

<<Date>>

Designated Institutional Official

Re: Appointment of New Program Director

Dear _____,

I am writing to request the support of the Houston Methodist Graduate Medical Education Committee (GMEC) to appoint <<Proposed Program Director's Name and Degree(s)>> as Program Director of the <<Residency/Fellowship>> program. Dr. <<Last Name>> will have necessary authority and accountability for the operation of the <<residency/fellowship>> program, and agrees to meet and carry out the requirements and responsibilities as described in the Common Program Requirements II.A. I recommend Dr. <<Last Name>> for this position in recognition of <<indicate brief rationale for appointment>>.

Dr. <<Last Name>> is currently <<a/an assistant/associate/full>> professor in the Department of <<Department Name>>. <<He/She>> is Board Certified in <<XX>> for <<XX>> years and holds medical staff <<appointment/appointments>> at <<XXXXXXXXXXXX>>. Enclosed is Dr. <<Last Name>>'s curriculum vitae.

I recommend that this appointment begin on <<start date>>. I acknowledge that Dr. <<Last Name>> will need to maintain board certification for the duration of <<his/her>> appointment as Program Director.

I have provided Dr. <<Last Name>> with a job description as well as the Program Requirements, outlining the roles and responsibilities of this position and am attaching that mutually agreed upon position description to this letter.

The Department of <<Department Name>> will ensure that Dr. <<Last Name>> has sufficient protected time as well as financial and administrative support and for <<his/her>> administrative responsibilities to the program. For this position, Dr. <<Last Name>> will be protected for at least <<XX>>% of his/her time and will receive <<XX>>% of salary for this position. The program is committed to demonstrating retention of the program director for a length of time adequate to maintain continuity of leadership and program stability.

I understand that Dr. <<Last Name>> is expected to attend the GME Committee meetings during the first year of appointment and the Annual Program Director Retreat. Further, I will support the attendance of Dr. <<Last Name>> to attend the ACGME's Introductory Course for New Program Directors within the first two years of first Program Director appointment. Finally, I confirm that Dr. <<Last Name>> has funding for and is expected to participate in the ACGME's Annual Educational Conference or national specialty society meetings for Program Directors at least once every three years.

I have discussed all the above with Dr. <<Last Name>>. I hope that you and the GMEC are supportive of this request.

Sincerely,

<<Chair >>