

TTUHSC SCHOOL OF PHARMACY OFFICE OF RESIDENCY PROGRAMS

Early Commitment Policy

GENERAL STATEMENT OF POLICY:

The purpose of the Early Commitment Policy is to define the process for TTUHSC-affiliated residents to pursue early commitment to a PGY2 residency.

ADMINISTRATION:

1. Residents interested in pursuing early commitment for a PGY2 residency should submit a signed letter of interest and a current curriculum vitae to the program director of the desired PGY2 residency program. Additionally, the resident will submit 3 letters of recommendation from *current* preceptors, program director, or research or teaching mentor within the resident's PGY1 program (no exceptions).
2. The deadline for submission of the application materials is October 15th annually.
3. The program director will arrange a formal on-site interview with members of the Residency Advisory Council and PGY2 program preceptors and a 30-45 minute seminar presentation shortly after receipt of the letter. The program director is required to solicit interview & seminar evaluation forms from attendees and review with members of the RAC.
4. Discussion of the applicants and their interview evaluations will be conducted at the Residency Advisory Council meeting subsequent to the October 15 deadline. The program directors of the residencies with early applicants must attend the Residency Advisory Council meeting to approve or deny early applicants.
5. If the applicant is deemed acceptable following the Residency Advisory Council meeting, an offer letter will be sent to selected applicants prior to November 1. If it is felt that the program is not ready to accept an early commitment applicant by November 1st, the applicant will be notified. The program will pursue other candidates at the ASHP Midyear Clinical Meeting but will retain the resident's application and consider the resident for the position at the normal recruitment time. All applicants not accepted through the early commitment process will go through the Match process in March but will not have to complete an additional interview.
6. If a resident is accepted by the early commitment process, a written acceptance letter must be forwarded to the residency program director and copied to the Vice Chair for Residency Programs within 7 days of receipt. The written acceptance letter is a formal commitment to pursue the designated PGY2 residency during the following year.
7. Appeals regarding the decisions made by the Residency Advisory Committee pertaining to the early acceptance of candidates should be forwarded in writing to the Vice Chair for Residency Programs.