



# **JAMES B. EDWARDS COLLEGE OF DENTAL MEDICINE**

## **A GUIDE FOR NEW DENTAL FACULTY & STAFF**

This document has been created by the Faculty & Staff Development Committee of the James B. Edwards College of Dental Medicine.

It is meant to make your transition into life and work here at the College as smooth and easy as possible.



First of all, welcome to our family here at the James B. Edwards College of Dental Medicine at the Medical University of South Carolina! We look forward to not only getting to work with you and get to know you, but show you why we are so proud of our college. You will quickly discover many friendly faces and personalities here, as we have a wide array of people with many varied and special talents. All of these special talents all contribute to our three basic goals: to provide education, research, and service for the betterment of dentistry, our community, our institution, and ourselves.

This document is developed and maintained by the Faculty & Staff Development Committee of the College of Dental Medicine. It is meant to acquaint new dental faculty and staff with useful information not found in the standard in-processing provided by the university.

Our University and College websites contain a wealth of additional useful information for employees.

<http://www.musc.edu/>  
<http://www.musc.edu/dentistry>

Due to the continually evolving nature of our college and university, some information may be out of date and/or inaccurate. Please let us know of any edits that need to be made by contacting Dr. Pilcher at [pilchees@musc.edu](mailto:pilchees@musc.edu).

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## HISTORY AND STRUCTURE

### HISTORY OF THE UNIVERSITY AND COLLEGE

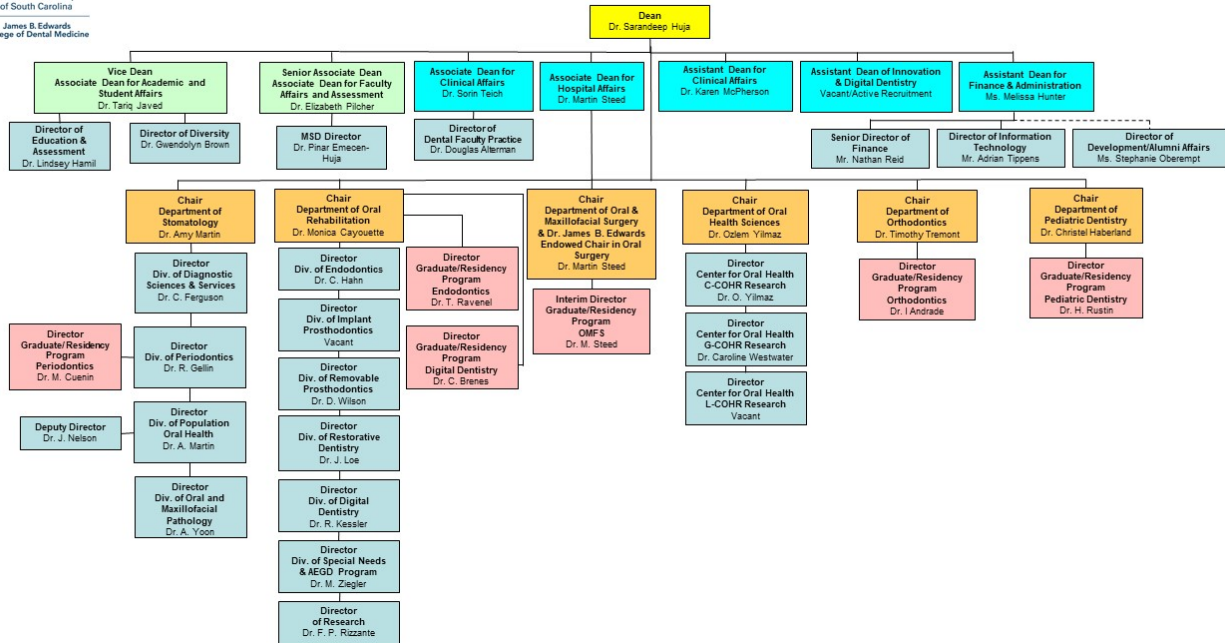
The Medical University of South Carolina has served the citizens of South Carolina since 1824. It has expanded from a small private college here in Charleston for the training of physicians to a state university with a medical center and six colleges for the education of a broad range of health professionals, biomedical scientists and other health related personnel.

In 1952, the South Carolina Dental Association recommended that a school of dentistry be established as a unit of the (then) Medical College of South Carolina. The state legislature authorized the development of the School of Dental Medicine the following year, but it was not until 1964 that the legislature provided the funds to implement the 1953 authorization. In 1964 John Buhler was appointed Dean of the school of Dentistry and the school operated in temporary quarters, primarily in Colcock Hall. The school's main building, the Basic Science/College of Dental Medicine building, was ready for occupancy in December 1970. The first students were admitted in 1967, and the first class of twenty-one students received D.M.D. degrees in June 1971.

The new clinical building was completed in 2009. It is designed for patient care, with classrooms, offices, preclinical and research laboratories remaining in the Basic Science Building. New classrooms have been completed in the BSB. Two theater style rooms are located on the third floor, and an additional Collaborative Learning Environment classroom is on the 4<sup>th</sup> floor.

Class size is limited mainly by academic space in classrooms and technique laboratories, and by the numbers of supporting faculty and staff. In 2010, the class size was increased to 75, producing a student body of about 300. There are approximately 50 full time dental faculty and 130 support staff.

# ORGANIZATION AND STRUCTURE OF THE COLLEGE



Updated: June 28, 2022

## WHAT AND WHERE?

### BASIC SCIENCE BUILDING – 173 Ashley Avenue



The College of Dental Medicine's space within the Basic Science Building (BSB) generally includes the east half of the building on floors 1 through 5.

#### 1<sup>st</sup> Floor:

Basic Science Auditorium (Rm 100)  
Periodontics Offices (Rm 119)  
Conference Room (Rm 120)  
Office of Diversity (Rm 123)  
Oral Medicine Offices (Rm 124)  
Population Oral Health (Rm 127 & 128)  
Center for Oral Health Research (Rm 129)

#### 2<sup>nd</sup> Floor:

Research Lab Space for Oral Health Sciences  
Connector to Dental Clinics Building

Oral Health Sciences Offices (Rm 230)  
Conference Room (Rm 252)  
JBECDM Office of Research Administration  
(Rm 254)

#### 3<sup>rd</sup> Floor:

Oral Pathology Offices (Rm 335 & 344)  
Break Room (Rm 339)  
ASDA Room (Rm 342)  
Conference Room (Rm 345)  
Pediatric Dentistry and Orthodontics  
Conference Room (Rm 346)

Pediatric Dentistry and Orthodontics Offices  
(Rm 347)  
Clinical Support Room (Rm 348, 352, & 353)  
Dental Classrooms (Rm 349 & 355)

4<sup>th</sup> Floor:

Dental Technical Support (Rm 431)  
Dental Classroom (Rm 433)  
Testing Center Rm 442  
Student Lounge & Lockers (Rm 436)  
Education Specialist Office (Rm 437)  
Director of Finance Office (Rm 439B)  
Accounting & Finance/Human Resources  
Offices (Rm 440)  
Office of Finance and Administration (Rm  
441)  
Academic & Student Affairs Offices (Rm  
443)  
Office of Faculty Affairs (Rm 444)  
G. Randolph Babcock Conference Room (Rm

445)  
Dean's Office (Rm 447)  
Oral & Maxillofacial Surgery Offices (Rm  
449 & 453)  
Mail Room (Rm 450)  
John E. Buhler Conference Room (Rm 451)

5<sup>th</sup> Floor:

Simulation Laboratory (Rm 533)  
Simulation Support Laboratory (Rm 540),  
Sim Lab Storage (Rm 557)  
Oral Rehabilitation Research Lab (Rm 538)  
Oral Rehabilitation Offices (Rm 541, 542, 543,  
546, 548, 549, & 550)  
Oral Rehabilitation Library (Rm 551)  
Oral Rehabilitation Conference Room (Rm  
552)  
Oral Rehabilitation Offices/Break Room (Rm  
555)  
CAD/CAM Technology (Rm 558)

## DENTAL CLINIC LOCATIONS



### Dental Clinics – 29 Bee Street

This facility is on the main university campus in downtown Charleston. It is adjacent to the Basic Science Building (BSB) & Children's Research Institute (CRI), was opened in August 2009. It is devoted exclusively to patient care. A connector between the Children's Research Institute (which is connected to the Basic Science Building) and the Dental Clinics can be accessed on the second floor of either building.

1<sup>st</sup> Floor

Center for Special Care Dentistry  
Endodontics Clinics  
Patient Admissions  
Treatment Planning/Radiology  
Walk-In Clinic (Urgent Care)

2<sup>nd</sup> Floor

Oral Surgery Clinics  
Periodontics Clinics

3<sup>rd</sup> Floor

Dental Laboratory  
Oral Rehabilitation Dentistry (Operative,  
Fixed/Removable/Implant Prosthodontics, Esthetics,  
CAD/CAM)

4<sup>th</sup> Floor

Orthodontics Clinics  
Pediatric Dentistry Clinics

5<sup>th</sup> Floor

Advanced Education in General Dentistry Clinic  
Center for Oral Health Research – Clinical Core  
Dental Faculty Practice

6<sup>th</sup> Floor

Central Sterilization  
Clinical Affairs Offices  
Finance & Accounting Office  
Informational Technology Offices  
Student Lounge

**Dental and Oral Health Center at MUSC West Ashley Medical Pavilion Epic Center – 2060 Sam Rittenberg Boulevard**

This facility houses multiple MUSC Health services in the West Ashley community of Charleston. The James B. Edwards College of Dental Medicine clinic is expected to open August 2022. It is located on the second floor. It includes its own check-in desk and waiting room, four operatories and multiple specialties. The patient experience is similar to that of a private practice.



**Dental care at the Ryan White Wellness Center - 1481 Tobias Gadson Blvd**

The James B. Edwards College of Dental Medicine runs one operatory at this Roper St. Francis site.

Website: <https://www.ryanwhiteofcharleston.org/>

**Dental care at the MUSC Children's Health R. Keith Summey Medical Pavilion - 2250 Mall Drive**

South Carolina's only pediatric outpatient-only surgical center is located in North Charleston. The James B. Edwards College of Dental Medicine runs one operatory.

Website: <https://locations.musckids.org/sc/north-charleston/2250-mall-drive-fac70>

## EMPLOYEE HEALTH SERVICES

Employee Health Services manages the occupational health care needs of employees of the Medical University of South Carolina, Medical University Hospital Authority, University Medical Associates, and other entities per contract. This service is located in a one-story beige building at 57 Bee St. with **limited** visitor parking in front of the building. For reference, a large electric power station is located across the street.

Address:

57 Bee Street

MSC 213

Charleston, SC 29425-2130

Phone (843) 792-2991

Fax (843) 792-1200

E-mail: [ehs1@musc.edu](mailto:ehs1@musc.edu)

Web Site: <http://horseshoe.musc.edu/everyone/health-wellness/employee-health>

Hours of Operation: Monday – Friday, 7:00am - 4:00pm

## EMPLOYEE PARKING

Parking for MUSC employees and visitors is difficult due to extreme limitations of space in peninsular Charleston. There are a few parking garages available to employees for a monthly fee, but the waiting lists are long. Be sure to add yourself to the waiting list(s) of the lots/garages you're interested in as soon as possible. There is a separate waiting list for faculty. If needed, see your department chair for possible assistance.

Other options include Hagood Parking Lot (which is free but fills up early), private parking spaces nearby, \$5 Day passes, or utilizing CARTA: <https://www.ridecarta.com/>

Phone: 792-3665.

Website: <http://academicdepartments.musc.edu/parking/>



## HARPER WELLNESS CENTER

The Harper Student Wellness Center, located at the corner of Courtney and Bee Streets, is a membership for fee facility dedicated to the promotion of good health. Facilities boast a variety of exercise and free-weight equipment, a complete Nautilus strength training circuit, weight machines, and the Human Performance Laboratory.

Also housed within the Harper Student Wellness Center is a spacious group exercise studio, a full-size gymnasium; a junior Olympic size swimming pool, indoor racquetball and squash courts, and locker rooms with shower facilities, sauna and steam rooms. The roof, with its panoramic view of Charleston, offers a one-sixth-mile running track and four tennis courts.

The membership office is open from 5:30 a.m. to 9:00 p.m., Monday through Friday, to enroll new members, renew or cancel memberships and to address questions. Tours of the Harper Student Wellness Center are available during all of hours every day.

All memberships are full-year contracts. Membership fees may be paid in full, in six-month installments, through payroll deduction or bank draft. Once the initial year is completed, your membership will be extended into the next year unless you request otherwise. Membership fees will continue to be drafted or deducted through payroll or bank draft, unless you cancel

### **Pertinent Information**

- Must be 18 years old to join the center.
- To be eligible for the dependent rate, one must be either a spouse of a full-time member or a dependent child between the ages of 18 and 21 years old, living within the family residence of a full-time member.
- A marriage certificate must be shown to join as a student spouse or resident spouse.

Phone: 792-5757

Website: <http://www.musc.edu/hsc/>

## LIME BIKE SHARE PROGRAM

Lime is Charleston's official city-wide electric bike share program. E-bikes can be picked up and returned at a number of locations around the city. How to pay, riding rules and hub locations are all available within the mobile app. Sign up with your MUSC email address and receive a 70% discount on rides.

## MUSC SECURITY (Public Safety)

University campus security and full law enforcement is provided by the Department of Public Safety. Their main office is centrally located at the corner of Doughty and President Streets.

**Emergency #: 792-4196**

Register for MUSC Alerts to receive text, voice, or email alerts on your personal device.

Website: <https://web.musc.edu/about/safety/public-safety/musc-alerts>

## PHARMACIES NEARBY

The closest full pharmacy on campus is the University Hospital Pharmacy. It is located in the old hospital, just across the horseshoe. Walk from center entrance of the Basic Science Building across the brick walk and into the old hospital. Go to the first crossing hallway, turn right and the pharmacy is the first door on the left. University Hospital Pharmacy Phone: 876-0199

## PLACES YOU MIGHT LIKE TO VISIT ON CAMPUS

### **Campus Map**

For an updated campus map, visit: [MUSC CAMPUS MAP](#)

### **Colbert Education Center and Library**

The main library is located on the second, third, and fourth floors of the James W. Colbert Education Center building. MUSC Library provides a multitude of services and resources for library patrons. The MUSC Library has 21 group study rooms outfitted with whiteboards, many areas of mixed use open space for meeting and individual study, over 170 computers for faculty, staff, and student use, and wireless access throughout the building, the Library book and journal collections, and knowledgeable staff to help you with the information you may be looking for.

Recently opened is the **Innovation Station** (EL 107), our very own campus technology store and the only Apple-approved campus tech store located within a dedicated academic medical center. Hours are Mon – Friday from 8AM to 4PM.

Also, located in the same building, the student center shares space with the MUSC Main Library. Breakout rooms, television and other amenities are offered for all.

The liaison for the CDM from the MUSC library is Ms. Rena Lubker ([lubker@musc.edu](mailto:lubker@musc.edu)). She is available to assist with the use of any library resources.

This building was renamed in 2009 in honor of James W. Colbert, Jr., MD, who was the vice president for academic affairs at MUSC. And, yes, he's the father of Stephen Colbert of CBS's The Late Show.

Website: <http://www.library.musc.edu/>

### **Macaulay Museum of Dental History**

The Macaulay Museum of Dental History completed a major renovation in October , 2017.

Located in the historical heart of the Medical University of South Carolina campus, the Macaulay Museum of Dental History was established in 1975 by Dr. Neill W. Macaulay for whom the museum is named. Dr. Macaulay was an avid historian of dental practice and during his lifetime amassed a large collection of dental memorabilia. Dr. Macaulay's collection is one of the few remaining dental museums in the country and showcases the dental profession including practice and education.

Websites: <http://waring.library.musc.edu/exhibits/macaulay/index.php>

### **Waring Historical Library**

Special collections and rare book library for the Medical University of South Carolina. Named for Joseph I. Waring, Jr., the first director of the Historical Library, the library houses books, journals, manuscript items and museum artifacts dealing with the history of the health sciences. Although materials do not circulate, researchers are welcome and encouraged to make appointments for research. Visitors are welcome.

Website: <http://waring.library.musc.edu/>

### **St. Luke's Chapel**

St. Luke's Chapel is located in the beautiful historic district of Charleston, South Carolina, at the corner of Bee Street and Ashley Avenue. This historic, non-denominational chapel serves as a hall for religious and devotional services, convocations, concerts, weddings, memorial services, funerals, lectures and other activities. It is available to all recognized campus organizations and individual students, faculty, and staff for specific functions and to the general public as well. A series of free weekly programs, "St. Luke's Recital Series", are presented through the generosity of members of the American Guild of Organists and friends. These concerts will begin at 12:15 p.m. on Tuesdays during the academic year.

The beauty of the stained-glass windows in the intimate setting (265 guests) is perfect for a romantic wedding. Fees range from \$250 to \$1,250 depending on the relationship of the bride, groom or their

parents to the University. A list of ministers associated with the Medical University Pastoral Care office, as well as musicians is available. Costs for their services are not included in the fee.

Website: <http://www.musc.edu/stlukeschapel/>

## WHERE TO FIND A BITE TO EAT

### On Campus

Vending machines are located in the fourth-floor student lounge in the Basic Science Building and the sixth-floor student lounge of the Dental Clinics.

The MUSC Cafeteria in the University Hospital is a comprehensive full dining (6:15AM – 7:00PM)/vending facility open 24 hours. The easiest access is to walk across the horseshoe into the main entrance to the Storm Eye Center/Children's Hospital. Take the first big hallway to the right. It will lead you to the cafeteria/vending area. The MUSC cafeteria also has a faculty lounge with free tea and coffee. If you prefer, a Starbucks Coffee Express (i.e. limited menu and does not accept Starbucks Gift Cards) is located near the main entrance of the University Hospital.

Three to five food trucks visit the Charleston Medical District Greenway each weekday. The block-long Greenway is located at 105 Doughty St. from President Street to Courtenay Drive. The online schedule is updated weekly.

Website: <https://www.charlestonmedicaldistrict.com/greenway>

Ashley River Tower, though a bit of a walk from the dental school, also has a cafeteria (albeit smaller) as well as a Starbucks with the full menu and it does take Starbucks Gift Cards.

Shawn Jenkins Children's Hospital and Pearl Tourville Women's Pavilion has a cafeteria located on the 7<sup>th</sup> floor including a Starbucks out side the cafeteria entrance

To see what is being served that day at any of these locations, download the "Bite" app from SODEXO. <https://bite.sodexo.com>

Website: <http://www.muschealth.org/nutrition/index.html>

### Near Campus

Several fast food locations are located within walking distance of MUSC. In front of West Edge along 17, there is a McDonald's and KFC/Taco Bell.

There is a Publix grocery store located on the first floor of West Edge.

To the right and just down the street on Ashley Ave is Halo, a short order eatery in an old green house at the corner of Doughty and Ashley Avenue, just outside the horseshoe. Short orders, fancy sandwiches, coffees. Good for lunch/dinner. <http://halocharleston.com/>

Other notable restaurants in the area are Gnome Café (109 President Street), Bon Bahn Mi (162 Spring St), Five Loaves Café (43 Cannon Street), Fuel Charleston (211 Rutledge Avenue). And for a sweet treat, check out Sugar Bakeshop (59 ½ Cannon Street).

### Around Town

Charleston is one of the most "restaurant-rich" cities in America. Many good eateries can be found in the Market Street-East Bay Street area in the downtown historic district. Talk to your new co-workers or neighbors to find their preferences.

Throughout the year, many of the area's restaurants participate in Charleston Restaurant Week where you can enjoy a fixed menu (an appetizer, main entrée, and dessert) for a great price. For more details, visit: <http://www.charlestonrestaurantassociation.com/charleston-restaurant-week/>

## POLICIES AND PROTOCOL

### ACADEMIC COMPUTERS – FOR INDIVIDUAL FACULTY USE

The Office of Information Services will arrange for a computer to be assigned to you during your employment at the College of Dental Medicine. This computer will be tied into the College and University network to augment your abilities to perform your assigned duties. Contact Information Services as soon as possible to accomplish this important part of your faculty status.

Contact: Adrian Tippens – JBECDM Director of Information Services - [tippens@musc.edu](mailto:tippens@musc.edu)

For information regarding computer use with MUSC owned/purchased computers, please visit the MUSC Computer Acceptable Use Policy, linked below.

Website: [https://netid.musc.edu/MUSC\\_AcceptableUsePolicy.aspx](https://netid.musc.edu/MUSC_AcceptableUsePolicy.aspx)

### ANNUAL MANDATORY OSHA AND OTHER ONLINE TRAINING

The purpose of the Division of Occupational Safety and Health Programs is to provide a safe environment for all Medical University of South Carolina patients, students, employees and visitors. Employees must complete annual training in regards to OSHA as well as other topics such as HIPAA, Information security, etc. This is now done online at <http://myquest.musc.edu/>.

MyQuest is a learning management system adopted by the MUSC enterprise. It can be located at MYQUEST.musc.edu. MyQuest hosts many online courses and educational offerings, but will also track learning modules both online and in person. Each faculty member at MUSC is expected to take several courses each year relating to OSHA, HIPAA, Medicaid, etc. These are called “General Mandatories” and will automatically be loaded into your MyQuest. These must be completed by June of each year.

### CLINIC MANUAL – POLICIES AND PROTOCOLS

The College's Office of Clinical Affairs publishes an up-to-date and comprehensive Clinic Manual each year. This rather inclusive document describes in detail how the patient clinics work. New clinical faculty should obtain a copy and familiarize themselves with its contents from Office of Clinical Affairs, 6<sup>th</sup> floor, Patient Care Building

Available online on axiUm under the “Links” menu.  
Phone: 792-2255.

### CONTROLLED SUBSTANCES REGISTRATION

Drug license info needs to go to Sheryl Meier in order to allow rx through AxiUm

Registration fee is exempt for DEA (federal)

SC Controlled Substances \$125/yr

Website: [www.scdhec.gov](http://www.scdhec.gov)



## COVID-19

The latest University Directives for MUSC Faculty, Staff & Students for Staying Safe are found at:  
<https://web.musc.edu/coronavirus-updates/directives>

## CPR (BASIC LIFE SUPPORT) TRAINING/CERTIFICATION

This is required of all employees every two years and is free of charge. You will be notified about class dates/locations and will sign up for the single session that suits your schedule best.

Contact Person: Office of Clinical Affairs, 792-2255

## DENTAL FACULTY PRACTICE ("DFP")

Clinical dental faculty are allowed up to three half days per week to see private patients for fees in Dental Faculty Practice. JBECDM faculty enter into a contract with the College in order to practice in DFP. The practice is in a separate clinical area located on the 5th floor of the Dental Clinics building. This facility is run similar to a group practice with centralized reception and billing. There are working operatories for dentists and dental hygienists. A small but adequate dental laboratory is available. All technician-related lab work (crowns, dentures, nightguards, etc.) is sent to private laboratories of the operator's choice. Faculty desiring to work in DFP must work out scheduling with their supervisors. They will then be assigned a chairside assistant and will provide dental services in that assistant's room. Dental faculty members who choose to work in this area enter into an agreement about fees, payments, and payment to the provider.

Website: <http://www.muschealth.org/dentistry/index.html>

## DIVERSITY AND INCLUSION

D&I is a primary focus of the MUSC Strategic plan and at the university level is the Department of Diversity, Equity and Inclusion <https://web.musc.edu/about/leadership/institutional-offices/diversity>. Dr. Willette Burnham-Williams is the Enterprise Chief Equity Officer, and her offices are located on the 1<sup>st</sup> floor of the Basic Science building. Currently ALL faculty and staff at the CDM are required to complete 4 hours of Diversity and Inclusion training each year, ending June 30. Many opportunities to fill this requirement are available on MyQuest.

The College of Dental Medicine has a Chief Diversity Officer, Dr Gwen Brown, and also an active Diversity and Inclusion Committee.

## DRESS CODE

### Clinic Dress Code Policy

ASEPSIS, SAFETY, and a NEAT CLEAN PROFESSIONAL IMAGE are the rationale for a DRESS CODE in the College of Dental Medicine clinics and classrooms. A proper professional image is a critical factor in a patient's selection of any health care provider. Remember that patients being treated at the College are assigned to students and do not have the privilege of choosing the individuals who treat them. Thus, it is the responsibility of each student, faculty, and staff member to maintain proper dress and personal appearance in all professional contacts.

### Clinic Attire (All Clinics)

- Disposable paper clinic gowns are to be worn by all students, faculty, and staff while treating patients. This gown provides a protective barrier against contamination of the skin and street clothes. Impervious gowns are to be worn when the potential for significant splatter (blood and other bodily fluids) is present. Contaminated gowns must be placed in the receptacles provided for each clinic.
- Gloves, masks, and protective eyewear are worn at all times when treating patients. The use of protective equipment in areas other than patient treatment areas is required when the probability exists of exposure to the splash and spatter of blood, saliva, or other potentially infectious material.
- Yellow cloth or disposable paper clinic gowns are ONLY to be worn within the clinic areas. They are

not to be worn in non-clinical areas such as classrooms, sim-lab, outside the building, etc.

- Each student shall wear their clean, class-designated scrubs at all times in clinics. Scrub pants should have the drawstrings tied at the waist and, except for hands and arms, no bare skin should be exposed below the neck. This pertains to treating patients, any lab work that is done in the clinics, and any other reason for being in clinics.
- Except for ears, no visible jewelry for body piercing is allowed.
- Open toe shoes are not appropriate. Clean closed toe shoes and high socks must be worn in the clinics.
- Long hair must be fixed out of the face and field of operation in such a manner so as not to require adjustment during the treatment of patients.
- Inappropriate attire or appearance will result in being asked to leave the clinic area until the deficiency is corrected and may affect the grading of the student's clinical performance.

### **Classroom Attire**

Acceptable dress should also be exercised in the classroom, as well as anywhere within the College of Dental Medicine. Hats, t-shirts, open toe shoes, and bare midriffs are inappropriate and unacceptable and should not be worn in the CDM building.

### **Lab Attire**

Students working in the laboratory are to wear their designated class scrubs. Closed toe shoes with socks are to be worn for professional and safety reasons.

## **HONOR CODE & HONOR COUNCIL**

All students enrolled at MUSC are bound by a formal honor code MUSC has a university Honor Council.

<https://education.musc.edu/students/enrollment/bulletin/honor-code/honor-code-council>

Each college has a faculty advisor for the honor council . The advisor for the CDM is [Dr Dalton Wilson](#)

Specifics of the Honor Code and the Councils can be found on the University Web Site:

<http://academicdepartments.musc.edu/esl/student-handbook/Honor-Code/>

## **HUMAN RESOURCES MANAGEMENT**

The mission of MUSC's Department of Human Resources Management is to offer services, programs and valuable information to every employee and prospective candidate. Human Resources is closely involved in new employee orientation, including arrangements for your salary, taxes, ID Card, HIPPA and OSHA TRAINING, health evaluation, and New Employee Benefits.

Website: <http://academicdepartments.musc.edu/hr/>

MyRecords (<https://appserve.musc.edu/myrecords/>) offers you access to your records as an MUSC employee through a single web interface.

## **ID CARDS - UNIVERSITY**

MUSC Identification cards are required for all employees. ID cards are generated by Human Resources when an employee is hired and goes through orientation. Once the badge is requested by HR, you'll then have your badge made through Public Safety. **Entry to the Basic Science Building and Dental Clinics Building requires your ID card for electronic access, particularly after hours.**

For questions about ID Cards, contact Martha Jones, Public Safety, 843-792-4023.

For access to the Dental Clinics Building, contact Sheryl Meier, 843-792-9862.

## LEAVE POLICIES - ANNUAL, SICK, & HOLIDAYS

### Faculty:

Full time faculty on a twelve-month contract accrue annual leave at the rate of 22 working days (1.83 days/month) per fiscal year. The maximum accrued leave may not exceed 45 working days. Annual leave is reconciled December 31 each year. Leave in excess of 45 days may be donated to a leave pool for MUSC employees. Sick Leave for faculty on a twelve-month contract is accrued at a rate of 1¼ days per month, or 15 days per year. All leave must be approved by the faculty's appropriate administrator/supervisor. Leave requests are submitted through KRONOS. Kronos is accessed through the MUSC intranet -

<https://horseshoe.musc.edu>

( log in with Net ID, select Human Resources, then KRONOS Dimensions, then University KRONOS) . There are three categories for faculty absence: *annual leave, sick leave, and other authorized absence (administrative, funeral, military, jury duty, etc).*

**Administrative Leave:** Faculty may take administrative leave when on official business for the university or college. A leave request must be filled out in advance for this.

Current policy regarding travel for consulting, presentations, giving CE:

- If compensated and you take the \$\$ home, then you must be on annual leave.
- If not compensated then you can take administrative leave
- If compensated and you are paid, and the funds are deposited directly into the College, they can be placed in an account for you to use for business purposes. In this case, you may use administrative leave.
- There currently is no limit on the number of days that can be used for consulting, CE, presentations, etc.

Additional information regarding leave for funerals, military leave, jury duty, etc. may be found in the faculty handbook <https://education.musc.edu/faculty/faculty-senate>

### Staff:

Full-time (40 hours per week) classified and unclassified non-faculty employees accrue annual leave at the rate of 10 hours per month (15 days per calendar year). Beyond 10 years of State/South Carolina School District service, full-time classified and unclassified non-faculty employees accrue bonus hours, up to a maximum of 20 hours per month, upon completion of 21 years of service. The bonus hours will be credited monthly and will begin the month following each anniversary year, beginning with the completion of 10 years of State/South Carolina School District service. Bonus leave accrual rates for classified and unclassified non-faculty employees may be found on the Annual Leave Computation Chart.

Further details about leave may be found at:

<http://academicdepartments.musc.edu/hr/university/leave/index.html>

## MEDICAL EMERGENCIES – COLLEGE RESPONSE PLAN – "MAYDAY"

Medical emergencies in the Basic Science Building and the James B Edwards Clinical facility are handled with the "Emergency Response Plan." This plan is described on a yellow sheet of paper posted beside all patient clinic telephones. The responders should include Oral Surgery, Meducare Dispatch, and Public Safety.

### To report an emergency and receive help:

Call **2-3333** and give the following information:

Say "Mayday"

Location of emergency (room number)

Pediatric or adult?

Conscious or unconscious?

## MUSC BRANDING

Beginning July 1, 2017 new MUSC Branding standards are applied. Go to <http://www.musc.edu/brand> for details. There is a new MUSC Logo. College of Dental Medicine is no longer a part of the logo. Email signatures must adhere to the new standard.

[https://musc.monigle.net/content/index/guid/email\\_signatures?parent=7](https://musc.monigle.net/content/index/guid/email_signatures?parent=7)

## MUSC FACULTY HANDBOOK

The MUSC Faculty Handbook contains the rules and regulations that govern faculty affairs and functions as part of the University Faculty Appointment Contract between the faculty member and the University. The handbook has more detailed information on such topics as leave policies, grievance procedures, appointment and promotion criteria, etc.

Link: [http://academicdepartments.musc.edu/faculty\\_senate/](http://academicdepartments.musc.edu/faculty_senate/)

## MUSC NETWORK IDENTIFICATION – YOUR LOGIN & PASSWORD

All new employees are assigned a network ID during in-processing through MUSC's Department of Human Resources. MUSC's NetID is the key to online access for many applications on campus, both academic and clinical. It is your login for IMAP E-mail, Human Resources MyRecords, Enrollment Management's WebAdvisor, PPP, VPN, SunOne Calendar, downloading software, FTP, maintaining [www.musc.edu](http://www.musc.edu) web sites, and many other resources.

This universal account is used for many "Authorization Required" web pages, as well as connecting to campus and various applications from home. The users of these accounts must adhere to the Computer Use Policy (please read this policy before registering for an account).

<http://academicdepartments.musc.edu/ocio/policies/cup.pdf>

Passwords are required to be changed every 6 months. In order to access email from off campus computers and portable devices, multifactor software must be installed on those devices (<https://2factor.musc.edu/>). See CDM Office of Information technology for additional assistance.

All fulltime and part time MUSC faculty are issued a MUSC email address. Many important communications are delivered through this address. Although you may choose to maintain a private email address for business use, it is imperative that you check your MUSC email or have it rollover into your private email. MUSC Identity Management System: <https://netid.musc.edu/>

## INTELLECTUAL PROPERTY

Copyright: Copyrightable Works that MUSC is entitled to claim ownership to under this Policy shall be treated as works for hire under the U.S. Copyright Act and MUSC shall be deemed the author. Employees, Students, and Visitors who would otherwise qualify as authors of the Copyrightable Works under United States copyright law will be considered Creators for purposes of this Policy. a. Unless subject to any of the exceptions specified in Section III.B.4.b below, Creators shall retain all rights to Traditional Academic Copyrightable Works and are free to submit such for publication and execute assignment documents in their own name.

MUSC shall own Traditional Academic Copyrightable Works as follows:

- i. Works created pursuant to the terms of an MUSC Enterprise agreement with an external party;
- ii. Works created as a specific requirement of employment or as an assigned MUSC Enterprise duty that may be specified, for example, in a written job description or an employment agreement;
- iii. Works specifically commissioned by the MUSC Enterprise; and
- iv. Works that are also patentable.



Nothing contained herein shall be interpreted to grant ownership to MUSC of Traditional Academic Copyrightable Works that are manuscripts for submission to scholarly journals, including electronic submissions which contain multimedia interactive components.

The full IP policy can be found at [intellectual-property-policies-and-procedures-43591.ashx \(musc.edu\)](https://www.musc.edu/intellectual-property-policies-and-procedures-43591.ashx).

## SC STATE LICENCING

A license to practice Dentistry in SC may be obtained in the following ways:

- 1) Reciprocity (must be a state qualified by SRTA or CRDTS)
- 2) Licensure by credentials
- 3) Teaching license: Restricted Dental Instructor

Ms. Shelley Garvin, Faculty Coordinator, can assist you. Please reach out to her at [garvins@musc.edu](mailto:garvins@musc.edu) or 792-3184.

## STANDARDS OF BEHAVIOR/SOCIAL MEDIA GUIDELINES

As members of MUSC, we are expected to conduct ourselves in a manner that reflects positively on the University as well as our college. Standards/Guidelines have been developed to ensure that we are “committed to providing excellence in patient care, teaching and research in an environment that is respectful of others, adaptive to change, and accountable for outcomes.” Please take a moment to review these to ensure the betterment of MUSC.

<https://web.musc.edu/-/sm/dental-medicine/about/f/standards-of-behavior.ashx>

<https://musc.policytech.com/dotNet/documents/?docid=5218>

## STRATEGIC PLANS

### MUSC Strategic Plan

The current strategic plan for the MUSC enterprise is called OneMUSC. It began in 2021 and will end in 2025. This plan covers the entire enterprise: the university, the hospital and the physicians practice plan. The details of the plan are located at <https://web.musc.edu/about/2025-strategy>. The main goals are to innovate, impact and influence.

### CDM Strategic Plan

The College of Dental Medicine also has a strategic plan with the dates of 2021-2025. This plan is mapped to the university plan with much overlap. The college plan can be seen on our website under “About the college.” <https://dentistry.musc.edu/about/strategic-plan>

The three goal areas of the college plan are to lead, innovate and inspire.

## WHITE LABORATORY COATS

The faculty has occasions to wear white laboratory-type coats with their name, degree and department embroidered on the pocket. Each summer, the rising Junior students (entering the clinical phase of their education) experience the “White Coat Ceremony”. They are ceremonially given their white coats and the faculty attends, wearing their own. Administrative staff in your department will assist you in obtaining these coats – usually from the Matthews University Bookstore (792-1900), located on Ashley Avenue opposite the Storm Eye Institute just across the horseshoe.

## YAMMER

Yammer is MUSC’s secure enterprise wide social network for information sharing, communication and collaboration. It is similar to Facebook, but without the ads. Within Yammer you can subscribe to groups, called communities, that you want to hear from.

It is recommended to subscribe to around four communities. There is a James B. Edwards College of Dental Medicine community at:

<https://web.yammer.com/main/groups/eyJfdHlwZSI6Ikd5b3VwIiwiaWQiOiI4NjlyMTI2In0>

## ACADEMICS AND RESEARCH

### ACADEMIC SESSIONS

There are four official academic sessions during the calendar year (dates vary year-to-year):

Spring Session	(15 weeks – early January to late April)
May Session	(3 weeks – May)
Summer Session	(10 weeks – early June to mid-August)
Fall Session	(15 weeks – late August to mid-December)

### CALENDAR – College - Academic & Events

The Office of Academic and Student Affairs maintains a printable academic/student calendar listing most of the events of importance in the College. Because that document is ever changing, call or email that office to obtain a copy of the current calendar. Phone: 2-2344.

The University Calendar can be found at:

<https://education.musc.edu/students/enrollment/bulletin/academic-calendars>

### CLASSROOMS & LABORATORIES

The great majority of classes, student laboratory sessions, and clinical services take place within the Basic Science building. The main dental classrooms are BS 349 and BS 355 (capacity 95 each). There are four identical classrooms on the west side of the building adjacent to the main elevators, BS202, BS302, BS402, BS502 (capacity c.135 each). The Basic Science Auditorium, BS100 (capacity c.220), is located on the first floor, just inside the building entrance adjacent to Ashley Avenue. All of these classrooms have a lectern computer, internet access, digital projection and audio capabilities, with connections on the lecterns for laptops and auxiliary devices. These rooms can be reserved through the Office of Academic and Student Affairs. Phone: 2-2344.

The \$2M Hirsch Simulation Laboratory, BS533, was completed in 2006 and is our primary preclinical teaching lab. This "Sim Lab" is located on the fifth floor of the BSB and has 82 student stations, each equipped with a computer monitor, modern manikins, suction, and connections for wet/dry hand pieces. The raised faculty teaching platform has an array of up-to-date audiovisual devices, as well as a teaching manikin. There are three stations set aside for faculty critique of students' work. No food or drink is allowed in this facility. A "wet lab" with assorted equipment (vacuum mixers, supports the Simulation Facility and is immediately adjacent to it.

### COMMITTEES – College and University

A wide array of college committees help to manage the affairs of the College. Membership to these committees is selected by the Office of the Dean near the beginning of the fiscal year (July 1). Faculty may also be asked to serve on various committees at the university level. Details about college committees can be found in Appendix A.

## FACULTY DEVELOPMENT – Mentoring, Professional & Academic Advancement

The office of the Senior Associate Dean/Associate Dean for Faculty Affairs and the Faculty & Staff Development Committee at the CDM provides opportunities for professional development through varied programming opportunities. Advancement through the academic ranks involves accomplishment in the areas of teaching, research and service and is often best obtained through an established mentoring process. A formal mentoring process through the selection of a mentoring committee is available and strongly encouraged. All faculty at the level of Assistant Professor and below will meet with the Assoc Dean for Faculty Affairs to discuss the selection of a mentor or a mentoring committee based upon individual needs. This mentoring committee is intended to supplement the career development responsibilities of the faculty member's chair or division director.

All new CDM faculty will meet with the Associate Dean for Faculty Affairs for an initial onboarding meeting.

The college also has a Junior Faculty Club, for Instructors and Assistant Professors. This club provides programming to help the careers of junior faculty members.

The guidelines for appointments, promotions, and tenure can be found on the CDM Faculty Development webpage at: <https://dentistry.musc.edu/about/resources/development>

## FACULTY & STAFF MEETINGS - College

The Dean calls faculty meetings, typically on a Tuesday of each month at 12:00 p.m. They are usually last about one hour. JBECDM Staff meetings are led by the Staff Development Council and are held quarterly, usually on a Tuesday at 12:00 p.m and last 1 hour.

## FACULTY SENATE – MUSC - College of Dental Medicine

MUSC's Faculty Senate manages faculty affairs within the University under a written set of bylaws. Each college faculty elects members to this body, which also manages the University Faculty Handbook. The MUSC Faculty Handbook serves as part of each faculty member's contract.

Website: <http://www.musc.edu/facsen/>

## STAFF LEADERSHIP COUNCIL

Purpose: The CDM Staff Council exists to provide opportunities for staff development, improve communication throughout the college and to provide a forum for staff to have a voice in matters that affect them in the work environment.

Leadership/Structure: The Staff Congress will exist administratively under the office of the Assistant Dean for Finance. The Congress will elect officers to the positions of chair, co-chair, past chair, secretary and treasurer. These officers will comprise the executive committee.

Meetings will be held quarterly at noon in addition to any special events. Executive committee to meet quarterly in advance of large group meeting. Liaison to the DEAC will be the Assistant Dean for Finance and Staff Council will meet with Asst. Dean and Dean on regular basis.

## FACULTY CONTRACTS

CDM Faculty sign an appointment contract for a time period of July 1 – June 30. This contract is a statement of mutual obligations and expectations of the faculty member and MUSC. The **MUSC Faculty handbook** (found on the MUSC Faculty Senate website) also serves as part of this contract. The contract will contain the Primary appointment department, full or part time status, academic rank, promotion track, tenure status, and major activity. (The different ranks and promotion tracks are defined in the CDM APT Guidelines, located in the faculty handbook and on the CDM website). Within the contract are assigned duties and % effort

assigned to those duties. Examples of these duties are teaching, scholarship, research, service, administration, and clinical /professional practice. Faculty are evaluated annually based upon the % effort in these areas. Focus areas and goals for the year area also outlined in the contract. For those faculty who are participating in Dental Faculty Practice, there is an additional contract delineating guidelines and rules for this area. Salary for DFP income is negotiated based upon expected (and proven) productivity.

**Salary:** the faculty member's salary is defined in the faculty contract. Salary consists of a base salary (according to rank), an additional base salary if indicated, an administrative supplement (if appropriate), salary from DFP, and grant supplements (if appropriate). State cost of living adjustments (COLA) and merit raises will apply to base salaries, not to administrative supplements, DFP or grant funds.

## INTERFOLIO

Interfolio is a web based application for all faculty at MUSC. This is where you can store all of the information in your CV and export it as needed. The Faculty180 module of Interfolio is used for faculty activity reporting. Each year you will enter your activity in relation to the goals you have set for that year, enter goals for the upcoming year and receive feedback from your supervisor. Faculty annual evaluations take place within Interfolio. The annual evaluation process takes place in May of each year for the current fiscal year. To access Interfolio go to [www.interfolio.com](http://www.interfolio.com) and log in under "partner institution"( Medical University of South Carolina) then use your university net ID to log in. You can enter data from your CV in to "Vitas and Biosketches". Faculty annual review information is located under "Activities".Your Dept admin will be able to assist you with Interfolio as will Shelley Garvin in the Dean's office. Detailed , step by step instruction sheets are available. In the future this program will also guide our appointment promotion and tenure process.

## FACULTY ANNUAL EVALUATIONS/CONTRACTS

All faculty are evaluated each year in May or June for the current fiscal year. The annual review process occurs within Interfolio. The faculty evaluation should reflect the activities and % effort in each of the areas in your faculty contract.

The overall score will be used to determine satisfactory or unsatisfactory performance. These scores also may be used as a factor in the distribution of merit increases. New contracts for the fiscal year are issued each July 1.

Disagreements with the faculty evaluation or with your contract may be conducted through the faculty grievance and appeals process outlined in the faculty handbook.

## APPOINTMENT & PROMOTION

Initial faculty appointments (rank, tenure) are determined through consultation with the Dept. chair and Dean when hired. Each faculty member is assigned a track for promotion and tenure. There are 4 tracks: Academic Clinician, Research, Research Clinician and Non-clinical educator.

It is possible to change tracks if the position dictates so. The track definitions and promotion criteria are listed in the CDM APT guidelines, available on the CDM website (Faculty Development). Consult with your mentor and department chair if you feel it is time to be put up for a promotion.

Learn more about faculty development at: <https://dentistry.musc.edu/about/resources/development>

## TRAVEL

Travel funds for faculty to attend and present at meetings are available. Currently the faculty member must fill out a travel authorization form and submit it for approval. When approved, then travel can occur. Travel authorizations will become a departmental responsibility in the future.



## CONFLICT OF INTEREST

All Faculty must complete an annual COI Disclosure at the time of hire and annually thereafter. . Faculty members who are compensated for activities outside of MUSC must follow the conflict of interest policies of the University. More information can be found at <https://academicdepartments.musc.edu/coi>

## RESEARCH & INNOVATION

Research and Innovation are areas very important to the university. There are many resources available to assist faculty in these areas. The University has a Clinical and Translational Research Institute (SCTR). Within this is a Support Center (the Success Center) which provides guidance, training and resources for investigators and study teams. Additionally, the CDM has support services for research projects. Contact the Dept of Oral Health Sciences for further information.

Website: [academicdepartments.musc.edu/dentistry/research/index.html](https://academicdepartments.musc.edu/dentistry/research/index.html)

## CITI TRAINING

Anyone conducting research who may need to seek IRB approval must participate in the CITI (Collaborative Institutional Training Initiative). This is course for all Biomedical Investigators and Key personnel covering aspects of human safety in research.

## AMERICAN DENTAL EDUCATION ASSOCIATION (ADEA)

The American Dental Education Association (ADEA) is the premiere association serving the predoctoral, postdoctoral, and allied dental education community. The CDM has student and faculty representatives to the ADEA and we also have an active student chapter. ADEA provides advocacy, professional development, and a wealth of expert information and resources. Membership in ADEA is highly encouraged and is free of charge. Further information may be obtained at <http://www.adea.org/>.

Your faculty representative to the ADEA Council of Faculties is Dr. Hamil, Lindsey M, [hamillm@musc.edu](mailto:hamillm@musc.edu). Please contact her more info.

## STUDENT ORGANIZATIONS AND FRATERNITIES

<http://academicdepartments.musc.edu/esl/student-handbook/Organizations/dental.html>

### **American Academy of Developmental Medicine and Dentistry (Student Chapter)**

The American Academy of Developmental Medicine and Dentistry (AADMD) was organized in 2002 to provide a forum for healthcare professionals who provide clinical care to people with neurodevelopmental disorders and intellectual disabilities (ND/ID). Our mission is to improve the quality of healthcare for individuals with neurodevelopmental disorders and intellectual disabilities.

Website: <https://aadmd.org/>

### **American Association of Public Health Dentistry (Student Chapter)**

Founded in 1937, the American Association of Public Health Dentistry (AAPHD) provides a focus for meeting the challenge to improve oral health. AAPHD membership is open to all individuals concerned with improving the oral health of the public.

Website: <http://www.aaphd.org/>

### **American Association Of Women Dentists (AAWD)**

AAWD is an association that dedicates itself to enhancing and promoting unique participation and leadership among women in dentistry. Networking, education, and support for women dental students by sharing perspectives and knowledge are part of AAWD's ideals.

The MUSC chapter works to support and promote women in the field of dentistry and advancement in their profession. Membership is offered to graduate and post-graduate students. Each year AAWD sponsors a number of programs, socials, and fundraisers to benefit dentistry and the community including: Halloween bowling tournament, Staff Appreciation Luncheon, Silent Auction/Wine Tasting and monthly lunch/dinner speakers.

Website: <http://www.aawd.org/>

### **American Dental Education Association (ADEA) Student Chapter**

Strives to support achievement and excellence in all aspects of dental education by developing programs and activities that address the need for dental educators and researchers in the future, to further post-graduate dental education, and motivate students of all education levels to pursue dental careers. Chapter programs aim to not only support these objectives, but also foster professional and personal growth through community outreach, inter professional education, and learning lifelong leadership skills.

Website: <http://www.aadea.org/>

### **American Student Dental Association (ASDA)**

Formed in 1969, ASDA is a national student-run organization that protects and advances the rights, interests, and welfare of students pursuing careers in dentistry. It introduces students to lifelong involvement in organized dentistry and provides services, information, education, representation and advocacy. Our chapter here in Charleston has been extremely active in ASDA's administration at the national level, with several national presidents from our college. Here at MUSC, ASDA serves also as the student government group for the College of Dental Medicine, with representatives to the university-wide group made up of students from all colleges.

Benefits to ASDA membership include subscriptions to *ASDA*, *ADA News*, *ADA New Dentist News*, and *JADA*. Benefits also include major medical health insurance, low-cost student disability insurance, free \$50,000 life insurance, automobile insurance, MasterCard, and discounts on national board dental exam review materials and ASDA's guide to postdoctoral programs.

ASDA sponsors many worthwhile events, including Clinic Day, manufacturers' displays, Freshman Welcome Party, intra-college athletic events, and evening seminars.

MUSC ASDA Website: <http://www.muscasda.com/>

National Website: <http://www.asdanet.org/>

### **Delta Sigma Delta and Psi Omega Dental Fraternities**

These two nationally based dental fraternities have both social and service functions. They are each very active and conduct many social events as well as sponsor several very worthwhile fundraising efforts to benefit areas of dental and other health needs in the Charleston area. Their events are advertised on their bulletin board in the fourth floor lounge, as well as via email and fliers.

### **Dental Community Fellowship (DCF)**

Dental Community Fellowship (DCF) is a Christian outreach to dental students. It is chartered as a local chapter of the Christian Medical and Dental Associations. The goal of our organization is to motivate, educate, and equip dental students and dentists to glorify God, encourage each other, and reach out to the community in a Christ like manner.

### **Dental Student Alumni Council (DSAC)**

DSAC is an organization made up of predoctoral dental students and is affiliated with the College of Dental Medicine Alumni Association. Its purpose is to assist the Dental Alumni Association in their many events, and to foster early supportive relationships among our dental alumni and students. DSAC sponsors many evening seminars about areas of dentistry and dental practice - perhaps not covered thoroughly in the regular dental curriculum. Members are selected from individual written applications.

### **MUSC Student Chapter of the Academy of General Dentistry (AGD)**

The Academy of General Dentistry (AGD) is a professional association of more than 40,000 general dentists dedicated to providing quality dental care and oral health education to the public. AGD members stay up-to-date in their profession through a commitment to continuing education. Founded in 1952, the AGD is the second largest dental association in the United States, and it is the only association that exclusively represents the needs and interests of general dentists.

Website: <http://agd.org/>

### **Omicron Kappa Upsilon**

Zeta Eta Chapter of Omicron Kappa Upsilon National Dental Honor Society was chartered in 1970 at the College of Dental Medicine of the Medical University of South Carolina. Its purpose is to honor dental students who exhibit excellence in scholarship and other exemplary traits.

Alumni members are chosen from the upper 20% of the class who rank highest in scholarship for the entire period that they have been in attendance at the dental school. From this list, no more than 12% of the entire senior class may be elected to alumni membership by the active members of the component chapter.

Website: <http://okusupreme.org/>

### **Student National Dental Association (SNDA)**

SNDA is an organization created to promote and increase minority enrollment in dental schools; to improve the delivery of dental health to all people (particularly minorities and the underserved populations); to promote a viable academic and social environment for minority students; and to educate and involve its members in the social, moral, and ethical obligations of the profession of dentistry. SNDA's local community service activities include: City Health Fair, BET Women's Health Symposium; Stono Park Elementary Christmas Giving; and Habitat for Humanity.

Website: <http://www.sndanet.org/>

### **Student Professionalism and Ethics Association in Dentistry (SPEA)**

The Student Professionalism and Ethics Association in Dentistry is a national, student driven association that was established to promote and support a student's lifelong commitment to ethical behavior in order to benefit the patients they serve and further the dental profession.

Website: <http://www.speadental.org/>

## **A TYPICAL ACADEMIC DAY**

Classes and clinics are held Monday through Friday. Classes and laboratories for predoctoral dental students begin at 8:00 a.m. and end at 4:50 p.m. There are two student clinic sessions per day (Morning Clinic: 9:00 a.m. – 12:00 p.m., and Afternoon Clinic: 1:00 p.m. – 4:00 p.m.) except Tuesday mornings.

## **YEARLY EVENTS OF SPECIAL INTEREST IN OUR COLLEGE**

(In Chronological Order)

### **JBECDM Scholars Day & ASDA Vendor Fair**

Held on a Thursday in mid to late February each year This event is held in the Bioengineering Building and Drug Discovery Building. Junior predoctoral students (who may pair up), residents, and PhD students present research posters. The winning table clinic in the Junior category represents the school in the Student Research Program at the AADR Annual Meeting. The runners-up present at the Hinman Dental Meeting in Atlanta, the Hinman Student Research Symposium in Memphis, and the SCDA Annual Session. An invited speaker gives a keynote address and many dental companies display their products on-site. Lunch is provided for all. Classes and clinics are closed and faculty attendance is expected.

Scholars Day Website: <http://academicdepartments.musc.edu/scholarsday/>

### **JBECDM Alumni Weekend**

Held in the Spring and organized by the College Alumni Affairs Committee and the MUSC Office of Alumni Affairs. All alumni are invited. Organized reunions for each class are held every five years during this weekend. The weekend includes very nice receptions for faculty, staff and alumni, continuing education (full time faculty admitted free of charge), tours of the college, oyster roast, and golf tournament. The faculty is encouraged to attend any and all events.

More can info can be found at:

<http://academicdepartments.musc.edu/alumni/my-college/dentistry>

### **Licensure Boards**

Dental licensure board examinations are conducted in our buildings and clinics. Most occur during weekends, but some affect our normal clinic schedules. Students from our college as well as others from across the country challenge these examinations.

### **ASDA Awards Banquet**

This nice social affair is organized by the local chapter of the American Student Dental Association (ASDA), usually near the end of the Spring Semester. It includes a sit-down dinner, skits, a slide show featuring graduating senior students, and various awards to faculty and staff by the students. Dress is semiformal.

### **Honors Convocation & Hooding Ceremony**

Graduating JBECDM students have this college specific ceremony typically on the third Friday in May. Graduating students receive a myriad of awards in different areas of academic interest. Faculty and Senior students are dressed in academic regalia and students receive their academic hoods. Many family and friends attend. A reception is held after the ceremony. All faculty and staff are encouraged to attend.

### **Commencement**

All students at MUSC participate in this larger ceremony the day after Honos Convocation & Hooding (typically the third Saturday in May) but are grouped by college in seating and through the ceremony, which is held in the MUSC Horseshoe (weather permitting). All MUSC faculty members are encouraged to attend in academic regalia. The faculty sits behind the main podium (which is sheltered!). The ceremony lasts two to three hours and is well attended. See *administrative staff in the Office of Academic and Student Affairs for assistance in renting/purchasing academic regalia*. Phone: 792-2344.

### **Freshman Welcome Party**

Held in early June and sponsored by ASDA, all faculty, staff and students are invited to this informal welcoming event for new students. Admission is free and food and beverages are provided. This event will be announced in advance by email and by fliers placed in the College.

### **White Coat Ceremony**

Held in mid June each year involving rising third year students, faculty and clinical staff. This is a rather solemn ceremony noting the transition of new third year students into regular and comprehensive patient care. Each student is given a personalized white clinic coat typically furnished by the SC Dental Association.

## **Appendix A - JAMES B. EDWARDS COLLEGE OF DENTAL MEDICINE COMMITTEES 2022-2023**

ACADEMIC PERFORMANCE AND

PROFESSIONALISM COMMITTEE

Dr. Tariq Javed, Chair  
Dr. Pinar Emecen-Huja  
Dr. Lindsey Hamil  
Dr. Michael Kern  
Dr. Karen McPherson  
Dr. Deirdre Williams  
Dr. Dalton Wilson

COMPLIANCE COMMITTEE

Ms. Melissa Hunter, Chair  
Dr. Monica Cayouette  
  
Ms. Gloria Kinard  
  
Mr. Nate Reid  
  
Dr. Sorin Teich  
  
Mr. Adrian Tippens  
  
Ms. Angela Wertz  
  
Ms. Frankie Wilhoit

ALUMNI AFFAIRS COMMITTEE

Dr. Theodore Ravenel , chair  
Dr. Douglas Alterman  
Dr. Monica Cayouette  
Dr. Tariq Javed  
Dr. Raymond Kessler  
Dr. Karen McPherson  
Dr. Elizabeth Pilcher  
Dr. Hannah Rustin

Dr. Jompobe Vuthiganon

Ms. Bailey Duffy CDM 2024

Ms. Stephanie Oberempt, ex officio  
Ms. Shari Wise, ex officio

CLINICAL AFFAIRS COMMITTEE

Dr. Sorin Teich, Chair  
Dr. Doug Alterman  
Mr. Raul Zayas Bazan  
Ms. Vickie Chapman  
Dr. Monica Cayouette  
Dr. Charles Ferguson  
Ms. Lisa Fowler  
Dr. Christal Haberland

Dr. Ellen Hahn

Mr. Benjamin Hardy

Ms. Kim Jones  
Dr. Ray Kessler  
Ms. Gloria Kinard

Dr. Jim Loe

Dr. Amy Martin

Dr. Karen McPherson

Ms. Sheryl Meier

Dr. TR Ravenel

Dr. Martin Steed  
Mr. Adrian Tippens  
Dr. Timothy Tremont  
Ms. Frankie Wilhoit  
Dr. Dalton Wilson  
Dr. Michelle Ziegler

CONTINUING EDUCATION COMMITTEE

Dr. Robert Lowe, Chair  
Dr. Chris Brenes  
Dr. John Comisi  
Ms. Melissa Hunter  
Dr. TR Ravenel  
Dr. Loring Ross  
Dr. Sonali Rathore  
Dr. Fabio Rizzante  
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