

MEMORANDUM

To: Dermatology Program Directors
American Board of Dermatology

FROM: Sandra Benitez, Associate Executive Director
Review Committee for Dermatology

DATE: June 14, 2024

RE: Next Resident Member of the Review Committee for Dermatology

The Review Committee for Dermatology is requesting nominations for its next resident member. The resident member will serve a two-year term from July 1, 2025 – June 30, 2027.

Qualifications of the Resident Member

The resident member must be enrolled in an ACGME-accredited Dermatology residency program at the time of appointment and must have at least one year of education and training left at the start of the term.

The Review Committee may have up to two members from the same state, but members cannot be from the same institution or city/metropolitan area. At the time of the next resident member's appointment, the Review Committee membership represents the following:

- Loma Linda University, California
- HCA Healthcare/Mercer University School of Medicine/Orange Park Medical Center, Florida
- Northwestern Medical Group, Illinois
- University of Louisville, Kentucky
- Cleveland Clinic, Ohio
- Le Bonheur Children's Hospital and University of Tennessee, Tennessee
- University of Texas, Texas
- Medical College of Wisconsin, Wisconsin

Responsibilities of the Resident Member

The resident member participates as a full voting member in all Review Committee activities, including program review and policy discussion. The resident member is subject to the same confidentiality, conflict of interest, and fiduciary responsibility policies as the other members. The resident member must work on projects as the need arises and must be able to devote 10-15 hours to program review before each Review Committee meeting.

Resident members must have sufficient time to prepare program review information, participate in subcommittee work (as assigned), review agenda items and related documents prior to the meeting, attend/travel to each Review Committee meeting, and participate in other activities of the Review Committee.

The resident member is also a member of the ACGME Council of Review Committee Residents (CRCR). The CRCR is composed of resident members from each Review Committee and is an important part of the ACGME as it provides valuable input and feedback to the ACGME Board of Directors about matters related to residents and fellows, graduate medical education, and accreditation from the resident perspective. The CRCR meets twice per year; dates are listed at the end of this notice.

Note: It is the program director's responsibility to ensure the resident member will have sufficient time to review programs, attend Review Committee and CRCR meetings, and participate in activities of the Review Committee and the ACGME as expected.

Selection of Next Resident Member

The Review Committee will consider nominations this fall and will forward its selection to the ACGME Board of Directors for approval at its February 2025 meeting. The new resident member's term will begin July 1, 2025, and end June 30, 2027.

To Submit a Nomination

Each submitted nomination must include:

- (1) Two letters of recommendation
 - a. Letter of support from the nominee's program director; this letter *must* include an attestation that the program director will ensure the resident will have sufficient time to participate in activities of the Review Committee and the ACGME as required
 - b. Letter of endorsement from person/group (e.g., department chair, dean, local Graduate Medical Education Committee (GMEC), institutional/local committees)
- (2) Resident curriculum vitae
- (3) Letter from the resident outlining educational goals, professional interests, and intent to serve, if selected

Email nominations by **Monday, September 23, 2024**, to Associate Executive Director Sandra Benitez: sbenitez@acgme.org. A member of the Review Committee staff will confirm the nomination was received.

Anyone who submits a nomination will be notified of the selection by email after confirmation by the ACGME Board of Directors.

Additional Information

In conjunction with observational attendance at the Review Committee meeting on **April 11, 2025**, there will be a New Member Orientation prior to that meeting.

Review Committee members must use electronic systems for reimbursement of expenses and many accreditation activities (e.g., program reviews). The resident member will travel two to three times per year to meet as a member of the Review Committee. These meetings last for one-and-a-half days. All related travel and meeting expenses are covered by the ACGME.

CRCR meetings are all-day sessions, requiring similar travel arrangements.

Information about the Review Committee for Dermatology and the ACGME can be found at www.acgme.org. Policies and procedures for Review Committees are detailed in the *ACGME Manual of Policies and Procedures* (located on the [Policies and Related Materials page](#) accessed from the “About” section of the website).

Contact Associate Executive Director Sandra Benitez with specific questions: sbenitez@acgme.org or 312.755.5035.

Notable Dates

Nominations due:	September 23, 2024
Review Committee selection made by:	January 13, 2025
Nominees notified by:	February 2025
Resident member’s term begins:	July 1, 2025
Review Committee meeting and orientation: (<i>observing</i>)	April 11, 2025
CRCR meeting (observing): Chicago, Illinois	May 8-9, 2025
CRCR meeting: Chicago, Illinois	September 28-29, 2025
Review Committee meeting: Chicago, Illinois	January 2026
Review Committee meeting: Chicago, Illinois	April 2026
CRCR meeting: Chicago, Illinois	May 7-8, 2026
CRCR meeting: Chicago, Illinois	September 27-28, 2026
Review Committee meeting: Chicago, Illinois	January 2027
Review Committee meeting: Chicago, Illinois	April 2027
CRCR meeting: Chicago, Illinois	May 6-7, 2027
Resident member’s term ends:	June 30, 2027