

**Change in Program Director Form**

1. Name of Program:		
2. ACGME Program ID #:		
3. New Program Director:		
	Name	
	Title	
	Office Phone	
	Mobile Phone	
	Fax	
	Email	
Listed on ADS faculty roster?	Yes	No
Date first appointed as <b>Faculty Member</b> in this program.	(mm/dd/yy)	
Date appointed as <b>Program Director</b> in this program.	(mm/dd/yy)	
Term of appointment.	Indefinite	Other
4. Previous Program Director staying as teaching faculty?	Yes	No
5. Provide a rationale for Program Director Change (e.g., previous Program Director has retired, etc.)		
6. Attachments:		
	Letter from Chair – includes commitment of protected time, salary/benefits, and anticipated duration of service for the program director (not less than the length of training program plus one year). <i>(protected time – in accord with ACGME Program Requirements, or in the absence of delineated requirements, in accord with GME Policy 2.16)</i>	
	Letter from proposed new Program Director	
	CV from ACGME ADS of the proposed new Program Director or use template on page 2	
	Picture (electronic) to update the Hallway Highlights	
7. Comments:		

Program Director CV Template

Name	
Current Position	

Medical School			
Degree Awarded		Year Completed	
Additional Degree(s)			

Graduate Medical Education (GME) Training			
GME Program Name:			
Specialty/Field		Training Dates	
GME Program Name:			
Specialty/Field		Training Dates	
GME Program Name:			
Specialty/Field		Training Dates	

Certification Information				Current Licensure Data	
Specialty	Certification Year	Certification Status	Re-Certification Year	State	Expiration Date

If not ABMS board certified, explain equivalent qualifications for RC consideration.

Academic Faculty Information	
Academic Appointments – List the past ten years, beginning with your current position	
Dates	Position Description
1.	1.
Brief Summary of Role in Program:	
Current Professional Activities / Committees (limit 10).	
1.	
Bibliography – Most representative peer reviewed publications / journal articles from the last 5 years (limit of 10).	
1.	
Selected review articles, chapters, and/or textbooks from the last 5 years (limit of 10).	
1.	
Participation in local, regional, and national activities / presentations / abstracts / grants from the last 5 years (limit of 10).	