


<p>Name of Policy: GME: Language to Accompany Initial Contract Offers and Renewals for Residency/Fellowship Positions</p> <p>Policy Number: 3364-86-005-00</p> <p>Approving Officer: Dean, College of Medicine and Life Sciences</p> <p>Responsible Agent: DIO (Designated Institutional Official)</p> <p>Scope: UT College of Medicine Residents</p>	 <p>Reviewed/Revised Date: 10/2/2023</p> <p>Original Effective Date: 04/1997</p>						
<table border="1"> <tr> <td data-bbox="191 625 727 693">New policy proposal</td> <td data-bbox="727 625 828 693"></td> <td data-bbox="828 625 1458 693">Minor/technical revision of existing policy</td> </tr> <tr> <td data-bbox="191 693 727 787">Major revision of existing policy</td> <td data-bbox="727 693 828 787">X</td> <td data-bbox="828 693 1458 787">Reaffirmation of existing policy</td> </tr> </table>		New policy proposal		Minor/technical revision of existing policy	Major revision of existing policy	X	Reaffirmation of existing policy
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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 Action Form (PAF)

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

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

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