



**POLICY: Non-Renewal or Non-Promotion of Contract Policy**

**Purpose:** Procedure for non-renewal or non-promotion of house staff contract

**Policy:**

UCSF-Fresno Programs must provide their house staff with a written notice of intent not to renew their contract or not to promote a resident/fellow to the next training level no later than 4 months prior to the end of the resident/fellows current contract. However, if the primary reasons for the non-renewal or non-promotion occur(s) within the 4 months prior to the end of the contract, the Institution must ensure that programs provide house staff with as much written notice of the intent not to renew or not to promote as the circumstances will reasonably allow, prior to the end of the contract. House staff must be allowed to implement the Institution's Academic Due Process policy and procedures as posted on the House Staff Portal when they have received a written notice of intent not to renew their contract or not to promote to the next training level. The Academic Due Process Policy is located on the house staff portal, use the following link:

<http://www.fresno.ucsf.edu/housestaffportal/>

Tracking of non-renewal and/or non-promotion is done through the monthly monitoring reports and reported to the GMEC biannually.

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

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