

Appointment and Removal of Program Directors University of Arizona College of Medicine – Tucson (UACOM-T) Graduate Medical Education Committee (GMEC) - Policies and Procedures

Purpose

In compliance with the ACGME Institutional and Common Program Requirements, the UACOM-T GMEC sets forth this policy to govern the appointment of program directors (PDs).

The ACGME requires appointments of new PDs in ACGME-accredited programs, proposed ACGME-accredited programs and Non-Standard Training (NST) programs be submitted to the GMEC for review and approval prior to submission to the ACGME. The GMEC is responsible for evaluating that PDs are qualified and will be provided sufficient time, resources, and support to serve effectively in their new position.

The ACGME Common Program Requirements (2023) state:

***II.A.1.** There must be one faculty member appointed as program director with authority and accountability for the overall program, including compliance with all applicable program requirements. (Core)*

***II.A.1.a)** The Sponsoring Institution's GMEC must approve a change in program director and must verify the program director's licensure and clinical appointment. (Core)*

***II.A.1.b)** Final approval of the program director resides with the Review Committee.*

The ACGME Institutional Requirements (2021) state:

***I.B.4.b.(8)** GMEC responsibilities must include review and approval of appointment of new program directors (Core)''*

and

***II.B.** Program Administration: The Sponsoring Institution, in partnership with each of its ACGME-accredited programs, must ensure the availability of adequate resources for resident/fellow education, including:*

***II.B.1.** support and dedicated time for the program director(s) to effectively carry out educational, administrative, and leadership responsibilities, as described in the Institutional, Common, and specialty-/subspecialty-specific Program Requirements. (Core).''*

Process

New Program Director Appointments

1. The Department Chair will identify appropriate candidates.
 - a. At a minimum, the Chair must meet with the Vice Chair of Education, current PD, and assistant/associate program director (APD) when applicable, to discuss potential recommendations.
 - b. The Chair and Vice Chair of Education must ensure that an identified candidate is able to perform the roles and responsibilities of the sponsoring institution's job description and meets ACGME program requirements for the position.
 - c. The Chair or Vice Chair is encouraged to talk with the Designated Institutional Official (DIO) and/or the Associate Dean of GME for any questions related to the qualifications of any potential individuals for the program director position.
2. The Chair must submit the chosen candidate's CV and a letter of support to the GME office to be added to the next GMEC meeting agenda. The letter must indicate:
 - a. How the individual meets the specialty-/subspecialty program requirements for the position, or justifies special consideration if the candidate does not meet the requirements for PD.
 - b. An understanding of the specialty-/subspecialty program requirements for FTE support for the PD, APD, and program coordinator, and must endorse support and assurance that the program-specific FTE requirements will be met.
 - c. Verify the program director's licensure and clinical appointment.
 - d. An understanding of the specialty-/subspecialty program requirements for retention of the program director for the length of time adequate to maintain continuity of leadership and program stability.
3. If approved by GMEC, the request is sent to the ACGME for review and final approval.

Removal of Program Director

1. Program Directors may be removed from the position in the following way:
 - a. voluntary resignation
 - b. at the discretion of the department chair, but shall occur in consultation with the DIO and/or Associate Dean of GME to allow for an informed discussion of the educational impact of removal of the program director, including a review of the program-specific requirements for length of service
 - c. by the DIO upon the recommendation of the GMEC/Special Review Subcommittee, if the program director has failed to substantially fulfill the duties and responsibilities of the position, including substantiated concerns of professionalism.
 - i. Programs in which credible concerns of unprofessional behavior of a program director may be referred for special review (see UACOM-T Special Review Policy.)
 - ii. All reports of concerns for professionalism regarding program directors will be additionally referred for confidential reporting to the UACOM-T Professionalism Program at <https://medicine.arizona.edu/education/professionalism>, the UA Office of Institutional Equity, and to and to any related Banner Health policies related to professional conduct, as indicated.
2. Removal of a program director does not constitute an adverse action and shall not entitle the removed program director to any hearing or right to appeal the removal.
3. Per ACGME requirements, APDs and core faculty are appointed by the program director, Therefore, this policy does not apply to APDs or core faculty.

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