

Section 4	Program Policies and Procedures	Effective:	May 2007
		Revised:	December 2009 May 2017; June 2019
Policy 4.1.1.	Process to Change Residency or Fellowship Program Director	Responsibility:	Associate Dean for Graduate Medical Education

Process to Change Residency or Fellowship Program Director

Purpose The ACGME requires that every accredited program have a single Program Director (PD) with authority and accountability for the operation of the program. Within the UTHSCSA programs, the PD has an extensive variety of responsibilities, which are summarized in GME Policy 4.1.

Policy When there are plans to appoint a new PD, the program must submit the following information to the Designated Institutional Official (DIO):

1. Completed Change in Program Director Form (GME Form 4.1.1.1)
2. Letter of support from the department chair which specifically acknowledges GME Policy 4.1 and the commitment of appropriate protected time for the new PD to discharge the responsibilities of the position
3. Letter of acceptance of the appointment from the proposed new PD
4. Curriculum vitae from the ACGME ADS of the proposed new PD

The proposal will be presented and discussed at the next regularly scheduled GME Executive Committee meeting. The GME Executive Committee will present its recommendations to the GME Committee at its next regularly scheduled meeting. **The GME Committee must grant approval to the change in PD before notification of the ACGME.**

After GMEC approval, ACGME requires that the DIO initiate communication with ACGME through the Accreditation Data System (ADS) regarding the new PD appointment. In that communication, the DIO must verify that the new PD meets the required qualifications and is approved by the GME Committee.

ACGME will communicate with the new PD, who must complete required professional and certification information, as well as other required documentation. The documentation (full or abbreviated curriculum vitae) varies by specialty, but the specific information requirements will be both communicated through and provided within ADS.

After the request is complete and submitted, the new PD's name will be posted in ADS, and the submitted materials will be forwarded to the appropriate ACGME review committee staff. Final approval of the PD appointment rests with each ACGME review committee; the PD and DIO will be informed of any submissions that do not meet the RC requirements.