**UMEC Reference Support Letter**

Please complete the Reference Support Letter using the template on pg. 3 of this document. For your reference, below details the UMEC charge, expectations, time commitment, expenses and qualifications required for APGO UMEC members.

**Expectations**

The fellowship and collegiality of the committee are central to the successful achievement of its goals. Membership requires a serious commitment of time and talent, including active participation at every meeting. Recurrent absences from and/or non-participation in meetings and/or conference calls as well as missing assigned deadlines without active communication with the chair may constitute grounds for dismissal at the discretion of the UMEC chair and APGO president.

It is also important and expected that your department chair will be supportive of your committee involvement. Your chair will be asked to sign a letter of support that includes an agreement for adequate release time.

**UMEC members:**

* Must be committed to fulfilling the mission and goals of APGO and the committee
* Attend and participate in all scheduled UMEC meetings, conference calls and programs that UMEC leads
* Complete tasks/projects as assigned on time
* Serve as faculty and leadership for APGO Capstone Programs and other programs as assigned
  + Each member develops and conducts at least one breakout session at each Faculty Development Seminar, meeting deadlines as outlined by the Program co-chairs. UMEC members are encouraged to optimize opportunities for non-UMEC members to contribute to this program. One means of accomplishing this is by presenting breakout sessions in pairs or teams, thereby maximizing the number of slots available. A second means of accomplishing this is by inviting non-UMEC members to present along with them in pairs or teams.
  + Each UMEC member develops and conducts at least one breakout session at each CREOG & APGO Annual Meeting. This can also be accomplished by working in teams.
* Will produce scholarly work for national recognition of APGO and the committee
  + Each UMEC member serves as the lead author on at least one UMEC publication during his/her 6-year term. This can be either within the framework of the *To The Point* Series or as a separate, UMEC project. As the *To The Point* series articles are assigned to members working in pairs, one such completed article fulfills this obligation for both individuals. New members will not be included in manuscripts that are in progress prior to their current UMEC term.
* Will be required to sign an APGO conflict of interest and confidentiality agreement

**Time Commitment**

* The appointment is for two years with the opportunity for two 2-year reappointments, for a total of six years of service.
* Committee members are expected to attend the January Faculty Development Seminar, Clerkship Directors’ School 101/201/301, Transition to Residency School for Educators and the CREOG & APGO Annual Meeting.
* Standing UMEC meetings occur three times a year: at the January APGO Faculty Development Seminar, the CREOG & APGO Annual Meeting, and a 3-4-day working retreat held in July, where much of the committee work is done. Work continues on projects between meetings with a significant time commitment especially just prior to the UMEC meetings and APGO conferences where UMEC presents workshops and sessions.

**Expenses**

Committee members are expected to attend the January Faculty Development Seminar and the CREOG & APGO Annual Meeting at their own expense. APGO will cover one night of UMEC member hotel stays at each of the above meetings for UMEC members serving as faculty for the Clerkship Directors’ School and Transition to Residency School for Educators, where applicable. The summer UMEC working retreat expenses will also be covered by APGO. Restrictions apply. The cost to attend other meetings for liaison activities is the responsibility of the individual UMEC member. The UMEC Travel policies will be shared with appointment letter.

**Qualifications**

* Active participation in APGO meetings, programs and activities
* Demonstrated educational scholarship and leadership
* Commitment to medical education and APGO’s mission

**APGO UMEC Reference Support Letter**

Date:

Name of Applicant:

Name and rank of person completing this form:

How long have you know the applicant?

In what capacity?

Is the applicant engaged in medical education? How?

Has the applicant been engaged in scholarly work (publications/presentations) regarding medical education?

In your opinion, what are the three greatest stengths this applicant will bring to the committee?

1. .
2. .
3. .

In your opinion, what are some potential challenges this applicant may have with respect to working with this committee?

1. .
2. .
3. .

Does the applicant meet deadlines?

Does the applicant have experience of successful team work? Describe.

Is the applicant able to commit to committee requirements of meeting attendance and participation?

Based on the charge and qualifications above, would this candidate be a good fit for the committee?

Signature:

**All APGO UMEC Reference Support Letter must be received by June 10, 2019.**

Submit your letter to APGO by doing one of the following:

1. Return this letter to the applicant for upload with his/her application information,
2. Scan it to Marianne Poe, Deputy Director, Development, at [mkpoe@apgo.org](mailto:mkpoe@apgo.org), or
3. Mail it to the APGO Office at the address below:

APGO

Attn: Marianne Poe

2130 Priest Bridge Dr, Suite 7

Crofton, MD 21114