

Position Title: Part Leader, ABPD Examination Committees

(Qualifying Examination, Oral Clinical Examination, or Continuing Certification)

Term: One year, renewable for up to three years (January – December)

Time Commitment: Approximately 3–4 hours monthly

- One 2- to 3-day examination development workshop annually
 - Additional examination sessions and meetings as required by the specific committee
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Position Summary

The Part Leader plays a vital leadership role within the ABPD Examination Committees, responsible for guiding a small team in the development and refinement of high-quality examination content. Part Leaders ensure that all examination materials meet ABPD's standards for validity, consistency, and strategic alignment with the ABPD mission. They serve as advocates for board certification and collaborate closely with committee leadership and staff to uphold the integrity of the assessment process.

Key Responsibilities

Leadership and Coordination

- Provide leadership and mentoring to assigned committee members, promoting productivity and engagement.
- Maintain proactive communication with committee members, vice chair, chair, and staff.
- Monitor team performance, provide feedback, and complete performance evaluations.

Content Development and Oversight

- Review, select, and finalize content (e.g., items, vignettes, or modules) in accordance with exam criteria and the Table of Specifications.
- Oversee content development by assigned members, providing editorial support and correction as needed in areas such as formatting, structure, clarity, and relevance.
- Ensure all submissions meet ABPD quality standards and submit finalized content for Chair or Vice Chair review.
- Analyze content performance data and survey results to guide revisions and future improvements.
- Collaborate with leadership and staff to determine content assignments based on statistical analyses.
- Recommend enhancements to the examination process.

Professionalism and Ethics

- Participate in examination sessions, workshops, and other committee activities as scheduled.
 - Support the mission and strategic plan of ABPD and advocate for board certification in pediatric dentistry.
 - Adhere to deadlines and maintain responsiveness to communication within a 48–72 hour timeframe.
 - Uphold ABPD policies, participate in peer/self-assessments, and disclose any conflicts of interest.
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Eligibility Requirements

- Board-certified by ABPD for at least three years and in good standing.
- Be an active member of the American Academy of Pediatric Dentistry (AAPD).

- Actively involved in direct patient or clinical teaching of pediatric dentistry on a weekly basis or an average number of days within a month to count toward the weekly requirement. ABPD defines “clinical teaching of pediatric dentistry” as overseeing dental students or residents performing patient care for real patients. Clinical simulations, hands-on coursework on models, virtual presentations, or in-person presentations or lectures to students or residents do not fulfill this requirement.
- Participation in the Renewal of Certification Process.
- At least one year of service as a member of an ABPD Examination Committee.
- Have a record of leadership in pediatric dentistry as evidenced by one or more of the following:
 - Served in a leadership position of an AAPD council, committee, or task force.
 - Participated in the Academy’s Kellogg Leadership Institute or other leadership training
 - A program director or department chair of a Commission on Dental Accreditation (CODA)-accredited specialty training program in pediatric dentistry.
 - Experience as a test constructor or item writer for another organization.
 - Other significant administrative contributions to pediatric dentistry including leadership and service.
- Ability to commit time to complete assigned responsibilities over a one-year term.

Desirable Attributes

- Strategic and analytical thinking
- Constructive feedback delivery
- Effective delegation and motivation
- Strong written and verbal communication
- Team-oriented leadership
- Editorial and writing skills
- Familiarity with statistics or psychometrics
- Understanding of oversight versus supervision in team dynamics