

Position Title: Vice Chair, 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 5 hours monthly
 - One 2- to 3-day examination development workshop annually
 - Additional examination sessions, review meetings, and virtual or in-person committee engagements as needed
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Position Summary

The Vice Chair serves as a pivotal leader within their designated ABPD Examination Committee, supporting the Chair in overseeing exam content development and committee operations. This role demands strong organizational, communication, and leadership capabilities to ensure all committee objectives are met with excellence, efficiency, and adherence to ABPD standards.

Key Responsibilities

Leadership & Communication

- Assist the Chair in leading the committee with confidence and professionalism.
- Engage in proactive communication with part leaders, staff, and examiners to maintain momentum in all examination activities.
- Serve as an advocate for ABPD's mission, values, and the advancement of board certification in pediatric dentistry.

Committee & Program Oversight

- Meet regularly with the Chair, staff, and part leaders to coordinate examination development, set annual directives, and oversee project timelines.
- Monitor committee member and part leader performance; provide feedback and support evaluations as needed.
- Enforce the respective committee handbooks and ensure adherence to ABPD policies and standards.
- Analyze program and exam data, including survey results and statistical outcomes, to recommend enhancements.
- Identify and mentor new subject matter experts and potential committee volunteers.

Exam Content Development

- Collaborate with the Chair, staff, and part leaders to prepare examinations in alignment with the Table of Specifications (ToS) and psychometric standards.
- Review assessment content for quality and content accuracy before Chair approval.
- Participate in exam sessions, including daily preparation, new examiner training, calibration, and key validation (as applicable).
- Assist with final review and feedback on examination formats and performance metrics.
- Be proficient in the relevant content development systems (item, vignette platforms).

Professionalism & Ethics

- Uphold the highest standards of integrity, transparency, and professional ethics.
 - Disclose and manage any conflicts of interest promptly.
 - Participate in self-assessment and peer-assessment for ongoing improvement.
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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.
- Two years 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
- Effective team delegation and motivation
- Constructive feedback delivery
- Strong written and verbal communication
- Collaborative leadership and decision-making
- Familiarity with psychometrics/statistical analysis
- Understanding of “oversight” versus “supervision”