

Departmental Policy Title	Resident Promotion Policy - GME	Policy ID	11269
Keywords	Promotion, Renewal, Appointment, Contract, Non-Renewal, Non-Promotion		
Department	Graduate Medical Education (GME)		

I. Purpose of Policy

This policy defines the criteria for promotion and/or renewal of a Resident's appointment to an Accreditation Council for Graduate Medical Education (ACGME)-accredited residency or fellowship program at Dartmouth Hitchcock (DH).

II. Policy Scope

The policy applies to Residents in ACGME-accredited graduate medical education programs at DH.

III. Definitions

- **Clinical Competency Committee (CCC):** ACGME required committee that advises the Program Director and reviews the progress of all Residents in the training program.
- **Non-Promotion:** Occurs when a Resident must repeat an entire academic year of training.
- **Non-Renewal:** Non-renewal of a Resident Agreement terminating the Resident's employment at the end of their current academic year.
- **Program Director:** The individual designated with authority and accountability for the operation of a residency/fellowship program, including compliance with all applicable ACGME program requirements and promotion and disciplinary action of their Residents.
- **Resident:** Any physician in an accredited graduate medical education program, including Residents and Fellows.

IV. Policy Statement

A. General

- Each ACGME-accredited program that promotes/reappoints a Resident must have a document that outlines necessary criteria regarding the promotion of a Resident to a higher level of training.
- Each Resident must meet the academic standards and curricular requirements of the program in order to be reappointed and promoted.
- The PD in consultation with the CCC is responsible for determining non-renewal and promotion status for a Resident.

B. Non-renewal of Appointment or Non-Promotion: Academic Reasons

- The program must provide the Resident with written notice of intent to non-renew or non-promote no less than one hundred twenty (120) days prior to the expiration of the Resident’s current agreement.
- If the primary reason(s) for the non-renewal or non-promotion occur(s) within the four months prior to the end of the agreement, the program must provide the Resident with as much written notice as circumstances will reasonably allow, prior to the end of the agreement.
- Residents are allowed to initiate the grievance process if the Resident receives a written notice either of intent not to renew the agreement, or of intent to renew the agreement but not to promote the Resident to the next level of training.
- Programs should provide Residents with a copy of the GME Grievance Policy (linked below) at the time of initial notification.

V. References

ACGME Institutional Requirements. (2021). Retrieved from ACGME.org:
www.acgme.org/Designated-Institutional-Officials/Institutional-Review-Committee/Institutional-Application-and-Requirements

Responsible Owner:	Graduate Medical Education	Contact(s):	Karen Miller
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Related Polices & Procedures:	Resident Agreement of Appointment Policy - GME General Grievances Policy - GME		
Related Job Aids:			