

TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO
Paul L. Foster School of Medicine
GRADUATE MEDICAL EDUCATION
Standard Policy and/or Procedure

TITLE: Non-Renewal

APPROVED: 11/1/2000

REVISED: 2/13/2009; 3/21/16

EFFECTIVE DATE: 7/1/2009; 11/1/2000; 3/21/16

PURPOSE: To ensure timely notification when the decision has been made not to renew a trainee to a subsequent contract year.

POLICY STATEMENT: The decision to renew or not to renew a trainee to a subsequent contract year is made by the Program Director in consultation with the program's teaching faculty.

If a trainee is not to be renewed for the next year of training, he/she must be provided written notice of such by the Program Director no later than four (4) months prior to the ending date of the current agreement; however, if the primary reason(s) for Non-Renewal 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. Notification may be made by certified mail/return receipt requested or by hand delivery with written acknowledgement of receipt.

If a trainee 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 Agreement.

A trainee notified of non-renewal will be allowed to appeal the decision via the Adverse Action Appeals Policy in the Graduate Medical Education Policies and Procedures.