

TO: Otolaryngology – Head and Neck Surgery Community

FROM: Jennifer Luna, Associate Executive Director  
Review Committee for Otolaryngology – Head and Neck Surgery

DATE: June 12, 2025

RE: Call for Resident Member: Review Committee for  
Otolaryngology – Head and Neck Surgery

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The Review Committee for Otolaryngology – Head and Neck Surgery is requesting nominations for its next resident member, to serve a two-year term from July 1, 2026-June 30, 2028.

**Qualifications of the Resident Member**

The resident member must be enrolled in an ACGME-accredited otolaryngology – head and neck surgery residency program at the time of appointment and may not serve more than one year beyond completion of residency or fellowship.

The resident member must be able to critically review otolaryngology – head and neck surgery residency/fellowship program data in accordance with the guidelines established by the ACGME.

The resident member must be able to communicate resident issues to the Review Committee.

A resident member may not serve on two Review Committees simultaneously and must not be from the same state or institution as another member of the Review Committee. Currently these include:

- David Geffen School of Medicine at UCLA, Los Angeles, California
- MedStar Georgetown University Hospital, Washington, DC
- University of Miami, Miami, Florida
- University of Iowa, Iowa City, Iowa
- LSU Health Shreveport, Shreveport, Louisiana
- Children's Minnesota, St. Paul, Minnesota
- Washington University School of Medicine, St. Louis, Missouri
- Penn State Health, Hershey, Pennsylvania
- UPMC Mercy Hospital, Pittsburgh, Pennsylvania
- University of Wisconsin, Madison, Wisconsin

**Responsibilities of the Review Committee 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, duality of interest, and fiduciary responsibility policies as other members. The resident member must work on projects as the need arises and must be able to devote 15-20 hours to program review before each Review Committee meeting.

The resident member is also a member of the ACGME Council of Review Committee Residents (CRCR), which is composed of the resident members from each Review and Recognition Committee. CRCR participation is very important to the ACGME because it provides valuable input and feedback to the ACGME Board about matters related to residents, graduate medical education, and accreditation. The CRCR meets twice a year in May and September.

*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 committee will review nominations in September 2025 and forward its selection to the ACGME Board of Directors for approval at its November 2025 meeting.

### **To Submit a Nomination**

Interested residents must submit a statement describing their interest in and professional qualifications for serving on the Review Committee to their program director along with a current curriculum vitae.

The program director must then submit the resident's statement of interest, along with a letter of recommendation that confirms the resident 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 required.

Email nominations by August 25, 2025 to Associate Executive Director Jennifer Luna: [jluna@acgme.org](mailto:jluna@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.

### **Additional Information**

In addition to attendance as an observer at the Review Committee meeting scheduled for April 10-11, 2026, the resident member will be required to participate in a new member orientation prior to or immediately following the April Review Committee meeting.

Review Committee members must use electronic systems for reimbursement of expenses and other accreditation activities (e.g., program reviews). The resident member is expected to travel two or three times per year to Review Committee meetings at the ACGME office in Chicago, Illinois. These meetings typically last for one-and-a-half days. In addition, CRCR meetings are all-day sessions, requiring similar travel arrangements. All related travel and meeting expenses are covered by the ACGME.

Information about the Review Committee for Otolaryngology – Head and Neck Surgery and the ACGME can be found at [www.acgme.org](http://www.acgme.org) – select “Otolaryngology – Head and Neck Surgery” under the “Specialties” header. Policies and procedures for the Review Committees are in the ACGME

*Manual of Policies and Procedures*, which can also be found on the ACGME website, in the “About” section.

Contact Associate Executive Director Jennifer Luna with specific questions: [jluna@acgme.org](mailto:jluna@acgme.org) or 312.755.5036.

### **Key Dates**

Nominations due:	August 25, 2025
Review Committee meeting (observing): Chicago, Illinois	April 10-11, 2026
CRCR meeting (observing): Chicago, Illinois	May 7-8, 2026
<b><i>Resident member’s term begins:</i></b>	<b><i>July 1, 2026</i></b>
Review Committee meeting: <i>Virtual</i>	Fall 2026 - TBD
Review Committee meeting: Chicago, Illinois	February 2027 - TBD
Review Committee meeting: Chicago, Illinois	April 2027 - TBD
CRCR meeting: Chicago, Illinois	May 6-7, 2027
CRCR meeting: Chicago, Illinois	September 19-20, 2027
Review Committee meeting: <i>Virtual</i>	Fall 2027 – TBD
CRCR meeting: Chicago, Illinois	May 4-5, 2028
<b><i>Resident member’s term ends:</i></b>	<b><i>June 30, 2028</i></b>