



DOWNSTATE
HEALTH SCIENCES UNIVERSITY

University Hospital of Brooklyn

College of Medicine

School of Graduate Studies

College of Nursing

School of Health Related Professions

School of Public Health

Office of Graduate Medical Education

SUBJECT: POLICY ON RESIDENT APPOINTMENT AND REAPPOINTMENT

Originating Department: Graduate Medical Education

Date Approved by GMEC: 12/11/2019

Original Date: 6/16/2010 Revisions: 12/11/2019,
7/16/2025

Purpose:

In accordance with section IV.C. 1) of the ACGME Institutional Requirements, the Sponsoring Institution must have a policy that requires each of its ACGME-accredited programs to determine the criteria for promotion and/or renewal of a residents'/fellow's appointment.

Scope:

This Policy applies to all Programs, Program Directors, Program coordinators, administrators, applicants to Programs, and residents and fellows of GME Programs sponsored by SUNY Downstate University Health Sciences University, irrespective of salary source or site assignment.

Definitions:

GME Program or Program refers to a structured educational experience in graduate medical education designed to conform to the ACGME Program Requirements of a particular specialty/subspecialty.

Resident or House Staff or House Officer. refers to all physicians enrolled in a SUNY Downstate Health Sciences University ACGME accredited program of graduate medical education, including fellows.

Policy:

All resident appointments (contracts), including fellow appointments, are for a term of one year and each resident must be re-appointed for each subsequent year of training, contingent upon satisfactory performance during and completion of the current post-graduate training year, as determined by Program level evaluations and promotion policies. (See SUNY Downstate GME Policy on Promotion). All residents are appointed as Clinical Assistant instructors at SUNY Downstate but are salaried by an affiliated hospital. Residents re-appointed to the same program for an additional year or period of accredited training are expected to remain on the same salary source (affiliated hospital) unless otherwise approved by the GMEC based on request of the Program Director for appropriate circumstances, with agreement by the resident.

Recommendations for the appointment and reappointment of residents are initiated by Program Directors following evaluation for promotion and reappointment and are sent to the GME Office.

Deadlines Non-renewal of Appointment. A resident whose performance fails to meet the level of competence or other standards for promotion and reappointment shall be notified by his/her Department in writing of the intent not to renew the contract. Residents who have July 1st appointments will be notified of intent to not renew by November 15th (December 15th for PGY-1) notice will otherwise be provided at least four months prior to the end of the resident's current agreement.

A Program that is not able to make a determination of reappointment by November 15th or December 15th when applicable, must inform any affected resident of the status of the determination(s) and provide the resident a date by which a determination will be made, which date shall be as soon as reasonably possible. In the event that the Program, institution or employer determines that there is sufficient cause and the primary reason(s) for the nonrenewal occurs within the four months prior to the end of the current agreement, a resident. can be nonrenewed or terminated prior to the completion of his/her term of appointment. The Program must provide the resident with as much written notice of the intent not to renew or not to promote as circumstances will

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reasonably allow, prior to the end of the agreement. The DIO and GME Office must be informed of any decision to non-renew or non-promote a resident or fellow.

Termination: In the event that the Program, institution or employer determines that there is sufficient cause, a resident can be non-renewed or terminated prior to the completion of his/her term of appointment. Specific guidelines for decisions on termination of contracts, or non-reappointment are found in the SUNY Downstate Due Process and Appeals Policy.

Non-Renewal by Resident: A resident is expected to notify his or her Département sufficiently in advance if they do not intend to return the following year. Residents who have signed a commitment for the following year are contractually bound to do so.

Appointment and/or reappointment does not constitute an assurance of successful completion of a residency program or post-graduate year. Successful completion is based on performance as measured by individual departmental and Program standards.

Amended and Approved by the GMEC: Effective 7/15/2025

Signed by:

Teresa Y. Smith-Bellile, MD, MScEd

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Chairman of the GMEC

Lisa J Dremer

DIO

Dean's Office, College of Medicine

P. 3

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