

GME New Program and Expansion Timeline

The timeline steps must occur in the following order:

1. GMEEOC meetings are scheduled quarterly with a Pre-proforma financial review scheduled approximately 1 month prior to the GMEEOC meeting.
2. The GMEEOC yearly schedule will be distributed by the GME office in Spring of the preceding academic year.
3. GMEEOC new program/expansion form (to be completed by program director) and financial proforma (filled out by department administrator) must be sent to the GME office by the closing date for agenda materials for the next GMEEOC meeting so that committee members can review.
 - a. After the Pre-proforma financial review, the application can be placed on the GMEEOC meeting agenda.
 - b. Programs should plan to submit materials approximately 9-12 months prior to a non-standard program target date of initiation or complement increase.
 - c. Programs should plan to submit materials approximately 12-24 months prior to an ACGME accredited new program target start date and 9-12 months prior to the complement change NRMP deadline for complement increases.
4. After GMEEOC approval, the new program must next undergo a Special Program Review (SPR). The SPR entails a comprehensive review of the new programs' aims, goals and objectives, evaluation methods and interview of the new programs program director, chair, core faculty, and program manager.
5. After the SPR, the application must next be approved by the GME Taskforce (meets monthly).
 - a. New programs will require Taskforce approval of a new Program Director (requires a letter from the Chair recommending the new Program Director and a CV sent to the GME office at least one week before the Taskforce meeting).
6. After approval by the GME Taskforce, the application must then be approved by the GMEC (meets 6x/year or every other month).
 - a. The new Program Director will require GMEC approval at this time.

7. After GMEC approval (and approval of the Program Director if applicable), the program can submit to ACGME with DIO approval (if applicable).
8. Complement increases must be approved by GME Taskforce and GMEC before submitting the request in ADS.

GME Taskforce approval date: 12/4/25

GMEC approval date: 12/12/25

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