

OPI FACULTY APPOINTMENT & DEVELOPMENT COMMITTEE (FAD) POLICIES AND PROCEDURES

(Revised June 26, 2012)

ARTICLE I: PURPOSE

The committee is responsible for the selection and appointment of the faculty for the Oregon Psychoanalytic Institute. The committee is also responsible for acting in a consultative, evaluative, and supportive role in relation to the professional development of the faculty. The Faculty Development Committee is a subcommittee of the institute's Executive Committee.

ARTICLE II: STRUCTURE

a) Chair:

1. Term: The chair shall serve for four years.
2. Appointment: The Chair of the Faculty Development Committee shall be appointed by the director of the institute.
3. Responsibilities: The Chair shall call periodic meetings of the committee to evaluate new applicants to the faculty and discuss pertinent faculty development issues.

b) Membership:

Committee members shall serve for two years with the option of serving another two years. The chair will select the members.

c) Meetings: Meetings will be on an as-needed basis, but at least once quarterly.

ARTICLE III: FUNCTION

The committee shall:

- a) Recruit new faculty members by inviting applications from appropriate local and non-local psychoanalytic clinicians.
- b) Review and update an application for new faculty members including applicant training, past teaching experiences, and areas of psychoanalytic interest. Applicants must be graduates of a program recognized by the Oregon Psychoanalytic Institute but not necessarily an affiliate institute of the American Psychoanalytic Association.
- c) Review new applications, make recommendations to the OPI Executive Committee, and communicate with the applicant about the outcome.
- d) Mentoring of faculty. The FAD Committee will continue to develop ideas on mentoring all faculty and report to the Executive Committee. The committee has the option of creating programs for faculty development such as discussion meetings focused on consultation, clinical topics, teaching or organizational structure.

e) Faculty progression: Review faculty as needed by means of procedures such as:

- 1.Candidate evaluations of faculty, organized by the chair of the Curriculum Committee.
- 2.Input from other faculty members.
- 3.Interviews with faculty members.
- 4.Evaluations of other activities in the Oregon Psychoanalytic Center.
- 5.Evaluations of teaching activities in other areas, such as OPC's continuing education program, OHSU psychiatric residency, or other graduate training programs.
- 6.Checking on compliance with required yearly administrative updates for faculty.
- 7.Any other means deemed appropriate by the committee, including but not limited to helping faculty members in problem situations.
- 8.In case of non-compliance, the Faculty Appointment & Development Committee may recommend the ending of faculty status to the Executive Committee, which has the final decision.

ARTICLE IV: FACULTY CLASSIFICATIONS

1. Associate faculty. Any new applicant shall be approved as associate faculty for a period of two years. After a period of two years, they may be re-appointed to a two-year term as associate faculty, promoted to full faculty, or their term may not be renewed. The Faculty Development Committee will in conjunction with the Curriculum Committee, make recommendations to the Executive Committee.

Requirements & Responsibilities:

There is a requirement for associate faculty members to co-teach with a full faculty member during their first two years unless that requirement was waived. There is a responsibility to participate in faculty meetings, participate in faculty development programs to promote the teaching skills and working on behalf of the advancement of psychoanalysis in our community. There is a responsibility to comply with yearly administrative requirements and committee work as needed, and to fill out an Administrative Update Sheet, which stipulates malpractice insurance, current professional license and other information.

Has voting rights, and pays full faculty dues.

Application requirements:

- 1)Must demonstrate motivation, ability, and past professional functioning consistent with functioning in a faculty role.
- 2)Resume or C.V.
- 3)Two letters of reference (if not a graduate of OPI).
- 4)Proof of licensure.
- 5)Proof of professional liability insurance in the amount of \$1,000,000/3,000,000.
- 6)Documentation of past teaching experience and performance; recommendations from students, supervisors, and program directors.

2. Full faculty. For Associate Faculty who has successfully served as such for a minimum of two years. The term of appointment is 5 years.

Requirements and responsibilities:

There is a responsibility to comply with yearly administrative requirements and to fill out a Faculty Reappointment Questionnaire (formerly "Administrative Update Sheet") that stipulates malpractice insurance, current license, etc., and a list of professional activities. Faculty responsibilities include not only teaching at the Institute and/or Center, but also participating in faculty meetings, working on behalf of the advancement of psychoanalysis in our community, complying with policies and procedures of the Institute and committees, and serving on committees when needed. After 10 years of committee work, a faculty member may elect to discontinue the work on committees.

Has voting rights and pays faculty dues.

Application requirements:

- 1) Must have demonstrated motivation, ability, and past professional functioning consistent with functioning in a faculty role, and with ongoing commitment to working on behalf of the development of psychoanalysis in our community, including a continuing contribution to the development of OPI, i.e., teaching, committee participation, community outreach activities, other academic activities, etc.
- 2) List of classes taught.
- 3) List of co-teachers.
- 4) List of work done on behalf of the development of psychoanalysis in our community, including teaching, committee participation, community outreach activities, and other academic activities.
- 5) Support based on input from a lead teacher, with whom the applicant taught, that the applicant is capable of teaching both as a co-teacher and a lead teacher.

3. Special faculty. For psychoanalysts or others with special academic expertise who are seen to contribute to the academic goals of OPI. Term of appointment 5 years.

No voting rights and no faculty dues.

Application requirements:

- 1) Application and supporting materials.
- 2) Resume or C.V.
- 3) Two letters of reference.
- 4) Proof of licensure.
- 5) Proof of professional liability insurance in the amount of \$1,000,000/3,000,000.

4. Visiting faculty. Psychoanalysts from other psychoanalytic institutes or others with special academic expertise who are seen to contribute to the academic goals of OPI. They are appointed by the Curriculum Committee and are limited to participating as co-instructors for a course or part of a course in a single year. The person must be known to members of the committee.

No voting rights and no faculty dues.

Application requirements:

1. Resume or C.V.
2. Proof of licensure.
3. Proof of professional liability insurance in the amount of \$1,000,000/3,000,000.

5. Training and supervising analyst. Psychoanalysts with special qualifications.

(See separate policies and procedures!).

Voting rights and faculty dues.

Requirements & Responsibilities: Faculty requirements and responsibilities are the same as full faculty members.

6. Returning faculty. For previous faculty members deciding to reapply for membership.

Application requirements:

- 1) Must demonstrate motivation, ability, and past professional functioning consistent with functioning in a faculty role.
- 2) Updated resume or C.V.
- 3) Two letters of reference supporting reapplication.
- 4) Proof of licensure.
- 5) Proof of professional liability insurance in the amount of \$1,000,000/3,000,000.
- 6) Paying past outstanding faculty dues during membership.
- 7) Paying \$500 reapplication fee.
- 8) Two interviews with current faculty members.

The FAD committee evaluates the application to be approved by the Executive Committee.