Policy 1.450 Graduate Medical Education Committee
Section Educational Administration
Subject Promotion, Non-Promotion, Non-Renewal
Policy Requirements: ACGME Institutional: 4.4; 4.4.a.
Version History: Current Version: 10/2026 Last Revision: 8/2022 Legal Review: 7/2026

Purpose: To determine the criteria for promotion and/or renewal of a resident's/fellow's appointment.

Policy: This UAMS Regional Centers (RC) Graduate Medical Education policy requires that each RC Accreditation Council of Graduate Medical Education (ACGME)-accredited program develop a policy that determines the criteria for promotion and/or renewal of a resident's/fellow's appointment and outline the process for non-promotion or non-renewal.

Process:

Promotion

Program Directors must have responsibility, authority and accountability for promotion of residents. In partnership with the program's Clinical Competency Committee, program directors must review all resident/fellow evaluations at least semi-annually and establish processes to determine a resident's/fellow's progress on achievement of their specialty-specific Milestones to include promotion to next PGY level. Programs must utilize the criteria identified in their program-specific promotion policy to determine promotion status. Programs must include language in each resident's/fellow's summative evaluation and/or final evaluation, as appropriate, that denotes the resident's /fellow's readiness to progress to the next year of training in the program or completion of the program.

Non-promotion

Non-promotion is initiated when 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 the decision is made to not advance to a higher rank or title. A non-promotion does not necessarily mean non-renewal or dismissal, but merely that the resident/fellow will not be advanced to the next level of appointment at the completion of the contract period. **Prior to any action related to non-promotion, the Program Director must notify the Regional Centers Designated Institutional Official (DIO) and/or designee.** The program is required to provide a resident/fellow with written notice of non-promotion at least four months prior (usually March 1) to the expiration of the current period of appointment, regardless of Post Graduate Year (PGY) level. However, if the

primary reason(s) for the non-promotion occur(s) within the four months prior to the end of the current appointment, the resident/fellow will be provided with as much written notice of non-promotion as the circumstances will reasonably allow, prior to the expiration of the current period of appointment. Documentation of non-promotion may be part of the resident's/fellow's final summative evaluation and may be reportable to state medical boards and licensing agencies, etc.

Non-renewal

Non-renewal is an action resulting in a resident/fellow not being offered the next successive agreement for appointment at the end of the current appointment period (usually June 30). Non-renewal is not a dismissal, therefore, does not require cause. **Prior to any action related to non-renewal, the Program Director must notify the Regional Centers Designated Institutional Official (DIO) and/or designee.** The program is required to provide a resident/fellow with written notice of intent when a resident's/fellow's agreement for appointment will not be renewed. Written notice of non-renewal should be provided to resident/fellow at least four months prior (usually March 1) to the expiration of the current period of appointment, regardless of PGY level. However, if the primary reason(s) for the non-renewal occur(s) within the four months prior to the end of the current appointment, the resident/fellow will be provided with as much written notice of the intent not to renew as the circumstances will reasonably allow, prior to the expiration of the current period of appointment. Documentation of non-renewal may be part of the resident's/fellow's final summative evaluation and may be reportable to state medical boards and licensing agencies, etc.

Due Process

Due process ensures that residents and fellows are treated fairly when facing adverse academic or disciplinary actions. It provides structure, transparency, and a predictable process so learners understand their rights and the institution's obligations. Due process is afforded to a resident/fellow regardless of when an action of non-promotion or non-renewal is taken during the appointment period. Residents/fellows may bring concerns forward through various channels including confidentially to the Regional Centers Designated Institutional Official (DIO). In any of the actions outlined in this policy in which a resident/fellow believes that a rule, procedure, or policy has not been followed or has been applied in an inequitable manner, the resident/fellow has the right to exercise formal due process outlined in Graduate Medical Education Committee (GMEC) Policy 1.410 on Grievances.