



Dear FIT,

Welcome to the ACH Faculty-in-Training Program! The FIT Committee is excited to welcome you to our community.

The Academy commits to you, as a new participant of the FIT Program, the following resources to facilitate your development and progress through the program to graduation as an “ACH Faculty member.” This includes the following:

- A faculty member who will serve as your Guide (mentor)
- A list of helpful resources and ACH-produced written materials if applicable and available
- Inclusion in the FIT community on ACH Connect to communicate with fellow FITs and to receive ongoing updates about the program
- Opportunities to serve on ACH committees
- In-depth skills training and personal awareness development at Winter Course, ENRICH, FIT FAB, and through occasional online virtual learning sessions

As a new member of the FIT Program, you make the commitment to the following:

- To keep your ACH membership up to date.
- To participate in required training events, including:
  - 2 Winter Courses **AND** 1 of the following options:
    - Option A: 1 ENRICH Course and 1 FIT FAB Course
    - OR**
    - Option B: 2 ENRICH Courses
- To serve on at least one ACH Committee during your FIT tenure.
- To submit your pre- and post-work forms after Winter Course, ENRICH, and FIT FAB by the communicated deadlines.
- To submit your [FIT Portfolio](#) twice (once after completion of two courses and again prior to graduation) by deadlines (based on which training events attended and when ready to graduate.) *The purpose of the portfolio is to help forecast what the FIT will need from the next course. Thus, it is a vital part of the process to submit portfolios on time. FITs who submit their portfolio more than 30 days after the deadline will not be able to attend the next scheduled course.*
- To regularly review your progress toward achieving the Core Domains.
- To regularly meet with your Guide monthly or based on your goals and on achieving your Core Domains.



- To assume financial responsibility for semester FIT Program tuition payments, as well as for the costs of other aspects of the training program, including Winter Course, ENRICH Course, and/or FIT FAB tuition and travel. FITs are required to pay tuition for every semester, even when they may choose not to participate in an in-person event. This payment reserves your Guide and placement in the program.

**Graduation:**

Because this is a learner-centered, self-paced program, the amount of time it takes to successfully graduate and earn the designation “ACH Faculty” varies by participant.

**Leave of Absence:**

Occasionally, trainees discover that other demands or a change in professional interests require that they suspend or stop training. In the event of a formalized leave of absence from the program, please visit the [FIT program website](#) for appropriate instructions.

**Withdrawal:**

In the event that a trainee cannot continue in the FIT program, a complete withdrawal from the program is allowed. For more information, please visit the [FIT program website](#) for appropriate instructions.

If a trainee chooses to reenter the FIT Program after formally withdrawing from it, they will need to prepare a new application with an updated personal statement and learning agreement and submit new letters of recommendation. The application will undergo a full review by the FIT Committee.

**Grievance Procedure:**

The FIT Committee and Co-Directors will monitor the progress of FIT-Guide pairs annually through check-ins and portfolio reviews. Faculty Guides and FITs will occasionally find the relationship is not meeting expectations. Problems can and will usually be resolved by early and direct communication between the FIT and Faculty Guide using skills we collectively hold as important. If early and direct communication do not alleviate all issues, the FIT and Guide/faculty request help from the FIT Co-Directors and Guide Support Directors. Brief written statements of the interests and expectations each has of the other, and written understandings of the difficulty the other has in satisfying the expectations, can be helpful. Rarely, one or both parties will wish for mediation from a third party. Visit the [FIT program website](#) for the steps to request mediation and the expected action from mediation requests.



**Dismissal Policy:**

Progress of the participants is monitored as each trainee moves through the program. Care is given to offer feedback and direction throughout the program through the work of Guides, the FIT Co-Directors, and the FIT Committee. In the rare occasion that the FIT does not meet the terms of the FIT Program agreement, the FIT Dismissal Policy will come into effect. Criteria by which dismissal from the program may be considered include the following:

- impairment,
- performance deficiencies,
- misrepresentation of credentials, and
- conduct which threatens the welfare or safety of faculty, staff, or course participants.

The process of dismissal shall be initiated by recommendation of the FIT Co-Directors in consultation with the FIT Committee. The FIT Committee will make the final decision on dismissal and notify the trainee and his/her Guide verbally and in writing. A trainee who has been dismissed from the program may file an appeal of a FIT Committee decision regarding dismissal. Visit the [FIT program website](#) for the formal FIT dismissal policy details.

By signing this agreement, you attest that you have read and understand the terms and conditions listed above.

**Please keep a copy of this signed agreement for your records.**

**FIT Name:** \_\_\_\_\_

**FIT Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_