


Name of Policy: Standard Letter of Contract Offer Policy Number: 3364-86-005-00 Approving Officer: Dean, College of Medicine and Life Sciences Responsible Agent: Director, Graduate Medicine Education Scope: UT College of Medicine Residents	 Effective date: 04/04/2017
<input type="checkbox"/> New policy proposal	<input checked="" type="checkbox"/> Minor/technical revision of existing policy
<input type="checkbox"/> Major revision of existing policy	<input type="checkbox"/> Reaffirmation of existing policy

POLICY

Contracts are offered yearly. A letter of acceptance and offer shall accompany all contracts offered for residency/fellowship positions and issued through the Graduate Medical Education (GME) office.

PURPOSE

To describe the process of which contracts are offered and the language to accompany each contract offer. The contract and letter of offer language has been approved by legal counsel for The University of Toledo and adopted for required use by the Graduate Medical Education Committee.

PROCEDURE

Contracts will be issued by the Graduate Medical Education office upon receipt of the appropriate documentation from the residency/fellowship training program.

Contracts issued to residents/fellows at The University of Toledo will be issued through the end of the academic year, regardless of the original start date of the resident/fellow into the training program. Certain exceptions may apply at the discretion of the GME office (i.e. for visa purposes).

Contract Procedures for Incoming Residents/Fellows

The Program Director must submit the following information in order to have a contract issued for Residents/Fellows entering into a training program at The University of Toledo:

Residents/Fellows entering training through a “matched” position:

1. Required documents as noted on the checklist in New Innovations
2. Personnel Change Form (1/2 sheet)

Residents/Fellows entering training outside of a “matched” position:

1. Required documents as noted on the checklist in New Innovations
2. Letter of offer from the Program Director
3. Personnel Change Form (1/2 sheet)

Contract Procedures for Continuing Residents/Fellows

1. The Program Director must submit a letter to the GME Office indicating the resident's performance has been reviewed and the resident has met the criteria, as outlined by the residency program, for advancement/promotion to the next level or continued training at the same level in order to have a contract issued. (Appendix A).
2. Personnel Change Form (1/2 sheet)

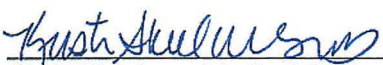
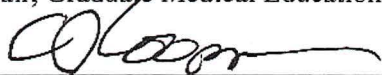
Letter of Offer Language for Accompanying Contracts

For use when offering a position in a CATEGORICAL PROGRAM:

Enclosed you will find a contract for academic year ____ - _____. Contracts for categorical positions at The University of Toledo are offered and renewed on a yearly basis subsequent to satisfactory performance and compliance with departmental requirements.

For use when offering a position in a PRELIMINARY YEAR PROGRAM:

Enclosed you will find a contract for academic year ____ - _____. This contract for residency at The University of Toledo is offered for one year only for a Preliminary Year in _____ and in no way implies continuation into a categorical program. Credit for this year is contingent upon satisfactory performance of your duties during this preliminary year.

<p>Approved by:</p> <p> _____ Chair, Graduate Medical Education Committee</p> <p> _____ Dean, College of Medicine and Life Sciences</p> <p><i>Review/Revision Completed by: Graduate Medical Education Committee</i></p>	<p>Policies Superseded by This Policy:</p> <ul style="list-style-type: none">• None <p>Initial effective date: 4/1997</p> <p>Review/Revision Date: Reviewed 4/99, Reviewed 4/01, Reviewed 4/03, Reviewed 4/05, Revised 11/05, Revised 2/6/07, Reviewed 2/3/09, Reviewed 3/1/11, Revised 3/5/13, Revised 3/3/15, Revised 4/4/17</p> <p>Next review date: 4/2019</p>
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Note: The printed copy of this policy may not be the most current version; therefore, please refer to the policy website (<http://utoledo.edu/policies>) for the most current copy.

The University of Toledo
Graduate Medical Education

Intent to Renew Contract Template

Intent to Renew Contract Template Procedure

1. Completion of template (below)
2. To be discussed with resident
3. To be sent to GME office upon receipt of resident's signature

Date:

Dear **RESIDENT/FELLOW NAME,**

On behalf of The University of Toledo, I am pleased to notify you of our intent to renew your contract as a resident in the NAME OF PROGRAM training program for the 20xx through 20xx academic year. This intent to reappoint you is based upon your satisfactory progress in the program to date to the following level:

Total Length of Educational Residency Program:

PGY Level/R Level:

Salary (R/Level):

Dates of Duration for PGY Level/R Level:

The renewal of your contract is dependent on your continued satisfactory performance in meeting the training program requirements and the terms and conditions of your current contract. This intent to renew may be revoked at any time should you fail to meet these obligations and your contract may be terminated should you fail to meet these obligations.

I look forward to your continuation within our program and ask that you acknowledge your intent to renew your contract by signing below and returning the original copy of this letter to me. A contract will be sent to you for your signature by the Graduate Medical Education office.

Sincerely,

Program Director Signature

Date

Resident/Fellow Signature

Date