



Appointment and Removal of Program Directors

University of Arizona College of Medicine – Tucson (UACOM-T)

Graduate Medical Education Committee (GMEC) - Policies and Procedures

Purpose

The ACGME requires the appointment of new program directors (PD)s 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 the position.

This policy describes the process for the appointment and removal of PDs at the UACOM-T.

The ACGME Institutional Requirements (2025) state:

1.13.h. *GMEC responsibilities must include review and approval of appointment of new program directors. (Core)*

2.2. 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:*

2.2a. *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).*

The ACGME Common Program Requirements (Residency/Fellowship, 2025) state:

2.1. Program Director. *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)*

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

2.2a. *Final approval of the program director resides with the Review Committee.*

2.3. *The program must demonstrate retention of the program director for a length of time adequate to maintain continuity of leadership and program stability. (Core)*
--The Review Committee may further specify

2.4. *The program director and, as applicable, the program's leadership team, must be provided with support adequate for administration of the program based upon its size and configuration. (Core)*

--The Review Committee must further specify minimum dedicated time for program

administration, and will determine whether program leadership refers to the program director or both the program director and associate/assistant program director(s).

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. For additional guidance, the Chair (or their designee) should review the ACGME webpage under “Documents and Resources” for specialty-specific Review Committee requirements for the appointment of program directors.
 - c. 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 the ACGME program-specific requirements for the position.
 - d. The Chair or Vice Chair is encouraged to talk with the Designated Institutional Official (DIO) and/or the Associate Dean of GME if there are questions related to the qualifications of any potential individuals for the PD 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 scheduled GMEC meeting agenda. The letter must indicate:
 - a. How the candidate meets the specialty-/subspecialty program requirements for the position, or justifies special consideration if the candidate does not meet the ACGME requirements for the position.
 - 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 candidate’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 will be forwarded to the ACGME for final review and approval.

Removal of a Program Director

1. Program Directors may be removed from the position in the following ways:
 - 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 ensure an informed discussion of the educational impact of removal of the PD, 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 PD has failed to substantially fulfill the duties and responsibilities of the position, including substantiated concerns of professionalism.
2. Programs in which credible concerns of unprofessional behavior of a PD may be referred for special review (see UACOM-T Special Review Policy.)
 - a. All reports of concerns for professionalism regarding PDs 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 Banner Health for review of any related Banner Health policies related to professional conduct, as indicated.
3. Removal of a program director does not constitute an adverse action and shall not entitle the removed PD to any hearing or right to appeal.
4. Per ACGME requirements, APDs and core faculty are appointed by the program director; therefore, this policy does not apply to APDs or program core faculty.

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