

## Request for Member Nominations Institutional Review Committee

The ACGME Institutional Review Committee (the Committee) seeks nominations for two open positions with a six-year term beginning July 1, 2027. ACGME Policies and Procedures specify that employees of ACGME Member Organizations<sup>1</sup> may not serve as voting members of the Committee.

When selecting nominees to recommend to the ACGME Board of Directors, the Committee will consider skills, professional qualifications, geographic representation, and characteristics of current members and of Sponsoring Institution types represented by current members.

The Committee values broad representation from the community and seeks to include perspectives from a variety of institutional settings. The Committee affirms its commitment to choosing members who reflect the characteristics of designated institutional officials (DIOs), Sponsoring Institutions, and the graduate medical education (GME) community.

The Committee will consider nominees with respect to the following criteria:

1. **DIO Experience.** Nominees must have current or previous experience as the DIO for an ACGME-accredited Sponsoring Institution.
2. **Geographic Distribution.** The Committee can appoint no more than two concurrent members from the same state. No more than one member can be appointed from the same Sponsoring Institution or city/metropolitan area (i.e., Core-Based Statistical Area as defined by US Office of Management and Budget). Accordingly, individuals should not be nominated from the following Sponsoring Institutions, locations, or associated Core-Based Statistical Areas:
  - Santa Barbara Cottage Hospital, Santa Barbara, California
  - University of South Florida Morsani College of Medicine, Tampa, Florida
  - The Medical Center Navicent Health, Macon, Georgia
  - UK HealthCare, Lexington, Kentucky
  - Ochsner Medical Center, Jefferson, Louisiana
  - Central Michigan University Medical Education Partners, Saginaw, Michigan
  - Corewell Health – Grand Rapids/Michigan State University, Grand Rapids, Michigan
  - University of Nebraska Medical Center, Omaha, Nebraska
  - Cooper University Hospital, Camden, New Jersey
  - Hackensack Meridian Health, Neptune, New Jersey
  - Oregon Health & Science University, Portland, Oregon
  - UPMC Medical Education, Pittsburgh, Pennsylvania
  - Lexington Medical Center, West Columbia, South Carolina
  - Vanderbilt University Medical Center, Nashville, Tennessee
  - San Antonio Uniformed Services Health Education Consortium, San Antonio, Texas

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<sup>1</sup> The ACGME has seven Member Organizations: American Board of Medical Specialties (ABMS); American Hospital Association (AHA); American Medical Association (AMA); Association of American Medical Colleges (AAMC); Council of Medical Specialty Societies (CMSS); American Osteopathic Association (AOA); and American Association of Colleges of Osteopathic Medicine (AACOM).

- Virginia Mason Franciscan Health, Seattle, Washington
  - Charleston Area Medical Center, Charleston, West Virginia
3. **Association with an ACGME-Accredited Sponsoring Institution.** Nominees must be associated with an ACGME-accredited Sponsoring Institution with an accreditation status of Continued Accreditation.
  4. **Computer Skills.** Nominees must be able to use common software (e.g., Microsoft Word, Adobe Acrobat Reader), as well as the ACGME's web-based software for Committee activities. Nominees must be able to participate in remote Committee meetings using common platforms (e.g., Zoom, Skype, Microsoft Teams).
  5. **Time Commitment.** Nominees must be able to devote sufficient time to the Committee's work. Members must attend all Committee meetings; the Committee typically meets three or four times per year. The Committee's meeting agendas consist of institutional accreditation reviews and other Committee business. Committee meetings are typically held in winter, spring, and fall of each year. If there is a fourth meeting, it is typically held in late summer. Relevant 2027 Committee meeting dates are as follows:
    - May 3-6, 2027, Chicago, Illinois (*observation meeting before membership term begins*)
    - September 27-30, 2027, Chicago, Illinois (*first meeting as member*)
  6. **Ability to Fulfill Committee Responsibilities.** The duration of a Committee meeting is typically four to five days (including travel). Committee work also includes regular and ad hoc conference calls in which members are expected to participate. The frequency and duration of conference calls will vary based on the activities of the Committee.

In addition to traveling to and attending all Committee meetings, specific work assignments of Committee members include: completing institutional review assignments for presentation, subcommittee work (as assigned), additional discussion via email and/or special conference calls (as needed), and pre-meeting review of agenda items and related documents.

Nominations must include a complete Institutional Review Committee Nominee Form (for 2027 appointments). The Nominee Form and the nominee's full curriculum vitae must be submitted to [irc@acgme.org](mailto:irc@acgme.org) by **Monday, August 3, 2026**. The inclusion of a nomination letter is *optional*, and self-nominations are accepted.

Nominees who are selected to become Committee members will sign an agreement with the ACGME and will complete a disclosure form annually. The disclosure form identifies any relationships, positions, or circumstances in which nominees are involved that they believe could contribute to an actual or apparent conflict or duality of interest. New members will complete these documents at or before attending a Committee meeting as observers in May 2027. A sample Committee member agreement and ACGME Policies and Procedures that pertain to Committee membership are available for review.

Information about the Committee and the ACGME can be found on the ACGME website, [www.acgme.org](http://www.acgme.org). Policies and procedures applicable to the Committee and other ACGME Review Committees can be found at <https://www.acgme.org/about/policies-and-related-materials/>.