

ADVANCED EDUCATION COMMITTEE

MINUTES

January 15, 2014

Present: Williamson, (Chair), T. Allareddy, Brogden, Cobb, Humbert, Eckert, Garcia, Southard Thalji, Timmons, Warren,

Absent: Cowen, Fletcher, Geneser, Hill, Schneider, Solow, Welsh-Grabin

1.0 Approval of the October 13, 2014 Meeting Minutes

The minutes from the October 13, 2014 meeting were approved as corrected.

2.0 Resident Participation on Committee

The Committee composition will not include resident participation.

3.0 Working Group Updates

2.1 Working Group on Leave Policies (Cobb/Ruprecht)

The working group distributed the draft of the Leave Policy guidelines for discussion (Attachment 1)

The guidelines can be modified for each program.

The electronic leave request form is posted on the IntraDent. The request must be signed either electronically or on hard copy.

Suggestions:

- Change “women affected by pregnancy:” to “to treat pregnant women.”
- Delete “sick” from policy. The type of leave--sick or vacation--is left up to individual programs.
- Include “At the discretion of the Program or Department.” Programs will determine the appropriate number of days allotted.

Dr. Cobb will incorporate changes and post the revised guidelines on the IntraDent.

2.2 Working Group on Resident and Graduate Handbook Revisions

The Working Group is awaiting updates to the Parental Leave and Disciplinary Policies before distributing the final Handbook draft.

2.3 Disciplinary Policies

The Committee discussed which collegiate office should oversee advanced program disciplinary procedures and provide an advocate for residents and graduate students. The following motion was made and seconded:

To appoint Dr. Lily Garcia, Office of Dental Education as advocate for graduate students and residents.

There was no discussion and the motion passed unanimously.

A protocol will be developed by the working group on disciplinary policies.

4.0 Centralized Support for Advanced Education

Dean Solow was unavailable and the item was tabled until the next meeting.

6.0 Comments/Updates

6.1 Certificate students are now registered in MAUI. The College will be able to provide official transcripts for certificate students. The Committee was advised to verify and update files for residents/graduate students on a regular basis.

6.2: An advanced DAT exam will be available through ADEA.

Minutes respectfully submitted by Mary Lynn Eckert.

Final DRAFT (11-19-14)

**UNIVERSITY OF IOWA
COLLEGE OF DENTISTRY
RESIDENCY AND GRADUATE PROGRAM**

Leave of Absence (Vacation, sick, personal, religious, professional, parental)

The University of Iowa College of Dentistry and Dental Clinics recommends graduate and advanced education (specialty) programs allow graduate students or residents up to ten business/work days off per year for leave of absence to be used for vacation, sick, personal, religious or professional purposes. Any anticipated absence should be reviewed with the program director whenever possible. The graduate student or resident must submit a leave of absence request at least 2 weeks in advance for a planned leave. This request must be signed by the graduate and advanced education program director. If a graduate student or resident is ill the form should be submitted to the program director as soon as possible upon recovery and return to the program.

The University of Iowa College of Dentistry and Dental Clinics is firmly committed to protecting the rights of expectant mothers and fathers by complying with Title VII of the 1964 Civil Rights Acts as amended by the Pregnancy Discrimination Act of 1978. The College of Dentistry and Dental Clinics policy is to treat women affected by pregnancy, childbirth or related medical conditions in the same manner as other graduate students or residents unable to see patients because of their physical condition in all aspects of the residency guidelines.

It is recommended that parental leave be granted to the graduate student or resident for a period of 4 weeks after the birth of a child. Graduate students or residents, fellows and other postdoctoral students in the dental field may have individual policies depending on the type of appointment made for each individual. The College of Dentistry and Dental Clinics complies with University policies and procedures and applicable state and federal laws and regulations. Graduate students or residents in the College whom a medical care provider has certified as unable to perform their assigned job functions will not report to work until an appropriate medical care provider certifies their fitness to return to work. When the graduate student or resident returns to their collegiate program they are entitled to return to the same position with no loss of rights or privileges.

Time given for leaves of absence is made up with program extension that is based on leave greater than the time offered by the separate programs and the status of academic and clinical requirements set by the specialty in conjunction with the program director and the Commission on Dental Accreditation (CODA). Should absences exceed the guidelines, the time to complete the program may require an equivalent extension in order to meet the standards set forth to achieve the certificate or master of science program, regardless of funding source for attendance. It is incumbent on the graduate student or resident to meet the equivalent requirement and time standards, including any anticipated or unanticipated absence.

10/19/14