



**POLICY: Process for New Program Approval**

**PURPOSE:** To ensure proper procedures/processes are followed for new residency or fellowship programs to be reviewed and approved by program directors and chiefs, GMEC, and the DIO of the UCSF Fresno Medical Education programs.

**Policy:** All new residency or fellowship programs will follow the appropriate process (outlined below) prior to approval by the program director/chief of the program (subspecialty or specialty), the GMEC, and the DIO.

**Procedure:**

1. Request to the GMEC for a new program to be submitted and reviewed by the Sizing Committee at least a year and a half prior to the requested academic year start date.
2. Review, approval, and recommendation to the GMEC by the Sizing Committee.
3. **Review of the Sizing Committee recommendation and approval at the GMEC.**
4. Funding approval by partnering facilities.
5. Program Letters of Agreement for all rotations must be submitted to the Office of Graduate Medical Education (GME) for review and inclusion on the consent agenda for the GMEC to review and approve prior to submission of the New Program Application on WebAds.
6. Recommended (BME and Assistant Dean for GME) changes to the Program Application must be accepted by the program prior to uploading the documentation into WebAds.
7. Completed New Program Application on WebAds (including curriculum, goals and objectives, PLAs, etc.) must be reviewed and approved by the program director and chief of the submitting program or fellowship.

*(Original signed Policy is available in the UCSF Fresno Office of Medical Education)*

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