

**GMEC Approval Form
UT College of Medicine Chattanooga
Program Director Change Request**

Name of Program:

Current Program Director:

Reason for Change:

Name of Proposed Program Director:

Proposed Start/Effective Date:

What is your RRC Specialty Requirement for protected administrative time for the Program Director (% or hours)?

Will the New Program Director have at least the required % of protected time to administer the program?

Identify the funding source for the Program Director's protected time:

Does/will the new Program Director meet all ACGME requirements to be the Program Director?

Signatures at the bottom of the form by all parties acknowledge and agree to the following:

- The UT College of Medicine requires protected administrative time for the Program Director of any ACGME program to be at least 20% although some RRC's require a higher level of protected administrative time. Protected administrative time does not include clinical activities or resident supervision in the hospital(s).
- All new Program Director are encouraged to attend the Annual Educational Conference at the end of February or March following approval by the GMEC or a national Program Directors Association in the specialty.
- All Program Directors should attend the UT Statewide GME Retreat (generally mid-September) conducted every several years.
- Attach a copy of the new Program Director's updated CV to this form.

Department Chair

Proposed Program Director

Date submitted to the GME Program Development Subcommittee:

Approved:

Date submitted to the GMEC:

Approved:

Date reviewed by the Assistant Dean for Finance:

Approved:

Date reviewed by the Associate Dean/DIO and Dean:

Approved: