

**UB Graduate Medical Education  
Strategic Planning Committee  
Procedure for Off-Cycle Program Size Requests  
*February 2008***

---

In 2007, the Dean charged the Strategic Planning Committee (SPC), a subcommittee of the Graduate Medical Education Committee (GMEC), with reviewing program size requests each September. On rare occasions circumstances require consideration outside the usual schedule.

***Criteria for Consideration of Off-Cycle Program Size Requests may include:***

- The ACGME RC will meet prior to the next Strategic Planning Committee cycle
- Recruitment (current faculty member or promising recruit to WNY)
- Administrative discretion of the Sr. Associate Dean for GME
- Annual plan commitments for the affected time period must have approved funding. Funding cannot be taken from positions already included in the annual plan.
- The Dental School is responsible for decisions regarding program size and salary source. The Dental School must notify GME of program size as part of the strategic planning process (annual plan).<sup>1</sup>

***Protocol:***

- Temporary increases of 3 months or less will follow the current "Filling Residency Lines Procedure"
- Requests including written verification of funding, must be submitted to the GMEC. The GMEC will determine whether the request meets the criteria for consideration outside the normal review cycle.
- If approved, the program must provide all information required on the "Procedure for Requesting Change in Residency Program Size". The request will be forwarded to the SPC.
- Off-cycle program approval will be contingent upon ACGME approval

---

<sup>1</sup> Dental programs are not subject to the cap and are exempt from the SPC process.