

Process for Appointment of New Program Director Guidelines

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For accredited postgraduate training programs, the university department head and the associate dean for postgraduate medical education (PGME) appoint postgraduate program directors jointly. Both must, therefore, have input into the selection of the individual to be appointed. In programs with associate program directors, it is also recommended, though not required, that the associate dean postgraduate medical education be involved in the selection process, as often the expectation is that the associate program director takes over when the program director finishes his or her term or is otherwise unable to continue in the position.

The associate dean, PGME does not need to be involved in the appointment of site directors for programs with distributed sites. These are the responsibilities of the program and report to the program director. Similarly, for family medicine enhanced skills programs, the director of enhanced skills and the program directors for each of the specific programs under the enhanced skills umbrella, may be chosen by Family Medicine, as they report to the program director for Family Medicine.

The recommended sequence of events for program director selection and appointment is as follows:

1. Department head and/or selection committee identify candidates for the position of program director. Selection processes should consider principles of EDI and refer to university policy.
2. Short-listed candidates' names are vetted by the associate dean, PGME, using whatever information is available to their/them. This may include such things as: the materials submitted to the selection committee; solicited or unsolicited comments or feedback from the current residency program committee or faculty members; the individual's previous involvement in postgraduate medical education; or the associate dean's knowledge of the individual from previous professional interactions. If there are concerns about an individual candidate, the associate dean, PGME, will discuss these with the department head and come to a joint decision regarding the candidate's eligibility. If the associate dean, PGME and the department head are unable to come to a joint decision regarding eligibility for a particular candidate, the dean of the faculty of medicine will be consulted.
3. The department head or selection committee chooses the program director from among the approved candidates. If there are multiple candidates applying, the selection committee should use EDI principles as established by Dalhousie University.
4. The successful candidate meets with the associate dean, PGME, to discuss the role of program director and the responsibilities associated with it. If the associate dean is satisfied that the candidate understands the role and its responsibilities and is both willing and able to carry these out, the associate dean forwards the individual's name to the Royal College of Physicians and Surgeons of Canada (specialty programs) or the College of Family Physicians of Canada (family medicine) as the official program director for the training program.
5. The appropriate College notifies the individual of their official appointment.

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