

TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO
GRADUATE MEDICAL EDUCATION
Standard Policy and/or Procedure

TITLE:	Non-Promotion
APPROVED:	8/7/2015
REVISED:	3/21/16
EFFECTIVE DATE:	8/7/2015; 3/21/16
PURPOSE:	For the Sponsoring Institution to require that individual residency/fellowship programs determine the criteria for promotion and non-promotion of resident/fellow appointment.
POLICY STATEMENT:	The decision to promote or not promote a trainee to a subsequent contract year is made by the Program Director in consultation with the program's teaching faculty. The institution is required to monitor compliance. In addition, the GMEC carries the responsibility to assure that this policy is in alignment with current requirements.

Procedure(s): The following elements of the program's respective policy should be considered as applicable.

1. Promotion is conditional upon successful completion of the current year in compliance with Institutional, ACGME, ABMS, TMB and/or other applicable accrediting body requirements.
2. For promotion from PGY-2 to PGY-3 training level, the USMLE Step 3 Policy will also apply.
3. Non-Promotion means that the resident/fellow fails to perform at an acceptable level in the period of current appointment or cannot reasonably function satisfactorily at the next level and will not advance to a higher rank or title. Non-Promotion does not necessarily mean either non-reappointment or dismissal, but merely that the resident will not be advanced to the next level of appointment at the completion of the contract period.
4. Programs that do not plan to promote a resident/fellow in the succeeding year must provide the resident/fellow with a written notice of intent notifying trainee of such action. If a decision is made not to advance the resident/fellow, Resident/Fellow will receive a written notice of Non-Promotion no later than four (4) months prior to the ending date of the current agreement; however, if the primary reason(s) for Non-Promotion occur(s) within the four (4) months prior to the ending date of the current agreement, the resident will be given as much notice as the circumstances reasonably allow prior to the end of the Agreement period.
 - a. A resident/fellow who was notified of Non-Promotion may appeal the decision in accordance with the Adverse Action Appeals Policy.
 - b. The Program Director is responsible for providing a copy of the Adverse Action Appeals Policy to the resident/fellow.
5. If a Resident/Fellow does not plan to continue in the succeeding year of their training, he/she must notify the program director four (4) months prior to the end of the Agreement period.
6. Program Directors may determine if resident/fellow is eligible for promotion/non-promotion after successful completion of their semi-annual evaluation.