, the recipient of the FEDA must submit a request for payment to AAOMS. Up to \$40,000 will be provided per year over the three-year period of the award with the check made in the recipient's name. 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 three-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 two 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 AAOMS for the institution award.
8. If the award recipient's academic position is terminated during the award commitment, the award recipient will be responsible for reimbursing AAOMS as described in Section III, A, 3.
9. The award is taxable income. The award recipient will receive a 1099 tax form from AAOMS annually for the first three years of the award agreement.

B. Institutions Supporting FEDA Awards

1. All funds disbursed to the institution must be used solely to support the FEDA recipient. Disbursements of \$5,000 will be made to the institution in each of the first three years. 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.
 - b. Development of a specific account for the award recipient for faculty enrichment.
 - c. If the recipient changes institutions, all remaining disbursements follow the recipient to their new institution.
 - d. If the recipient leaves academics, all remaining institution disbursements are not distributed.
2. To receive payment, the institution must submit an invoice to AAOMS. The institution is responsible for generating an invoice to AAOMS between Sept. 1 and Oct. 1 in each of the first three years of the award to ensure funds are properly disbursed to the institution. Payment will be made to the institution by AAOMS within 30 days of being invoiced by the Institution. Invoices to AAOMS must include check remittance instructions including to whom the check should be made out.

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 generated on computer word processing software and must be submitted in the format of the application (Arial 12 point with one-inch margins). The application must be submitted electronically. Any incomplete applications or applications that do not follow the instructions will not be reviewed by the committee and returned to the applicant as administratively unresponsive.

B. Timing of the Application

1. The deadline for receipt of FEDA applications is **Jan. 31** annually.
2. No facsimile applications will be accepted.
3. The applicant will be notified of selection by May 1.

C. Review Procedures

1. The Committee on Education and Training (CET) will review applications and present recommendations of support to the AAOMS and OMS Foundation Boards.
2. Review of applications is completed in the following manner.
 - i. Criteria scores – Applications are scored by all members of the CET (except those recused by conflict of interest). Four primary criteria are scored with a range of 1-9, with 1 as high.
 1. Professional activity plan.
 2. Applicant track record (CV), taking into account number of times applied.
 3. Mentoring process.
 4. Total debt and educational debt-to-income ratio.
 - ii. Final Score
 1. The final score is a summation of the criteria scores but not necessarily an average of them. A scale of 1-9 is used with 1 being high.
 - iii. Committee Strategic Review
 1. Following final scoring by the committee, the top candidates equal to the number of awards plus two to three alternates (depending on the size and final scores of the pool) again are reviewed. At this stage, the order of those being considered may be altered based on strategic priorities including demographics, clinical area within the

scope of practice, geography and program history of recent prior award recipients. The final order is then submitted to the AAOMS Board for approval.

D. Re-submission of Applications

1. Applicants that were not recommended for support, if eligible, may resubmit a revised application by Jan. 31 of the following year.
2. It is expected that most successful applicants will have submitted applications over multiple years with documented progress in the professional activity plan and CV.

V. PROGRESS REPORTS

A. Submission of Reports

1. Progress reports are due annually from applicants and at the conclusion of the award six (6)-year period, both the applicant and the institution must submit a report to AAOMS summarizing the activities of the awardee during the award period on Sept. 1.
2. The report should include:
 - a. Submission of CV
 - b. A description of the contribution that the FEDA made to predoctoral and residency education.
 - c. A brief description from the institution(s) as to how the \$15,000 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 and OMS Foundation award-funded competitions, both current and in the future, until the report has been received.