II.A.1.a) The Sponsoring Institution’s Graduate Medical Education Committee (GMEC) must approve a change in program director. (Core)

II.A.1.b) Final approval of the program director resides with the Review Committee. (Core)

Background and Intent: While the ACGME recognizes the value of input from numerous individuals in the management of a fellowship, a single individual must be designated as program director and made responsible for the program. This individual will have dedicated time for the leadership of the fellowship, and it is this individual’s responsibility to communicate with the fellows, faculty members, DIO, GMEC, and the ACGME. The program director’s nomination is reviewed and approved by the GMEC. Final approval of program directors resides with the Review Committee.

II.A.2. The program director must be provided with support adequate for administration of the program based upon its size and configuration. (Core)

II.A.2.a) At a minimum, the program director must be provided with the salary support required to devote 20 percent FTE of non-clinical time to the administration of the program. (Core)

Background and Intent: Twenty percent FTE is defined as one day per week.

“Administrative time” is defined as non-clinical time spent meeting the responsibilities of the program director as detailed in requirements II.A.4.-II.A.4.a.(16).

The requirement does not address the source of funding required to provide the specified salary support.

II.A.3. Qualifications of the program director:

II.A.3.a) must include subspecialty expertise and qualifications acceptable to the Review Committee; and, (Core)

II.A.3.a) (1) The program director must have at least three years of post-fellowship experience in resident or fellow education. (Core)

II.A.3.b) must include current certification in the subspecialty for which they are the program director by the American Board of Dermatology or American Board of Pathology or by the American Osteopathic Board of Dermatology or American Osteopathic Board of Pathology, or subspecialty qualifications that are acceptable to the Review Committee. (Core)

II.A.4. Program Director Responsibilities

The program director must have responsibility, authority, and accountability for: administration and operations; teaching and