

[INSERT DATE]

Katherine Julian, MD
Associate Dean for Graduate Medical Education
Designated Institutional Official
UCSF

Graduate Medical Education Committee

Dear Dr. Julian and GMEC Membership,

Please find attached our request for a new Non-ACGME Program in the [Department/Division of XXX].

[Paragraph – Please briefly describe the program in 1-2 sentences]

[Paragraph – Please state who the program director is and how the program will be funded. It is recommended that program directors have been on faculty for at least 3 years. If the program director has been faculty for fewer than 3 years, please include why they should serve as program director and how you will provide education mentorship and faculty development for the new program director]

[Paragraph – Please state how much administrative support the program director will have to lead the program. It is recommended that for 1-2 fellows, the program director have 5% time (at least); if the program will have 2-4 fellows, the program director have 10% time; 4-6 fellows, 15% time; 6-10 fellows, 20% time]

[Paragraph – Please state who will serve as the program administrator and how much administrative time the program administrator will have for the program. It is recommended that for 1-4 fellows, the program administrator have 10% time (at least); if the program will have 4-6 fellows, the program administrator have 15% time; 6-10 fellows, 20% time]

[Paragraph – Please state when the fellows will start the fellowship]

The [Department/Division of XXX] fully supports the creation of this new program.

Sincerely,

[Department Chair/Division Chief signature]

[Vice-Chair for Education signature if applicable]