

# ACGME New Program Director Request

The Designated Institutional Official (DIO) and Graduate Medical Education Committee (GMEC) must review and approve a program's request to change their program director before the request is submitted to the program's review committee. Program's expecting to change program directors should:

1. Review the program director section of their review committee's guidelines to ensure the proposed candidate poses the required qualifications.
2. Draft a letter to the DIO and GMEC proposing the PD change. The letter must include:
  - Reason for change
  - New program directors' qualifications
  - Proposed effective date
  - Indicate whether outgoing program director will remain as faculty in program
3. This letter must be signed by the department chair and the core residency program director if the requesting program is a fellowship.
4. The letter and a current version of the proposed program director's CV should be directed to Jennifer Vogt, MBA, Accreditation Manager ([jennifer.vogt@ucsf.edu](mailto:jennifer.vogt@ucsf.edu)) no later than one week prior to the scheduled GMEC meeting.
5. The program must have a representative in attendance at the GMEC meeting to discuss and answer any follow-up questions. The proposed program director is invited to attend the meeting.
6. Once approved, the OGME Accreditation Manager will submit the request in the ACGME's Accreditation Data System (ADS). The proposed program director will then receive an email from the ACGME requesting that he/she log into ADS to accept the change. The change in program director will not go into effect until the proposed program director completes this step.