

Association of Pathology Chairs Pathology Fellowship Application Process Guidelines

Note: This is for informational purposes only. ICPI does not endorse and has not adopted any position with respect to these Guidelines.

The Association of Pathology Chairs (APC) recently endorsed these fellowship application process guidelines, which were prepared in cooperation with resident forums of the College of American Pathologists and the American Society for Clinical Pathology. To publicly identify which institutions intend to comply with the guidelines, declaration of intent to comply will be noted in the 42nd Edition of the Directory of Pathology Training Programs, published by the Intersociety Council for Pathology Information. There are currently no penalties for lack of adherence to this system. The primary goal of declaring intent to comply is transparency in identifying what institutions plan to comply with the guidelines. Questions or concerns may be addressed to the current President of APC at apc@asip.org.

Candidates will use a standardized application form provided on the CAP Resident Forum website at: http://www.cap.org/apps/docs/pathology_residents/pdf/RF_Stand_Fellowship_App_0607.pdf.

Programs will adhere to standardized dates for applications, interviews and issuance of offers ("months before matriculation" given in parentheses) as follows:

December 1 st	(19 months before matriculation)	Receipt of Standardized Form by Program
January 1 st	(18 months before matriculation)	Receipt of Letters of Recommendation
February 28 th	(16 months before matriculation)	Completion of Interviews
March 1 st	(16 months before matriculation)	Issuance of Offers

Note: At any time, programs have the option of informing a candidate that they are NOT under further consideration. In addition, during the interview process, programs may discuss favorable inclinations frankly with candidates, but formal (written) offers and acceptances should be delayed to March 1st of the matriculation year.

Programs will use the recommended process for issuance and acceptance of offers as follows:

Recommended timing: 12:00:00 Noon, Eastern Standard Time, is the "start" time to issue offers.
Recommended sequence:

Program - telephone and/or e-mail notification of proffered position.

Note: A "holding time for the offer" (e.g., 24 h) is not yet recommended. Programs can make arrangements with Candidates for "time-for-consideration." Programs can also inform other Candidates whether they are on a "wait-list".

Candidate - telephone and/or e-mail acceptance/refusal of position offering.

Program - written pdf/fax/mail of letter of offer to verbally-accepted Candidate.

Note: Letter of offer can include two statements along the lines of "Agreement to this offer means that the candidate is accepting only one offer (this one)." AND "Acceptance of this offer means that the candidate will forego all other offers."

Candidate - written pdf/fax/mail acceptance of offer.

Program (ASAP) - notify APC of filling of position (instructions to follow).

Candidate (ASAP) - notify other programs that s/he has accepted a position elsewhere.

Program - final issuance of contract-for-employment to Candidate is as per local Institutional guidelines.

The following are acceptable exceptions to the process deadlines set forth above: 1) the candidate is already enrolled in a training program in the same institution; 2) the candidate is being considered for a multi-year sequence at the same institution, in which case the "follow-on" position can be excluded from these guidelines (Note: This includes both a "residency → fellowship" sequence and a "fellowship → fellowship" sequence. The primary fellowship is still subject to mandatory deadlines (Residency/eRAS) or voluntary deadlines); 3) the candidate is on a training cycle >1 month out of a "July 1 - June 30" cycle; 4) the program starting date is > 1 month out of a "July 1 - June 30" cycle; 5) the fellowship has not filled despite following the voluntary guidelines; 6) there is joint jurisdiction over the fellowship (i.e. Dermatopathology, Forensic Pathology, Molecular Genetic Pathology).

Ethical Principles underlying participation in this voluntary system:

For Fellowship Programs

- Programs should not knowingly consider a candidate who has accepted a position elsewhere.
- Programs should not pressure a candidate to make an on-the-spot decision at time of an interview.
- Only one offer should be made at one time, per available position.
- Although the "time-for-consideration-of-an-offer" is not yet recommended, the specific interaction between program and candidate should honor any arrangement for "time-for-consideration".
- The program should honor commitments to multi-year sequences.

For Candidates

- Candidates should accept only one offer.
- Candidates should notify other programs of their non-available status.
- Acceptance of an offer is acceptance of a professional position. The assumption is therefore that:
 - Candidates should not continue shopping for a "better" fellowship position;
 - Candidates should not then seek a permanent job position, thus vacating the fellowship position.