



**ACFAS RECOGNIZED FELLOWSHIP  
ADDITIONAL FELLOW REQUEST FORM:  
THREE OR MORE FELLOWS**

Program Name: \_\_\_\_\_

Director Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Type of Additional Fellow Position:      Surgical \_\_\_\_\_ Research \_\_\_\_\_ Surgical/Research \_\_\_\_\_

Rationale for Additional Position\*: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Faculty Changes\*: \_\_\_\_\_

\_\_\_\_\_

Specific criteria exist for a program to increase from one to two fellows. Demonstration of a higher case volume will be required to offset the potential for a diluted educational experience. Rules include:

- a) The program must successfully matriculate two fellows simultaneously for three consecutive years before considering the addition of a third fellow. With two fellows, there should be a demonstrated ability to have access to 1,500 cases minimum for the program. Cases must come from hospitals and/or SurgiCenters that are US-based.
- b) The director will be interviewed by the Fellowship Committee to determine the rationale for taking more than two fellows.
- c) If the fellowship educates residents at the same institution, the fellowship director should provide a co-signed letter of agreement with the residency director that they are supportive of the additional fellow position(s).
- d) The program must be held in full Recognized Status.
- e) The program must have a funding source aligned, and a written commitment of funding for at least 12 months.
- f) All other criteria, including research, must be met on an annual basis for each fellow.
- g) Double-scrubbed cases count for only one fellow.
- h) For more every additional fellow, demonstrated ability to have access to an additional 500 cases.

I acknowledge that my fellowship has met the above requirements in order to add an additional fellow slot for the upcoming fellowship year.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Please submit this completed form to Michelle Kennedy, MS, CAE, Director of Membership & Post Graduate Affairs, at [michelle.kennedy@acfas.org](mailto:michelle.kennedy@acfas.org) or via fax (773) 693-9304.*

*\*Submit an additional page with more details if needed.*