

Policy Name:	Promotions and Non-Renewals		
Section #:	1.2	Section Title:	Appointments and Promotions
Approval Authority:	GMEC	GMEC Approved:	06/14/2019
Responsible Executive:	DIO	Revised:	08/20/2021, 08/26/2024, 7/18/2025, 9/19/2025
Responsible Office:	Office of Clinical and Health Affairs, Rutgers Health	Contact:	Institutional Coordinator

1. Reason for Policy

To establish compliance that meets Rutgers, state, federal, and accreditation regulations.

2. Applicable ACGME Institutional Requirements

Section 4: Institutional GME Policies and Procedures

3. Resources

- i. Accreditation Council for Graduate Medical Education Institutional Requirements
- ii. Accreditation Council for Graduate Medical Education Common Program Requirements
- iii. Committee of Interns and Residents (CIR) Collective Bargaining Agreement
- iv. Rutgers University Policies
- v. New Jersey Board of Medical Examiners
- vi. American Board of Medical Specialties

4. Scope

The scope of this policy applies to all residents and fellows in training at Rutgers Health.

5. The Policy

I. Criteria for promotion and/or renewal of a resident's/fellow's appointment

- a. Criteria for promotion in each GME program shall be specified and based on the core competencies as defined by the ACGME, maintained current, documented, and communicated to residents/fellows at the beginning of each academic year. Programs are also to provide housestaff with criteria needed to receive credit for the year from the relevant board or certifying body.
- b. In addition to fulfilling the requirement of satisfactory academic progress, housestaff must satisfy the following requirements regarding registrations, permits, and licenses.
 - i. For promotion to PGY-2 or higher, the housestaff member must obtain and maintain a permit issued by the New Jersey State Board of Medical Examiners as defined in its statutes. A housestaff member who does not obtain or make application for such a permit shall automatically be dismissed at the conclusion of PGY-1. A housestaff member who fails to maintain such permit shall be dismissed upon loss of the permit. A New Jersey state medical license shall satisfy this requirement.
 - ii. A housestaff member who has completed at least one year of accredited training in the United States must apply for a permit even if they are assigned to the PGY-1 level in their current program

All policies are subject to amendment. Please refer to the Rutgers Health Graduate Medical Education department for the official, most recent version.



- c. For promotion to PGY-3, the housestaff must have passed USMLE Step 3 or COMLEX Level III; a housestaff who has not passed USMLE Step 3 or COMLEX Level III shall automatically be dismissed at the conclusion of PGY-2.
 - i. A housestaff may request a waiver from this requirement. Requests shall be submitted to the Program Director for initial review and then to the Chief Academic Officer or Associate Dean, who will present the request to the DIO. If agreeable to the PD, CAO/Associate Dean and DIO, the DIO will bring the request to GMEC for a vote.
- d. For promotion to any postgraduate year after a housestaff member has used up the 5 year limit for registration/permit eligibility or before the start of the PGY-6 year as specified in NJ Board of Medical Examiner statutes, the housestaff must have obtained a New Jersey license; a housestaff member whose eligibility for a permit has expired and who has not obtained a New Jersey license shall automatically be dismissed at the conclusion of the last academic year of eligibility for a permit.
- e. The decision to promote a housestaff will be conveyed to the housestaff by the Program Director after the documented semiannual evaluation of performance, in conjunction with the program's Clinical Competency Committee, in accordance with the program's promotion policy.
- f. The decision to promote becomes effective upon satisfactory completion of the current year of training and requires the housestaff to continue to maintain appropriate academic progress.
- g. The appeal process for non-promotion decisions is reviewed in the Probation, Suspension, and Dismissal policy. If the housestaff is covered by a collectively negotiated agreement, and that agreement has provisions for the appeal of adverse academic actions, that agreement shall take precedence.

II. Non-Renewal of Appointment

- a. Program directors who wish to give notice of non-renewal to a housestaff member shall review the non-renewal with the DIO. In the event a housestaff's performance is not satisfactory, the Program Director will inform the housestaff in writing. A non-renewal is not considered an adverse academic action if credit is awarded for the year, and shall not be reported as such to the extent permissible by state law or credentialing requests by state/federal agencies.
- b. Written notification shall be given to the housestaff for non-renewal of agreement. Housestaff who have appointments that begin July 1st will be notified, in writing, by no later than January 15th if their services are not to be renewed for the next year of a given residency/fellowship training program. In the event that a housestaff member commences work on a date other than July 1st, the last date for non-renewal shall be six- and one-half (6.5) months following the date on which such work commences. When possible, earlier notice of non-renewal will be given to such housestaff. If a housestaff is covered by a collectively negotiated agreement and time frames for non-renewal are specified in said agreement, such time frames will control.
- c. Housestaff have the right to appeal adverse academic actions such as non-promotion, probation, suspension, or dismissal from a program.
 - i. If they elect to appeal such an action, they must notify the program director and the CAO/Associate Dean in writing no less than five [5] business days after being notified of the action.
 - 1. If the housestaff requests an appeal, it will be heard by an ad hoc committee within one month. The committee shall be appointed by the DIO and consist of no less than four [4] faculty members, including the Department Chair who will chair the committee. The



DIO or designee will also serve as a non-voting member. Should the Department Chair be the PD, the DIO or designee will appoint a committee chair. The faculty members should be experienced in graduate medical education. The committee should include at least two faculty members from the program that the housestaff is a member of, when feasible. The faculty composition is per the discretion of the DIO. The Program Director shall not be a member of the ad hoc committee.

2. At the hearing, the program director will review the reasons for the adverse academic action to the committee. The housestaff will then be invited to make a presentation as to why the decision should be reversed. The housestaff may choose to have a faculty member accompany them as an advisor. If represented by a CBU, a CBU representative may attend the meeting but shall not interfere with the hearing or communicate with the committee.
 3. After hearing both presentations, the committee shall then render a decision. The decision of the committee is final.
- c. The Department Chair [or committee, when applicable] shall provide notice of their decision in writing to the housestaff, with copies to the program director, CAO/Associate Dean and DIO.