

## **REAPPOINTMENTS PROCESS AND REQUIREMENTS**

The Graduate Medical Education (GME) Office is responsible for issuing all letters of initial appointment/contracts as well as letters of reappointment/contracts for residents/fellows in the University of Connecticut School of Medicine (UConn SOM) sponsored programs.

The primary responsibility for defining the standards of academic performance and personal and professional development rests with the Program Director. The GME Office designee reviews reappointment requirements for each resident/fellow. If all requirements have been met, a reappointment letter/contract will be issued. The resident/fellow is responsible for reviewing, signing, and returning his/her reappointment letter/contract to the GME Office.

A resident/fellow will receive a reappointment letter/contract prior to completion of the resident's/fellow's current year of training. Therefore, the reappointment letter/contract is conditional upon a resident/fellow meeting all requirements for promotion as defined by the resident's/fellow's program.

A resident/fellow that has not met the requirements to be reappointed must be given written notice by their program director that his/her reappointment/contract may not be renewed.

Documents required for a reappointment letter/contract to be issued by the GME Office include:

- ☐ Reappointment request from the Program Director indicating good standing of a resident/fellow
- ☐ Passing score transcript on the USMLE 3/COMLEX 3, if applicable

Documentation required before starting the next academic year:

- ☐ Valid employment status
- ☐ Completion of the annual Institutional Curriculum courses

Revised 4/17, 3/21, 2/23

Reviewed 4/19