


| | | | | |
|---|---|-----------------------------|----------------|-------------------|
|  | DEPAD Working Principles Directive | | | Document No: 003 |
| Document Code DEPAD-ÇEY | Release Date 25.10.2021 | Revision Date 01.07.2021 | Revision No:01 | Page No 1 / 12 |

AADE Working Directive

This directive has been accepted on July 01, 2021 dated AADE General Assembly.

ARTICLE 1 - Basis and Objective

This directive has been prepared in accordance with Articles 12, 15, and 17 of the Association for Accreditation of Dental Education (AADE). Its purpose is to determine the principles regarding the functioning of the boards, commissions, and working groups that will work as the AADE body.

ARTICLE 2- Scope

This directive covers the issues that need to be determined by the decision of the General Assembly regarding the operation of the association.

ARTICLE 3- Abbreviations

The following abbreviations refer to:

AADE: Association for Accreditation of Dental Education

AADE BOD: Board of Directors of the Association for Accreditation of Dental Education

AADE GA: General Assembly of the Association for Accreditation of Dental Education

AADE SB: Supervisory Board of the Association for Accreditation of Dental Education

CDD: Council of Deans of Dentistry

CEC: Counseling and Education Commission

CHE: Council of Higher Education.

EP: Evaluator Pool

IDEAB: International Dentistry Education Accreditation Board

MR: Monitoring Report

NDEAB: National Dental Education Accreditation Board

SDDC: Standard Determination and Development Commission

SER: The Self Evaluation Report to be prepared by the Faculties of Dentistry

TDA: Turkish Dental Association

ARTICLE 4- National Dental Education Accreditation Board (NDEAB)

National Dentistry Education Accreditation Board (NDEAB) is a body established under AADE to work within the framework of the objectives listed in Article 2 of the AADE bylaw

and established in accordance with the paragraphs 4.1, 4.2, 4.3, and 4.4 of this article and it can take and implement decisions within the framework determined by the directive.

4.1- Duties of NDEAB

- a. To make and implement decisions regarding the accreditation of pre-graduate education programs of all dentistry faculties recognized by CHE on behalf of AADE,
- b. To determine the members who will take part in the program evaluation teams from the evaluator pool,
- c. To determine the visit, evaluation, and accreditation processes of educational institutions and to approve timeline programs,
- d. To present to the AADE Board of Directors the amendment proposals it deems necessary regarding the current accreditation processes and evaluation criteria,
- e. To ensure the coordination of its sub-committees and working groups, to establish working groups related to the field of activity, when necessary,
- f. To ensure that the content of NDEAB on the official website of the association is up-to-date and maintained.

4.2- Formation, Members, and Term of Office of NDEAB

NDEAB members, who are dentistry lecturers, are selected from an evaluator pool. A person cannot act as a rector, vice-rector, advisor to the rector, dean, vice-dean, college director, college vice-principal, chief physician and deputy chief physician, and a member of NDEAB at the same time.

NDEAB consists of 17 (seventeen) members as follows.

- a. 11 (eleven) lecturers selected by AADE GA to represent all departments, who take part in dentistry education and are experienced in dentistry education, management, accreditation, and quality processes, in accordance with the conditions specified in Article 3 of the AADE statute "Membership Conditions and Acceptance to Membership"
- b. A non-voting member appointed to represent the AADE BOD
- c. 1 (one) member recommended by the Provincial Health Directorate and graduated from the Faculty of Dentistry at most 5 years ago,
- d. 1 (one) member who is experienced in education, quality, and accreditation processes, appointed with the recommendation of TDA,
- e. 2 (two) undergraduate dentistry students, proposed for student representation by the relevant faculties, one of which is new and the other old in the order of the establishment year of the faculties, and does not have the right to vote, to take part in the board for 4 (four) years,
- f. 1 (one) community representative who is not related to the profession.

Membership of NDEAB lasts 4 (four) years, except for the members who have presided, they cannot serve for more than 3 (three) consecutive terms. Members whose term of office expires are reassigned by AADE BOD or new members are appointed in their place. Member(s) are

appointed by AADE BOD to complete the term of office of the resigned members, for the members who had to resign before their term of office expires.

4.3- Election and Re-determination of NDEAB President, Vice-President, Members

- a. NDEAB elects 3 (three) persons, a chairperson, a vice-chair, and a reporter, among the members who meet the conditions specified in Article 4.2. The term of office of the NDEAB chairperson and vice-chair is 4 (four) years. These terms cannot be extended. The chairperson and vice-chair cannot hold the same office for two consecutive terms.
- b. In case of the resignation of the chairperson and/or vice-chair, a new chairperson and/or vice-chair is elected to complete the term.

An election is not held for the chairperson who has to resign before his/her term of office expires, the vice-chair assumes the chairperson's role until the remaining term is completed, and a new vice-chair is elected. In the event that both the chairperson and the vice-chair resign together; A new chairperson and/or vice-chair is elected to complete the term of office of the resigned members.

4.4- NDEAB Meetings and Working Principles

- a. The chairperson of NDEAB is responsible for the functioning of NDEAB. In the absence of the chairperson, the NDEAB vice-chair conducts the operation of NDEAB on behalf of the chairperson.
- b. NDEAB holds at least 4 (four) meetings every year. The NDEAB meeting call, together with the agenda, is notified to the NDEAB members and the chairperson of the AADE BOD in writing and/or by e-mail at least two (2) weeks in advance by the NDEAB chairperson.
- c. NDEAB members have to attend NDEAB meetings in person. They cannot send a representative instead. The membership of a person who does not attend three consecutive meetings without giving an excuse to the Chairperson's office is automatically terminated.
- d. A CDD member can attend NDEAB meetings without voting rights to establish the connection between CDD and NDEAB. A CDD member cannot replace a CDD member representative.
- e. NDEAB meetings are held with an absolute majority and are open to the participation of AADE BOD members without voting rights.
- f. Accreditation decisions are taken with at least nine (9) votes, and all other decisions are taken by the absolute majority of the members attending the meeting.
- g. Virtual meetings can be organized by using communication and voting tools such as mail, fax, e-mail, and website in cases where urgent discussion and decision-making are required apart from the regular NDEAB meetings and accreditation decisions. However, the conditions stated in (e) and (f) above apply to the decisions in such meetings.
- h. NDEAB members can participate in the work of all AADE commissions without the right to vote, except for organizational visits.

1. In all other matters not included in this directive, the AADE bylaw and the AADE BOD decisions are taken into account.

ARTICLE 5: Evaluator pool (EP), Program Evaluation Teams, and Program Evaluators

5.1. Evaluator Pool

It consists of people who have received evaluator training and who have been successful in the evaluation exam, who visit the faculties where it is decided to make an evaluation visit, prepare a program evaluation report and notify NDEAB.

Lecturers to be included in the evaluator pool are expected to be experienced in quality development, continuous improvement, and accreditation preparation in programs accredited in Turkey and/or abroad, and they are expected to document it.

Members other than academic members are expected to have expertise in dentistry education and to be experienced in at least one of the fields of quality processes and they are expected to document it.

While determining the persons to be included in the program evaluator pool, other characteristics such as academic title, specialization area, male/female balance, and inter-organizational balance are also taken into consideration.

Program evaluators are required to attend and successfully complete each evaluator training organized. Program evaluators are also required to attend in-depth training sessions to know the evaluation criteria to the required depth and to acquire the skills and behaviors expected from the evaluation team members. Rector, vice-rector, advisor to the rector, dean, vice-dean, chief physician and deputy chief physician, institute director, and assistant director cannot be assigned to the evaluator pool while in this position.

Faculty of Dentistry Deans and CDD can propose candidates for the call to form the AADE evaluator pool. Among these candidates, the selection of those who meet the appropriate conditions is made by NDEAB. It can propose a maximum of 3 candidates per year from each Faculty of Dentistry. NDEAB may call for an evaluator on the Association's website when it deems necessary. Persons to be employed in EP must be members of AADE.

5.2 Program Evaluation Teams

Accreditation evaluations are made by program evaluation teams. Program evaluation teams are formed by NDEAB and are approved by AADE BOD. Considering the conflict of interest, separate evaluation teams are expected to be established for each organization whose programs will be evaluated. Each team has at least one student evaluator.

The rules to be followed in the working procedures and principles of the program evaluation teams are regulated by the Evaluation and Accreditation Implementation Principles

Directive. Program Evaluation Teams consist of 5 (five) full members, 1 (one) student, and 2 (two) reserve members elected by NDEAB and assigned by AADE BOD from among the EP. AADE BOD may appoint an observer member or additional member when necessary. For each team formed, an experienced and more senior evaluator is appointed as the “Team Head”.

5.3. Student Evaluators

- a. Student evaluator candidates must be enrolled in a dentistry education undergraduate program on the date of their selection.
- b. They must not have received disciplinary action. In addition, it is preferable for the student to act as a student representative, take an active role in student clubs, scientific meetings, and organizations, and should document their activities. At the same time, the criteria to be sought in the students to be selected for the evaluator pool are also valid for the students to be elected to the Boards and Commissions.
- c. They must have successfully completed the evaluator training organized by the Education Commission.

5.5 Observers

- a. When necessary, AADE members, evaluator candidates, and representatives from domestic and foreign accreditation institutions can participate in the evaluation teams as observers, provided that the approval of the team heads and relevant institutions is obtained and upon the decision of NDEAB.
- b. Within the scope of AADE's cooperation with foreign accreditation institutions, a representative from one of these organizations can participate as an external observer in at least one of the program evaluation teams formed every year. Organizations to be asked for external observers and relevant regulations are determined by AADE BOD.
- c. External observers submit their reports to AADE- BOD at the end of the evaluation visit. The evaluation and use of this report in the improvement processes are under the authority and responsibility of AADE BOD.

ARTICLE 6: Training Commission

ARTICLE 6.1.: Duties, Authorities, and Responsibilities of the Training Commission

The Training Commission carries out its activities in accordance with the directive approved by the AADE BOD and submitted to the General Assembly.

- a. To inform new members about AADE policies and the structure, operation, and accreditation process of NDEAB, to organize update training programs,
- b. To organize "managerial activities training" about AADE policies and operation for all new AADE Board of Directors and Supervisory Board members and their organs,

- c. To organize “evaluator training programs” for evaluators to be recruited into the program evaluator pool,
- d. To organize organizational information training programs for the members of organizations considering and making an application for accreditation evaluation to AADE,
- e. To organize accreditation awareness and information training programs for organizations,
- f. To organize promotional and informational training programs for students, when necessary,
- g. To prepare all kinds of training materials related to the training programs specified in the above articles,
- h. To make at least a one-year calendar and location planning of these training events and workshops and submit them to the approval of the Board of Directors to be published on the AADE website,
- I. To determine the trainers who will actively carry out the training activities and to determine the details of the activities to be done with them,
- I. To submit a report summarizing and evaluating the activities of the Training Committee to the Board of Directors one month before the General Assembly,
- j. To perform other duties that may be assigned by the Board of Directors regarding AADE training programs.

Additional working principles are regulated by the Education Commission Directive approved by AADE BOD and submitted to GA.

ARTICLE 6.2.: Formation of Training Commission

The Training Commission consists of at least 7 (seven) members. Members are determined as described below and for 4 (four) years. This commission elects a chairperson and a secretary for 4 (four) years.

1. NDEAB member (1 Member)
2. AADE member (6 members; preferably at least 1 Basic Science Faculty Member)

ARTICLE 7: Standard Determination and Development Commission

The Standard Determination and Development Commission carries out its activities in accordance with the directive approved by the AADE BOD and submitted to the General Assembly.

ARTICLE 7.1.: Duties of the Standard Determination and Development Commission

- a. To periodically review and update the standards, determine the discipline-specific criteria for the new programs to be opened, and carry out similar studies on the criteria.
- b. To determine national standards for dentistry education programs in our country, by evaluating universal rules and standards and national requirements together, to prepare evaluation criteria and guides for these standards, and to ensure their continuous development. After the standards determined or amended by the Commission are approved by AADE BOD, they are posted on the Association's website. Changes in the standards are put into practice with

the decision of AADE BOD, to be effective from the next evaluation period.

ARTICLE 7.2.: Formation of the Standard Determination and Development Commission

a. The commission consists of at least 12 (twelve) members. This commission elects a chairperson and a secretary for 4 years. The student member is determined by AADE from among the suggestions of the faculties for 4 (four) years. A student representative cannot be taken from the same faculty without a representative from all faculties that give graduates. The criteria to be sought in the students to be selected for the evaluator pool are also valid for the student members to be selected for the commissions.

Members are elected by AADE GA as explained below and for 4 (four) years:

1. NDEAB member (1 Member)
2. AADE member (10 members; preferably at least 2 of them are Basic Science Lecturers)
3. Dentistry Undergraduate Education Program Student (1 Member)

b. In the changes to be made in AADE accreditation standards, the opinions of the dentistry faculties of universities in Turkey, representatives of their students, and similar external stakeholders as well as internal stakeholders such as NDEAB, AADE members, and NDEAB evaluators are sought.

ARTICLE 8: AADE Accreditation Standards

The standards used in the program evaluations to be made by NDEAB determine the minimum conditions that a dentistry education program must meet for accreditation. It is prepared by the SDDC by taking the opinions of internal and external stakeholders.

To make revisions of working hours by the Board of Directors in line with the feedback from the accreditation processes, boards, and commissions determined in the directives.

ARTICLE 9: Conflict and/or Conflict of Interest

a. The duty of AADE BOD, Supervisory Board, and NDEAB membership may create situations that may lead to questions regarding the impartiality and dignity of the evaluation process, or conflicts of interest and/or conflicts. AADE BOD, Supervisory Board, and NDEAB members are expected to behave professionally and ethically, disclose real or apparent conflicts and/or conflicts of interest, and stay away from discussions and decisions that may be related to real or apparent conflicts and/or conflicts of interest.

b. Similarly, duties such as head of the evaluation team, co-chairperson, program evaluator, and co-evaluator may create situations that may lead to questioning or conflicts of interest regarding the impartiality and dignity of the evaluation process. AADE expects these persons to act professionally and ethically, disclose real or apparent conflicts of interest, and stay away from discussions and decisions that may be related to real or apparent conflicts of interest.

- c. The objectives of this policy are listed below
 - 1) To ensure the dignity of the evaluation process and the reliability of the decisions of AADE BOD, AADE-SB, and NDEAB members, program evaluators, and co-evaluators.
 - 2) To guarantee a fair and impartial decision-making process.
 - 3) To ensure impartial behavior and to prevent behaviors that may give the impression of not being impartial.
- d. NDEAB members, AADE, and persons representing NDEAB, if they have a close and active relationship with, or have been in the past, a program or institution that is in the decision process for AADE or NDEAB, do not participate in the decision-making process regarding that organization. The close and active relationship includes, but is not limited to:
 - 1) Currently working as a lecturer, staff member, or consultant in the organization or program, or having worked in the past.
 - 2) Having or having conducted interviews or discussions to serve in the organization or program.
 - 3) Having been a student of the organization.
 - 4) Having received an honorary degree from the organization.
 - 5) A close relative to be a student or employee of the organization or program.
 - 6) Having a non-remunerative affiliation with the organization (for example, a member of the organization's board of trustees or industrial advisory board, etc.).
- e. All individuals who will represent NDEAB and therefore AADE, sign the "CONFIDENTIALITY/CONFLICT/CONFLICT OF INTEREST DECLARATION FORM" stating that they will not cause a conflict of interest and that they have read and understood these principles.
- f. The team leader, co-chairperson and evaluators, and co-evaluators to be assigned during the evaluation process are also requested to make a written statement that they do not have real or apparent conflicts of interest with the organizations and persons related to the program they will evaluate.
- g. Individuals cannot attend the parts of the NDEAB meetings where the issues that they have real or apparent conflicts of interest are discussed or decisions are made. The names of those who declare that they are unauthorized due to conflicts of interest in a meeting are recorded. Actual or apparent conflict/conflict of interest occurs when:
 - 1) Having a close and active relationship with a program or organization.
 - 2) Having a monetary or personal relationship.
 - 3) Having a reason that will prevent the person from making an unbiased decision.

ARTICLE 10 - The International Dental Education Accreditation Board (IDEAB)

Determines the standards, processes, and tools required for the accreditation of the undergraduate education programs of Faculties of Dentistry abroad on behalf of AADE. Its formation, duties, members, and processes are determined by a directive to be prepared by AADE BOD.

ARTICLE 11 - Confidentiality

- a. The information provided by the institutions is used confidentially by the members of the AADE board and commission and cannot be disclosed without the written permission of the relevant organization. However, the AADE BOD may use the information and documents obtained from the accreditation processes in its reports and presentations without revealing the identity of the organization.
- b. The content of the material distributed for evaluation and discussion at AADE BOD and board meetings are considered confidential information.
- c. The contents of such documents and accreditation decisions can only be disclosed by authorized persons and under defined conditions.
- d. Members of AADE Boards, AADE employees, and program evaluators sign the AADE "CONFIDENTIALITY/CONFLICT/CONFLICT OF INTEREST DECLARATION FORM" expressing that they understand and abide by these confidentiality principles. The provisions of the Code of Ethics and the "CONFIDENTIALITY/CONFLICT/CONFLICT OF INTEREST DECLARATION FORM" are applied to those who violate the confidentiality rules.

ARTICLE 12- Transparency and Accountability

AADE has the responsibility to inform and account for all its stakeholders and the public regarding program evaluation and accreditation activities. For this purpose, the following information and documents are published on its web page (www.DEPAD.org):

- a. Bylaws and directive(s) that determine the purposes and functioning of AADE and the boards,
- b. National standards used for evaluation and accreditation,
- c. Self-evaluation report format, evaluation process, and method, and similar documents that clearly define the evaluation and accreditation process and scope for higher education institutions that will apply to AADE for program evaluation and accreditation,
- d. Study reports and publications summarizing the work of AADE, including its evaluation and accreditation activities,
- e. List of AADE accredited programs and accreditation information and results reports.

ARTICLE 13 - Storage of AADE Documents

- a. Documents and reports related to AADE studies are regularly archived and stored. The AADE BOD Chairperson ensures that AADE's official documents and reports are securely archived and stored.

- b. AADE records the list of accredited programs, and the types and validity periods of the accredited accreditations.
- c. The methods and duration of storage of documents and reports related to AADE's work, including documents and reports regarding the accreditation process and results, are regulated by the Archiving Directive, approved and published by AADE BOD.

ARTICLE 14 -AADE Office

14.1 General Secretary

The AADE Secretary carries out the work, the scope of which is determined by the AADE BOD and is responsible to the AADE BOD.

14.2 AADE Commercial Enterprise

The Commercial Enterprise carries out the activities and all kinds of monetary transactions related to these activities, the scope of which is determined by the AADE BOD, in accordance with the AADE Regulation. The Commercial Enterprise is managed by one or more directors appointed by the AADE BOD. Administrative Managers are responsible to AADE BOD.

ARTICLE 15- Amendment to the Directive

Changes to this directive are decided by the AADE Board of Directors, and the date from which they should enter into force is decided by the AADE Board.

ARTICLE 16- Enforcement and execution

- a. This directive comes into effect from the date it is approved by AADE GA.
- b. The provisions of this directive are executed by the Chairperson of AADE.
- c. AADE BOD is responsible for making regulations and making decisions on all matters other than the provisions of this directive.

ANNEX 1. Within the scope of this directive, the addition of an additional article stating that revisions regarding time management during the accreditation process can be made by the Board of Directors to ensure the continuity of the studies was accepted by the majority of votes.