



GRADUATE MEDICAL EDUCATION POLICIES Resident/Fellow Due Process

ACGME Policies

- IV.D.a.b) The Sponsoring Institution must have a policy that provides residents/fellows with due process relating to the following actions regardless of when the action is taken during the appointment period: suspension, non-renewal, non-promotion, or dismissal.

Background

In accordance with the COM's responsibilities as a Sponsoring Institution of ACGME-accredited residency/fellowship programs, and in compliance with ACGME Institutional Requirements, the Resident/Fellow Due Process Policy describes the procedure(s) available to trainees who have been placed under an academic adverse action.

Procedure

1. Upon receiving written notice of suspension, non-renewal, non-promotion, or dismissal, the resident has 14 days to file a written letter appealing the decision to the DIO, with a copy to the Program Director. The written letter of appeal must include all documentation or objective materials that the resident wishes to have considered during the appeal process. The Program Director will have 7 days to file a response with the DIO.
2. The DIO will appoint an ad hoc committee of three people who are either faculty, program directors, or COM educational leadership to conduct the review. The ad hoc committee will set a date for the appeal to occur within 14 days of appointment of the group. The trainee will remain on paid leave during the appeal process. Members will have reviewed both the resident and program director's submissions prior to the meeting.
3. Both the resident and program director will be required to attend the ad hoc meeting, and each will be allowed to present to the group. Members will be allowed to ask questions of both parties.
4. The ad hoc committee will render a decision, in writing, to the DIO within 7 days following the meeting. The DIO will inform the resident and Program Director of the decision within three days of receipt of the ad hoc committee's decision.
5. Either the resident or program director may appeal the decision of the ad hoc committee to the DIO within three days of receipt of the written finding from the DIO. The party



seeking the appeal must submit a written request to the DIO requesting such final appeal, and the basis for such appeal.

6. The DIO will meet with the ad hoc committee and review all submitted materials. If necessary, the DIO may seek additional information from either or both the resident and program director. The DIO will render a final determination within 14 days of receipt of the request for a final appeal.
7. The DIO's written report, blinded, will be submitted to the GMEC. No other appeals are available.

EFFECTIVE DATE: September 1, 2023

APPROVAL DATE: August 24, 2023

REVIEW DATE: September 1, 2025