

OREGON PSYCHOANALYTIC INSTITUTE
EXECUTIVE COMMITTEE POLICIES AND PROCEDURES
(Revised Dec 2023)

1. Purpose

The Oregon Psychoanalytic Institute's Executive Committee (OPI EC) is responsible for all aspects of the educational mission of the Oregon Psychoanalytic Institute (OPI), a nonprofit educational institution operated by the corporation named Oregon Psychoanalytic Center (OPC). All Committees of the OPI EC are accountable to the OPI EC. The OPI EC is accountable to the OPC Board of Directors and will develop educational policies and standards according to local option and in accordance with the standards of the American Psychoanalytic Association (APsA) and the International Psychoanalytic Association (IPA).

The OPI EC addresses all components pertaining to psychoanalytic training, including:

- 1) Policies, procedures, and educational philosophy governing OPI and its committees.
- 2) Give the OPC Board of Directors feedback regarding the determination and collection of tuition fees.
- 3) Relationships at the local and national levels related to policy.
- 4) Any relationship or affiliation with other educational institutions pertaining to psychoanalytic training.

Psychoanalytic training is defined as the training of candidates to be able to conduct clinical psychoanalysis and the education of academics and other scholars in psychoanalytic theory and practice. All other educational functions and policies shall be the responsibility of the Oregon Psychoanalytic Center.

2. Composition

The OPI EC membership is comprised of:

- a. **Chair:** The OPI Director who is elected by the OPI faculty members, will serve as the Chair of the OPI EC for three years. The term begins on July 1st. Any faculty member in good standing may be nominated for the position of OPI Director. The Chair only votes when a tie needs to be broken. The term begins on July 1st.
- b. **Co-Chairs (by year):**
 - i. **Year One - Past-Director:** Is the past OPI Director whose term has just ended and will serve as Co-Chair to the OPI EC for one year after their term ends.
 - ii. **Year Two - Appointed by OPI Director** from EC Committee Chairs at the beginning of the year to act as Chair in an emergency.

- iii. **Year Three - Director-Elect:** Is the future Director of OPI, elected by OPI faculty members, and will serve as Co-Chair of the OPI EC for one year prior to assuming the OPI Director's position.
- c. **OPI Committees Chairs:** Admissions, Curriculum, Faculty Appointment and Development, Progression, Training/Supervising Analyst, and Training Outreach.
- d. **Faculty Representatives:** Two elected members of the at-large OPI Faculty for a two-year term. The terms are staggered and not contingent on the OPI Director's term.
- e. **Executive Director** (Ex-officio, no voting rights).

Changes in Composition: It is recognized that with the future development and growth of OPI, the composition of the OPI EC will evolve. An OPI EC or at-large faculty member may initiate a change in the structure of the OPI EC. Any member of the OPI EC can propose additional Committees of the OPI EC. After discussion in appropriate forums, a two-thirds vote by the OPI faculty will be required to approve a change.

3. Structure

- a. **Meetings:** Regular meetings will occur during the academic year (September - June). They will typically be held on the third Monday of the month for 90 minutes. Additional meetings of the OPI EC may be scheduled according to organizational needs. A majority of OPI EC members will be considered a quorum. On some occasions, business will need to be carried out when it is not possible to hold a formal meeting. In these cases (e.g., during summer months), email will be used to communicate with members and to make necessary decisions.
- b. **Election:** In April of the OPI Director's second year of office, the OPI EC will select a nominating committee. This committee solicits nominations from the faculty for the new OPI Director. Any faculty member may submit a nomination. A simple majority vote by the entire faculty will be required to elect the new OPI Director.

A secret ballot system will be used. The Executive Director will use an electronic ballot to tally the votes, and the OPI Director will announce the OPI Director-Elect to the entire faculty via email.

- c. **Responsibilities of the OPI Director when serving as Chair of the OPI EC:**
 - i. Leads the OPI EC and Faculty meetings and is Director of the Oregon Psychoanalytic Institute (OPI).
 - ii. Appoints the Chairs of the standing Committees to serve during OPI Director's term.
 - iii. Consults with Committee Chairs regarding committee membership.
 - iv. Represents the OPI EC on the Board of Directors,

- v. Appoints an additional representative from the EC to the OPC Board of Directors.
- vi. Establishes and maintains a working relationship with the President of the OPC Board of Directors.
- vii. Establishes and maintains a working relationship with the Executive Director of OPC.
- viii. Works directly with appointed members of the national organization, including the liaison from the DPE, regarding national policy issues, educational matters, etc.,
- ix. Is responsible for issues and concerns as they emerge for the OPI's overall functioning.
- x. Facilitates community meetings.
- xi. Is responsible for implementing the policies, procedures, and educational mission of the OPI EC and the Oregon Psychoanalytic Institute.
- xii. Consults with national leaders and leaders from other institutes,
- xiii. Serves on the OPC Program Coordinating Committee or appoints an EC member to represent OPI on the Program Coordinating Committee.

With the advice and consent of the OPI EC, the OPI Director has the authority to appoint and dismiss Committee Chairs. Chairs of the OPI EC Committees are accountable to the OPI Director, and the OPI Director is responsible to the OPC Board of Directors. The Director serves a three-year term and may be eligible for another term only after another person has served a three-year term.

d. Responsibilities of the OPI Co-Chair of the Executive Committee (Past Director/Director-Elect)

The Co-Chair is either the immediate past OPI Director or the OPI Director-Elect of the OPI EC. In the absence of the current OPI Director who serves as Chair, the Co-Chair assumes all responsibilities for the position of the OPI Chair until the Chair returns and will be known as the Acting OPI Director. The Co-Chair's term is one year preceding and one year following their tenure as OPI EC Chair. They may serve as the additional OPI representative to the OPC Board of Directors and assist, consult with, and advise the current OPI Director as needed.

When a vacancy occurs in the office of the OPI Director before the completion of a term, the Co-Chair (i.e., Acting OPI Director) will appoint a nominating committee to develop a list of nominees. An election will occur within 30 days to fill the unexpired term. A majority is needed from a vote of OPI Faculty Members to elect a new Director by secret ballot. The new Director will assume duties immediately upon election.

4. Appointment of Committee Chairs and Members of Committees

- a. In April, before taking office, the OPI Director-elect of the OPI EC will ask OPI faculty members about their interest in being a Chair of one of the Committees or serving as a member of a particular OPI EC Committee.
- b. With the advice and consent of the current OPI EC, the OPI Director-elect appoints Chairs of the new standing Committees.
- c. Chairs of Committees are responsible for appointing members of their committees. The term of office of a Committee Chair will be three years.

The OPI Director may appoint an ad hoc Committee of Faculty and OPI EC members as needed. The ad hoc Committee serves at the discretion of the OPI Director and will end when its business is complete or at the end of the term of the OPI Director.

5. Responsibilities of Committees

The responsibilities of all Committees are detailed in the Committee's Policies and Procedures. In summary, the Committees carry out the following duties for the Oregon Psychoanalytic Institute (OPI):

- a. The **Admission Committee (AC)** is responsible for evaluating the qualifications of individuals applying to OPI for psychoanalytic education and training and recommending to the OPI EC the decision of acceptance or non-acceptance of the application.
- b. The **Curriculum Committee (CC)** is responsible for curriculum development, organization, oversight, faculty selection for didactic and process classes, and candidates and faculty evaluation procedures.
- c. The **Faculty Appointment & Development Committee (FAD)** is responsible for contacting new graduates to encourage them to apply for faculty status. The FAD will review and approve all faculty applications and recommend to the EC for associate and full faculty appointments. The FAD will coordinate with the Curriculum Committee regarding teacher selection when appropriate. The FAD will plan and implement programs to encourage faculty participation in OPI life and increase knowledge and skills in psychoanalytic education.
- d. The **Progression Committee (PC)** reviews candidates' progress to ensure that the appropriate training standards are being met in accordance with those set by the American Psychoanalytic Association and OPI. In addition, it acts in whatever way possible to identify problems in candidate progression and help candidates work out any areas of difficulty.
- e. The **Training Analyst and Supervising Analyst Committee (TA/SA)** is responsible for evaluating any faculty member who applies to become a training/supervising analyst according to the criteria for such appointment as outlined by OPI in accordance with the standards of the American Psychoanalytic Association. The TA/SA Committee evaluates all applications in consultation with the OPI EC regarding all waivers for

analyzing a candidate. The Training and Supervising Analyst Committee also vets Geographic Rule Supervising Analysts (GRSAs). The Committee will hold periodic events to inform and encourage faculty to pursue this avenue of professional development.

- f. The **Training Outreach Committee (TOC)** is responsible for the recruitment of potential candidates. The primary work of the committee is in developing relationships with appropriate graduate programs to cultivate knowledge and interest in psychoanalysis and OPI. The TOC will hold periodic events, including open houses, to inform potential applicants about psychoanalytic education. The TOC will reach out to interested students and provide information as requested.