



New Program Director Request Form

Per the ACGME Institutional Requirements, the GMEC must give prior approval for any change in Program Director before submitting to the ACGME. The GMEC will determine if the proposed PD's qualifications are suitable to meet ACGME specialty requirements.

Program Name	
Current Program Director Name	
Proposed Program Director Name	
<ul style="list-style-type: none">Length of Years Teaching in the Specialty	
<ul style="list-style-type: none">Specialty Board Certification	
<ul style="list-style-type: none">Effective Date of Board Certification	
Percentage of protected time for proposed Program Director	
Effective Date for proposed Program Director	
Proposed Program Director email	
Is current Program Director remaining in the program as faculty?	
Reason for Program Director Change	

The current Program Director must submit this form to the KCU DIO, along with a CV for the proposed Program Director, including:

- Personal Information: Name, Title, Degrees, Medical School, Degree Date
- Graduate Medical Education: Program Name, Specialty, Other Specialty, Date Attended
- Licensures: State/Province, Expiration
- Academic Appointments: List the past ten years with current position and Appointment Dates
- Concise Summary of Role / Responsibilities in Program: Brief description
- Current Professional Activities / Committees: List of up to ten activities/committees within the past five years, Appointment Dates
- Bibliographies: List of up to ten of the most representative Peer Reviewed Publications / Journal Articles from the last 5 years
- Articles: List of up to ten selected review articles, chapters and/or textbooks from the past 5 years
- Participation in Local, Regional and National Activities / Presentations / Abstracts / Grants: List of up to ten participation activities from the past 5 years

If approved by the GMEC, the DIO will enter the new program director's information in the ACGME Accreditation Data System (ADS), the new program director will be notified by email to login and complete the program director change process, and then the ACGME will review to make a final determination. The new program director and the DIO will be notified by email once the ACGME makes the final determination.