

## **Policy for Applications from Existing AAES Fellowship Programs for an Additional AAES Accredited Fellowship Position and/or Return to Previously Approved Fellowship Complement**

Some AAES accredited fellowship programs may be interested in having more than one accredited fellowship position. Most AAES fellowship programs will have one fellowship position to ensure high quality training and education rather than aiming to train a large quantity of fellows. Adequate case volume alone to support an additional Fellow is not in and of itself grounds for application for an additional fellowship position. However, some programs may be able to support the goals of the AAES and train more than one Fellow per year. The following material describes the process for pursuing accreditation for more than one AAES accredited fellowship position.

1. The application for an additional fellowship position (excluding programs already previously approved for multiple Fellows in the past who have not filled all positions for a period of time and are requesting to recruit incrementally and/or return to their full complement – see #6) will have the same due date as for any new fellowship application. Application for additional fellowship positions may not occur off-cycle.
2. Programs that would like to apply for an additional Fellow must have a proven track record of successfully training Fellows. In addition, a program must be stable and well-established to accommodate the increased educational demands required by an additional Fellow. For these reasons a fellowship program may not apply for an additional fellowship position until they have successfully graduated five Fellows from their program. In addition, during the five years previous to the application for a second position, the program must have been in good standing and cannot have been on probation or suspended.
3. An additional Fellow will increase the required teaching resources of a fellowship program. A fellowship program applying for an additional position must show an adequate number of faculty (relative to current requirements for a single fellowship application) who are active AAES members and have active clinical practices to support a second Fellow. Adequacy of the complement of faculty will be determined by the Accreditation Committee according to annual faculty and Fellow case volume.
4. Because the program applying for an additional position must be in good standing, a new application is not required. However, the shortened application will have the same level of scrutiny as a new application. Thus, the application must first be reviewed by the Fellowship Accreditation committee. The committee's recommendations will be relayed to the AAES Officers via the Secretary and Executive Director for review and subsequently voted upon by the Officers and Council. This vote will serve as the final decision about the application.
5. The following items are required as part of the application to add an additional fellowship position to an already accredited program:
  - a. The year the fellowship program was established
  - b. List of last five Fellows who successfully completed the fellowship and valid contact information (email and mailing address)

- c. List of all faculty members who are AAES members and other non-AAES faculty with clinical teaching duties associated with the fellowship (listed according to AAES membership type)
- d. Annual endocrine case volume (overall faculty group volume separated from Fellow case volume) for the previous 3 years contributing to meeting AAES Fellowship accreditation requirements
- e. Approval letter from the Chair of the Department, Division Chief, and GME Office with particular attention to funding of an additional fellowship position AND lack of significant adverse impact of an additional Fellow on other training programs. Funding does not need to be officially secured at the time of the application but will be required to be approved and secured before the program can list the additional position as part of the match program.
- f. Approval letter from the General Surgery Program Director and/or the Department's GME office that the addition of an additional Fellow is supported by the general surgery training program and will not negatively impact learners in other training programs.
- g. A letter of interest from the Fellowship program director addressed to the Chair of the Fellowship Accreditation committee requesting the addition of an additional Fellow, the rationale for the addition, assurance that the case and procedure volumes of the teaching faculty are adequate to allow two fellows to obtain high-quality training, the funding source for support of the additional Fellow, and an explanation of the steps being taken by the Fellowship program to ensure that the addition of an additional Fellow will not encroach upon the quality of education of either Fellow or resident/other trainees.

#### 6. Program Return to Previously Approved Complement of AAES Accredited Fellows

- a. Programs previously approved for more than one AAES accredited Fellowship position who have not recruited through the AAES match to their full complement for 2 or less years and would like to incrementally increase and/or return to their full complement of Fellows may do so by sending/emailing a letter informing the Chair of the Accreditation Committee, Chair of the Fellowship Committee, AAES Secretary, and AMR at least one month prior to opening of the Fellowship application website for review.
- b. Programs previously approved for more than one AAES accredited Fellowship position who have not recruited through the AAES match to their full complement for three or more years and would like to incrementally increase and/or return to their full complement of Fellows shall submit a letter of request from the Fellowship program director addressed to the Chair of the Fellowship Accreditation committee detailing the following:
  - i. A specific request to return to an incremental increase and/or full complement of Fellows as previously approved (including the year of the previous approval for an increase in complement)

- ii. The rationale for the increase
  - iii. Assurance that the case and procedure volumes of the teaching faculty are adequate to allow all Fellows to obtain high-quality training
  - iv. The funding source(s) for support of all AAES Fellows
  - v. An explanation of the steps being taken by the Fellowship program to ensure that the addition of the second fellow will not encroach upon the quality of education of either fellow or resident/other trainees.
  - vi. Endocrine surgery program case volumes performed by the faculty listed in the annual Fellowship program report (including any cases done independently by the existing Fellow(s) from the past three years)
  - vii. Letter of support from the Chair of the Department
  - viii. Reporting of any departures from or additions to the faculty since the program last had multiple Fellows.
- c. Submission of the above materials in section 6b must be submitted to the Chair of the Fellowship Accreditation Committee at least one month prior to opening of the Fellowship application website for review. The AAES Secretary and AAES Executive Director will be immediately notified. A final decision regarding the request will be made by the Fellowship Accreditation Committee with review by AAES Officers.
- d. The return to an increased complement of Fellows, if approved, will allow the requesting program to recruit an additional Fellow the year the request is submitted to begin Fellowship training the subsequent year (e.g. request approved in 2025 prior to opening of the Fellowship application website, trainee begins Fellowship in 2026).
- e. If 6 or more years has passed and a program has not recruited for the full complement of Fellows allotted, the program will need to formally re-apply for an increase in complement of Fellows (Section 6).

Table 1. Type of application for return to increased/full complement of Fellows

Time Since Last Recruitment to Full Complement	Application Type
1-2 years	No application needed; letter of notification of return to increased/full complement sent at least one month prior to opening of the Fellowship application website for review (Section 7a)

3-5 years	Expedited application (Section 7b)
6 or more years	Modified application for new increase in complement of Fellows (Section 6)