

MEMORANDUM



TO: Neurological Surgery Community

FROM: Jennifer Luna
Associate Executive Director, Review Committee for Neurological Surgery

DATE: May 8, 2025

RE: Next Resident Member of the Review Committee for Neurological Surgery

The Review Committee for Neurological Surgery is requesting nominations for its next resident member, to serve a two-year term July 1, 2026-June 30, 2028.

Qualifications of the Resident Member

The resident member must be enrolled in an ACGME-accredited neurological surgery program at the time of the appointment and may not serve more than one year beyond completion of residency.

The resident member must have the ability to critically review residency program data in neurological surgery in accordance with the guidelines established by the ACGME and must be able to communicate resident issues to the Review Committee.

A resident member may not serve on two Review Committees simultaneously and must not be from the same state or institution as another member of the Review Committee. Currently these include:

- Washington University School of Medicine, St. Louis, Missouri
- NYU Langone Health New York University, New York, New York
- University of Cincinnati, Cincinnati, Ohio
- Vanderbilt University Medical Center, Nashville, Tennessee
- Harborview Medical Center/University of Washington, Seattle, Washington
- University of Wisconsin-Madison, Wisconsin
- Medical College of Wisconsin, Milwaukee, Wisconsin

Responsibilities of the Review Committee Resident Member

The resident member participates as a full voting member in all Review Committee activities, including program review and policy discussions. The resident member is subject to the same confidentiality, conflict and duality of interest, and fiduciary responsibility policies as other members. The resident member must work on projects as the need arises and must be able to devote 15-20 hours to program review before each Review Committee meeting.

The resident member is also a member of the ACGME Council of Review Committee Residents (CRCR), which is composed of the resident members of each Review and Recognition Committee and is very important to the ACGME because it provides

valuable input and feedback to the ACGME Board about matters related to residents, fellows, graduate medical education, and accreditation. The CRCR meets twice a year; dates are listed below.

Note: It is the program director's responsibility to ensure the resident member will have sufficient time to review programs, attend Review Committee and CRCR meetings, and participate in activities of the Review Committee and the ACGME as expected.

Selection of Next Resident Member

The committee will review nominations in August 2025 and forward its selection to the ACGME Board of Directors for approval at its November 2025 meeting.

To Submit a Nomination

Interested residents must submit a statement describing their interest in and special qualifications for serving on the Review Committee to their program director along with a current curriculum vitae.

The program director must then submit the resident's statement of interest, along with a letter of recommendation that confirms the resident will have sufficient time to review programs, attend Review Committee and CRCR meetings, and participate in activities of the Review Committee and the ACGME as required.

Email nominations by **August 1, 2025** to Associate Executive Director Jennifer Luna: jluna@acgme.org. A member of the Review Committee staff will confirm the nomination was received.

Anyone who submits a nomination will be notified of the selection by email after confirmation by the ACGME Board of Directors.

Additional Information

In conjunction with observational attendance at the Review Committee meeting on April 13-14, 2026, there will be a New Member Orientation prior to or immediately following that meeting.

Review Committee members must use electronic systems for reimbursement of expenses and many accreditation activities (e.g., program reviews). The resident member will travel two to three times per year to meet as a member of the Review Committee. These meetings last for one-and-a-half days. All related travel and meeting expenses are covered by the ACGME.

CRCR meetings are all-day sessions, requiring similar travel arrangements.

Information about the Review Committee for Neurological Surgery and the ACGME can be found at www.acgme.org. Policies and procedures for Review Committees are detailed in the *ACGME Manual of Policies and Procedures* (located on the [Policies and Related Materials page](#) accessed from the "About" section of the website).

Contact Associate Executive Director Jennifer Luna with specific questions: jluna@acgme.org or 312.755.5036.

Notable Dates

Nominations due:	August 1, 2025
Review Committee selection made by:	September 1, 2025
Program directors notified by:	November 2025
Review Committee meeting and orientation: (<i>observing</i>)	April 13-14, 2026
CRCR meeting (<i>observing</i>):	May 7-8, 2026
<i>Resident member's term begins:</i>	<i>July 1, 2026</i>
Review Committee meeting: Chicago, Illinois	Fall 2026 - TBD
Review Committee meeting: Chicago, Illinois	January 2027 - TBD
Review Committee meeting: Chicago, Illinois	April 2027 - TBD
CRCR meeting: Chicago, Illinois	May 6-7, 2027
Review Committee meeting: Chicago, Illinois	Fall 2027 - TBD
CRCR meeting: Chicago, Illinois	September 19-20, 2027
CRCR meeting: Chicago, Illinois	May 4-5, 2028
<i>Resident member's term ends:</i>	<i>June 30, 2028</i>