



West Virginia University School of Medicine

Criteria for Reappointment, Renewal, and Promotion of Residents and Fellows (Institutional Requirement 4.3)

I. Purpose

This policy establishes uniform criteria and procedures for the reappointment, renewal of contracts, and promotion of residents and fellows in WVU School of Medicine–sponsored ACGME-accredited and non–ACGME-accredited graduate medical education programs. The policy ensures decisions are fair, transparent, educationally sound, and compliant with institutional and ACGME requirements.

II. Scope

This policy applies to all residents and fellows enrolled in WVU School of Medicine GME programs.

III. Authority and Oversight

Decisions regarding reappointment, renewal, and promotion are made by the Program Director, with formal input from the Clinical Competency Committee (CCC) and in coordination with the WVU GME Office. Each program must maintain a policy that determines criteria for promotion and/renewal of a resident or fellow’s reappointment (4.4.)

IV. Conditions for Reappointment – Renewal and Promotion (4.3.a.4)

A. General

1. Reappointment, renewal of contract, and promotion decisions are **academic** determinations based on a comprehensive review of the resident’s or fellow’s performance.
2. These decisions will be rendered by the Program Director, in consultation with the program’s Clinical Competency Committee (CCC).
3. Decisions must be consistent with:
 - Program-specific requirements
 - WVU School of Medicine and GME policies
 - Applicable ACGME Common Program Requirements and Milestone progression.

B. Promotion Criteria

1. Promotion decisions are based on whether the resident or fellow has met all departmental and institutional requirements, and, if applicable, ACGME Milestone requirements appropriate to the current level of training.

2. Evaluation data considered may include, but are not limited to:
 - ACGME Milestone assessments
 - 360 evaluations (faculty, peer, nursing, patient, staff, and self-evaluations)
 - Professionalism, clinical competence, and patient safety performance
 - Compliance with institutional and program policies

3. Successful passage of the USMLE Step 3 and/or COMLEX Level 3 is required for advancement to the third year (PGY-3) and beyond for all residents, in accordance with the Licensure Requirement Policy. Residents must attempt USMLE Step 3 or COMPLEX 3 during the PGY1 year in accordance with the Licensure Requirement Policy.
 - Residents who do not attempt USMLE Step 3 or COMPLEX 3 prior to the end of the PGY 1 year will be subject to probation.
 - Residents who do not pass USMLE Step 3 or COMPLEX 3 prior to the end of the PGY2 year will not receive a PGY3 contract.
 - It is up to the discretion of the program if they decide to allow the resident to make further attempts at passing USMLE Step 3 or COMPLEX 3 or if terminate the resident.
 - If a resident fails to pass USMLE Step 3 or COMPLEX 3 after the maximum number of attempts, they will be terminated

C. Intent Not to Renew Contract (Non-Reappointment) (4.4.a)

1. In the event the WVU School of Medicine elects not to reappoint a resident or fellow and the training agreement is not renewed, the Program Director shall provide written notice of non-reappointment to the resident or fellow.
2. Such notice should be provided at least four (4) months in advance of the contract end date unless the termination is for cause.
3. The WVU GME Office must be notified in writing of the intent not to renew.
4. An intent not to renew is subject to the academic grievance process

D. Intent Not to Promote to the Next Level of Training (4.4.a)

1. In the event the GME program elects not to advance or promote a resident or fellow to the next level of training, the Program Director shall provide the resident or fellow with written notice of intent not to promote.

2. Notice should be provided at least four (4) months in advance when possible, unless the cause for non-promotion occurs during the final four months of the contract period.
3. The WVU GME Office must be notified in writing of the intent not to promote.
4. An intent not to promote is subject to the academic grievance process

V. Documentation

All decisions related to reappointment, non-renewal, and promotion must be:

- Documented in writing
- Supported by evaluative data
- Maintained in the resident's or fellow's academic file in accordance with institutional policy

VI. Appeals and Grievance (4.4.b)

Residents and fellows retain the right to pursue an **academic grievance** regarding decisions of non-renewal or non-promotion in accordance which can be found at <https://medicine.hsc.wvu.edu/media/373542/wvu-gme-grievance-policy-202603.pdf>

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