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

Purpose

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

The ACGME requires that appointments of new PDs (which includes interim PDs) be submitted for review and approval to the GMEC 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.

Specifically, the ACGME Institutional Requirements state that, “The Sponsoring Institution, in partnership with each of its ACGME-accredited programs, must ensure the availability of adequate resources for resident/fellow education, including financial support and protected 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.

Process

1. The Department Chair will identify appropriate candidates.
   a. At a minimum, the Chair must meet with the Vice Chair of Education and current PD/APD (when applicable.)
   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.
2. The Chair must submit the chosen candidate’s CV and a letter of support to the GME office who will add it to the next GMEC meeting agenda. The letter must indicate:
   a. how the individual meets the ACGME requirements for the position, or justifies special consideration if the candidate does not meet the requirements for PD.
   b. an understanding of the ACGME FTE requirements for the PD and the program coordinator and must endorse support and assurance that the FTE requirements will be met.
3. If approved by GMEC, the request is sent to the ACGME for review and final approval.