Policy: Program Director Qualifications, Appointment & Approval

Purpose:
To ensure that individuals possess appropriate credentials as well as knowledge about ACGME policies and procedures to serve effectively in the role of Program Director.

Policy:
Prior to GMEC review and approval, programs requesting approval for individuals serving in the role of Program Director must ensure the following conditions are met:

1. Program Director Eligibility:
   a. Possess current medical licensure and appropriate medical staff appointment;
   b. Possess at least an assistant professor role, with associate professor or higher preferred;
   c. Demonstrate proof of scholarly activities within the last 5 years;
   d. Possess the requisite specialty expertise, as well as documented educational and administrative abilities, which includes board certification by a board of the American Board of Medical Specialties (ABMS), American Osteopathic Association (AOA) or submit written proof of acceptance of credentials by the ACGME;
   e. Hold academic appointment for a minimum of 3 years, or per specialty RRC requirements;

2. It is expected that Department Chairs or Division Heads will provide protected time for the new Program Director to attend the ACGME Annual Education Conference during the first year of appointment. In the event of a scheduling conflict the Program Director will attend the conference in the second year of appointment. The institutional GME Office will cover usual expenses, e.g., transportation, hotel, registration cost, consistent with state fiscal rules up to a maximum of $2000. (Note: The ACGME Annual Conference normally occurs during late February or early March. The meeting begins on Thursday with pre-conference workshops and concludes on Sunday morning.)

Process:
1. The program must submit a letter of recommendation by the applicable Department Chair or Division Head addressed to the Associate Dean for Graduate Medical Education and Chair of the GMEC which describes the nominated individual’s abilities to serve in the role of Program Director. Each element of eligibility (as noted above) must be confirmed with a copy of the individual’s CV attached. If the individual is not board certified, written proof of ACGME acceptance of credentials must be provided.
2. Approval for the new Program Director’s appointment must be approved by the GMEC.
3. Confirmation of GMEC approval will be provided to the new Program Director, Department Chair or Division Head, and the Program Coordinator.
4. For ACGME programs: Confirmation with ACGME will be completed via ADS by GME.