

Criteria for Review and Approval of Interim Program Directors

Review Committee for Surgery

Rationale

There may be situations in programs when a qualified program director cannot be immediately appointed or when a temporary absence of the permanent program director occurs, such as in the following examples:

- Illness or injury
- Death
- Military deployments
- Sudden relocation of the program director to another institution
- Appointment of the program director to a new role in the institution under urgent circumstances

Under such conditions, the proposed program director may lack some of the required qualifications, such as time in rank, experience with graduate medical education, or scholarly activity, but appears to have the time and support of the institution to perform the operational duties of the role.

Approval Process

- In situations where an interim program director is needed temporarily to provide stability to a program, a request should be entered into the ACGME's Accreditation Data System (ADS), and "interim" should be the chosen term of appointment.
- Upon submission of the request for approval, the Sponsoring Institution/program must submit an action plan outlining the support (e.g., institutional, division, department, program) that will be provided to the interim program director, the plan for recruitment or placement of a qualified permanent program director, and the anticipated timeline until such placement. This action plan should be submitted by email to Mr. Caleb Mitchell, senior accreditation administrator: cmitchell@acgme.org.
- If approved, the program will be notified that the program director has a "term appointment."
- The program must submit a progress report six months following the request for approval of the interim program director if a qualified program director has not yet been appointed and approved by the Review Committee for Surgery. This progress report should be submitted to Mr. Mitchell at the above-noted email address.

All correspondence sent to Mr. Mitchell must be reviewed and signed by the Sponsoring Institution's designated institutional official (DIO).

If an interim program director with a term appointment is approved, the program will be granted a temporary exception to program requirement 2.3., which specifies the program director be appointed for a term that ensures continuity of leadership. Programs failing to identify a qualified program director in a timely manner or failing to submit the required progress report after six months may be reviewed by the Review Committee for compliance.