**OPI FACULTY APPOINTMENT & DEVELOPMENT COMMITTEE (FAD)**

**POLICIES AND PROCEDURES**

*(Revised May, 2024)*

**I. PURPOSE**

The Oregon Psychoanalytic Institute Faculty Appointment & Development Committee (OPI FADC) is responsible for faculty appointment and plays a consultative and supportive role in the professional development and ongoing participation of the faculty. The FADC’s decision(s) regarding faculty appointment and development shall be submitted to the OPI Executive Committee (EC) for endorsement. The FADC is a subcommittee of the EC and aims to foster a learning environment that is warm and welcoming as well as intellectually stimulating and challenging.

**II. STRUCTURE**

**Chair:**

1. The FADC Chair shall be appointed by the OPI Executive Director of the institute.
2. The Chair shall serve for three years.
3. The Chair, or their designee, leads the FADC meeting to evaluate new applicants to the faculty, and discuss pertinent faculty development issues.

**Committee membership:**

1. The Chair will select committee members who will serve a three-year term
2. Meetings will occur at a frequency between monthly and an as-needed basis during the academic year.

**III. FUNCTION**

**Faculty Appointment:**

1. Collaboration as needed with the Curriculum Committee (CC) and the EC on Application, Appointment, and Progression of faculty.
2. Review new faculty applications including applicant training, past teaching/clinical experiences, ethical conduct, and areas of psychoanalytic interest.
3. Failure to accurately report or disclose could result in a recommendation to the EC to deny faculty appointment and/or end faculty status).
4. The FADC will assure that all faculty applicants have received their psychoanalytic training from an APsA, IPA or equivalent institute. Applicants who have trained at a non-IPA institute may be reviewed at the discretion of the FADC and EC.
5. The FADC chair and OPI Executive Director will review and sign the ethical conduct attestation form for all new faculty applicants. If a faculty applicant reports a past or current ethical violation(s), the FADC shall consult with the OPC attorney and follow legal recommendations.
6. Submit recommendations for faculty applicants to the EC for review and endorsement. If there are reasons for not endorsing an applicant, the EC and FADC shall engage in a constructive dialogue. After a mutual decision is made, the FADC will inform the applicant of the result.

**Faculty Development:**

(*The following statement is on hold pending faculty/EC review, discussion and decision(s).)*

1. The FADC Chair will congratulate OPI graduates. All OPI graduates will be invited to apply to join the faculty.
2. The FADC will provide a New Faculty Orientation (NFO) packet to new faculty members. The purpose of the NFO packet is four-fold:
   1. Express gratitude to new faculty for joining the OPI faculty.
   2. Advance the concept that faculty membership offers an ongoing opportunity for personal, professional and community growth.
   3. Describe the method by which Associate faculty members may advance to the Full faculty category.
   4. Provide vital information about the OPI/OPC administration, website use, and service opportunities.
3. The process of congratulating and welcoming new OPI faculty members will include providing each with an NFO packet. When possible, NFO packets will be presented at an in-person gathering.
4. If available and desired, a faculty mentor will be designated for (or chosen by) new faculty members.
5. Review new faculty applications and annual faculty attestation forms to identify faculty volunteer interests and service ideas and then assist new faculty members to meet their desired service goals. Faculty members will provide 1 – 2 ideas of how they wish to contribute every 1 – 2 years. As part of this process, the FADC will share new-faculty service goal information with the EC and committee Chairs as a means of identifying and developing interest-based and individualized faculty expertise and talent. Faculty members will be asked to update their service interest goals and ideas each year on the faculty re-attestation form.
6. Develop faculty-wide gatherings that aim to enrich and facilitate faculty development such as social events and/or discussion meetings that include, but are not limited to topics like consultation, clinical material, teaching or organizational structure.
7. Acknowledge faculty contributions with constructive feedback and express gratitude to those who teach, serve on committee(s), and engage in other voluntary activities that benefit OPI.
8. After reading and discussing OPI candidate class evaluations of teachers, share select anonymous candidate feedback samplings with faculty. The purpose of this practice is to use candidate-based learning preferences to facilitate the ongoing development of teacher methods and skills.
9. Collaborate as needed with the CC and the EC.

**Maintenance of Faculty Expectations and Responsibilities:**

1. Communicate OPI’s expectation of faculty voluntary involvement and compliance with yearly administrative updates for faculty as depicted below in General Expectations and Responsibilities.
2. Faculty non-compliance with the General Expectations and Responsibilities could result in a recommendation to the EC to end faculty status. The EC will make the final decision in these matters.

**IV. EXPECTATIONS AND RESPONSIBILITIES FOR OPI FACULTY CATEGORIES**

* FADC and OPIEC approval.
* Resume or C.V.
* Proof of professional licensure for faculty members with a clinical practice.
* Proof of professional liability insurance in the amount of $1,000,000-$3, 000,000 for faculty members with a clinical practice.
* Compliance with yearly administrative updates including the provision of up to date information on the initial and yearly attestation of ethical conduct form.
* Specification of voluntary service interests, goals and commitments on the OPI annual re-attestation form and candidate/faculty application form.
* Timely payment of faculty dues.
* Engagement on behalf of the advancement of psychoanalysis in the community.
* Attendance and participation in faculty meetings.
* Teaching OPI candidates in training.
* Compliance with policies and procedures of the Institute and committees.
* Develop an enjoyable, meaningful, purposeful, and collaborative relational commitment to your fellow lifelong learners at OPI.
* Abide by, and accurately report all information regarding current and historical ethical violations, censures and malpractice suits.

**Examples of voluntary service for OPI faculty**

* Teaching and/or co-teaching at OPI with another OPI faculty member or candidate.
* Teaching a pre-matriculation class at OPI.
* Teaching a candidate at OPI with a conflict in a didactic class.
* Committee membership at OPI.
* Mentoring new OPI faculty.
* Advising OPI candidates.
* Interviewing prospective OPI candidates.
* Serving on the EC as a faculty representative.
* Organizing and/or conducting a writing workshop at OPI.
* Promoting the OPI Training Outreach Committee’s recruitment goals by teaching, supervising, and/or performing other recruitment services within the local mental health training community.
* Promoting OPI by facilitating discussion or speaking at an OPC ‘Arts in the Community’ event.
* Individual suggestions for voluntary service(s) for OPI not mentioned in this list are welcome.

**V. GENERAL FACULTY MEMBER CATEGORIES:**

1. **Clinical faculty:** A graduate psychoanalyst who has successfully completed a tripartite training including didactics, personal analysis and requisite control cases.
2. **Academic faculty:** An academic graduate of a psychoanalytic training program or other approved psychoanalytic training program. Academic faculty may or may not have a clinical practice (see OPI Progression Committee and CC P&Ps).
3. **Guest faculty:** A term limited faculty appointment for a psychoanalysts or others with special academic expertise who are seen to contribute to the academic goals of OPI.

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**VI. FACULTY CATEGORIES:**

1. **Associate Faculty:** For a new faculty member, which will typically be an academic or clinical graduate of OPI or another psychoanalytic institute. When there is a question of whether a transfer applicant should be appointed as an Associate or Full faculty member, the FADC will make a recommendation to the EC. If the EC does not endorse the FADC recommendation, the matter will be referred back to the FADC for further discussion.

Term is for a period of two years. An associate faculty member may co-teach with a full faculty member or independently teach, whichever is best for them and agreed upon by the CC. If an associate faculty member is approved by the CC to teach independently, they may be offered a teaching mentor to use as they wish.  To be promoted to Full Faculty status, Associate faculty members must teach at OPI and serve on an OPI committee. After the two-year period, the FADC, in collaboration with the CC, will make recommendations to the EC regarding associate faculty advancement to the full faculty category. The recommendation will be submitted to the EC for endorsement. Associate faculty are listed in the OPI faculty roster. Voting rights included.

Additional Expectations and Responsibilities:

* 1. Demonstrate motivation, ability, and past professional performance consistent with functioning in a faculty role.
  2. Provide two letters of reference (if not a graduate of OPI).
  3. Provide documentation of past teaching experience and performance, recommendations from students, supervisors, and program directors.
  4. Pay full faculty dues.

1. **Full Faculty:** For Associate Faculty members from OPI who have successfully served for two years and for academic or clinical transfer applicants who have been a full faculty member at another psychoanalytic institute for at least two years. Full faculty are listed in the OPI faculty roster. Voting rights are included.

Additional Expectations and Responsibilities:

* 1. Demonstrate motivation, ability, and past professional conduct consistent with functioning in a faculty role.
  2. Provide a list of classes taught.
  3. Provide a list of co-teachers when applicable and/or at the discretion of the CC and EC.
  4. Provide a list of work done on behalf of the development of psychoanalysis in the community, including teaching, committee participation, community outreach activities, other academic activities.
  5. When applicable, provide input from a full faculty co-teacher that indicates the applicant is capable of independent teaching and co-teaching.
  6. Pay full faculty dues.

1. **Semi-retired Faculty:** For an OPI clinical or academic faculty member (or a clinical or academic transfer applicant who has been a full faculty member at another psychoanalytic institute for at least two years) who is over 70 years old and is employed for 20 or less hours per week. Semi-retired faculty are listed in the OPI faculty roster. Voting rights are included.

Additional Expectations and Responsibilities:

* 1. Faculty dues are ½ the full faculty amount.

1. **Retired Faculty:** For an OPI clinical or academic faculty member (or an academic or clinical transfer applicant who has been a full faculty member at another psychoanalytic institute for at least two years) who is over 70 years old and fully retired. Retired OPI faculty members are listed in the OPI faculty roster with emeritus status. No voting rights included but Retired faculty members who participate on an OPI committee have voting rights on that committee.

The Expectations and Responsibilities do not apply. The expectations for retired faculty are limited to the following:

* 1. A retired clinical faculty member who wishes to teach, advise candidates and/or supervise candidates must provide proof of professional liability insurance in the amount of $1,000,000-$3, 000,000.
  2. A retired clinically based academic faculty member who wishes to teach or advise candidates, must provide proof of professional liability insurance in the amount of $1,000,000-$3, 000,000.
  3. A retired non-clinical academic faculty member who wishes to teach or advise candidates is not required to provide proof of professional liability insurance.
  4. Faculty dues are waived.
  5. The OPI PEP Web fee must be paid**.**

1. **­­­­Guest Faculty.** For non-local psychoanalysts or others with special academic expertise who are seen to contribute to the academic goals of OPI. The CC and the FADC will communicate on an as needed basison theappointment of guest faculty. Term of appointment is yearly and limited to the duration of the class(es) taught.

The General Expectations and Responsibilities do not apply. The expectations for guest faculty are limited to the following:

* 1. Resume or C.V.
  2. Proof of licensure required only for faculty with a clinical practice.
  3. Proof of professional liability insurance in the amount of $1,000,000-$3, 000,000 is required only for faculty with a clinical practice.
  4. FADC and EC approval.
  5. No faculty dues.
  6. No voting rights.
  7. Guest faculty will be listed as a special category in the faculty roster.

**VII. TRAINING AND SUPERVISING ANALYSTS**

*(This category is on hold currently pending faculty and EC review, discussion and decisions.)*

For Psychoanalysts with special qualifications. (See separate policies and procedures).

Expectations in addition to the General Expectations and Responsibilities:

1. Faculty expectations and responsibilities are the same as full faculty members.

**VIII. RETURNING FULL FACULTY**

For previous full faculty members who have reapplied for membership.

Expectations in addition to the General Expectations and Responsibilities:

1. Must demonstrate motivation, ability, and past professional conduct consistent with functioning in a faculty role.
2. Updated resume or C.V.
3. A record of ongoing ethical conduct.
4. Two letters of reference supporting reapplication.
5. Payment of outstanding faculty dues during membership.
6. Payment of $50 reapplication fee.
7. Two interviews with current faculty members.
8. Pay full faculty dues.
9. Voting rights.
10. Returning faculty are listed in the faculty roster.

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**IX. HARDSHIP AND WAIVER OF DUES**

A one-year waiver of dues may be requested in case of substantial loss of income due to serious illness or a similar extreme and unforeseen hardship. Faculty members who find themselves in such situations can choose to submit a request for this waiver in the form of a letter to the FADC, which will then consider the request and decide on a case-by-case basis.