

Policies and Procedures of the Academic Training Program of the
Seattle Psychoanalytic Society and Institute
Revised September 28, 2015

THE ACADEMIC TRAINING PROGRAM

The Academic Training Program of the Seattle Psychoanalytic Society and Institute (SPSI) offers educational opportunities for a limited number of individuals from non-clinical fields who have serious interest in psychoanalysis and who wish to engage in the intensive study of psychoanalysis in order to enhance their teaching, research or other activities in their own profession. Academic Associates (AAs), as the participants in this program are known, will have the opportunity to bring their special interests and expertise into the training offered by SPSI. The Institute has established the Academic Program for the mutual benefit of the Clinical and Academic Associates and of the Institute as a whole.

The training, which is guided by a mentor designated by the Academic Training Committee of SPSI, normally includes all the training activities expected of the Clinical Associates in the Core Program of the Institute, except for the carrying out of supervised psychoanalysis. Academic Associates are admitted to the Core Program as part of an entering class of Clinical Associates and progress through the program as members of this class. Academic Associates are expected to attend and participate fully in both the clinical and theoretical seminars of the Institute that are appropriate to their level of psychoanalytic knowledge. With approval of the Institute, this training program can, however, be altered to meet the unique needs and talents of each scholar in the Academic Program. Similarly, participants in this program may also undertake independent study projects under the supervision of Institute faculty. AAs may participate in all other activities of the Institute that are open to Clinical Associates, including scientific meetings and organizational committees.

Personal psychoanalysis or psychoanalytic psychotherapy with a clinical SPSI faculty member during the period of training is deemed highly desirable, but is not an absolute requirement for admission to the program. The SPSI Faculty will make every effort to consider the applicant's financial circumstances when establishing analytic fees.

The full program normally takes four (academic) years, and Academic progress is evaluated by the Academic Training Committee at least annually. To receive a graduation certificate, Academic Associates must complete the full four (academic) year program (or its equivalent as established by the Academic Training Program Committee in consultation with the AA) and a thesis (or its equivalent as established by the Academic Training Program Committee in consultation with the AA) which is to be submitted in written form and presented to SPSI members.

In Seattle, psychoanalytic training under the auspices of the American Psychoanalytic Association began in 1946. The Seattle Institute of Psychoanalysis is a

component of the American Psychoanalytic Association as well as the International Psychoanalytic Association founded (c. 1920) by Sigmund Freud.

THE ACADEMIC TRAINING COMMITTEE MISSION

The mission of the Academic Training Committee is to evaluate and to accept or reject qualified applicants for the Academic Training Program and to supervise the Academic Associates progression through the academic program to graduation.

COMMITTEE COMPOSITION

The Chair of the Committee is a graduate psychoanalyst. In addition to the Chair, the Committee includes 2 graduate analysts. The Chair and members of the Committee are selected by the Nominating Committee and elected by the Faculty for specified terms.

At the discretion of the Chair ad hoc members may also serve on the Committee. The ad hoc members will be graduate and/or training analysts as appropriate. Clinical Associates will be invited to attend when administrative matters are discussed.

Vacancies on the Academic Training Committee will be filled by a request to the Nominating Committee.

FREQUENCY AND LOCATION OF MEETINGS

The Committee will meet to review completed applications after the applicant has been evaluated by 2 to 4 analysts. Committee meetings may also be scheduled for administrative purposes. Meetings of the Academic Training Committee are constituted as in person meetings or, with the approval of all committee members, as telephone conference calls or internet meetings via secure media such as Good To Meeting.

RESPONSIBILITIES OF THE CHAIR

The Chair's responsibilities include scheduling and providing agendas for clinical and/or administrative meetings. Notices of meetings will be mailed from the SPSI office.

The Chair of the Academic Training Committee will coordinate all functions of the Committee. This includes responding to requests for information from potential applicants, meeting with potential applicants, etc.

The Chair will assign evaluation interviews to Committee members.

The Chair is responsible for conducting Committee meetings, including taking or arranging for minutes. Minutes will be distributed, in advance of the next Academic Training Committee meeting, with each page marked "Confidential."

The Chair has the responsibility for reporting the work of the Academic Training Committee.

After a determination has been made regarding acceptance or non-acceptance of an applicant, the Chair will notify the applicant of the decision. In the event of acceptance, a letter will be sent over the signatures of both the Academic Training Committee Chair and the SPSI Director. When an applicant is not accepted, a letter will be sent by the Chair simply stating the decision. In the event that there is a subsequent meeting between the rejected applicant and the Chair of the Academic Training Committee, the Chair may not convey to the applicant the reasons for non-acceptance. The Chair may not suggest steps which may be taken by the applicant to attempt to meet the requirements for acceptance. All records of non-accepted applicants are destroyed.

The Chair is responsible for assigning and/or approving of a mentor for each Academic Associate.

The Chair is responsible for convening an annual review of each Academic Associate.

REPORT TO ADMINISTRATIVE STRUCTURE (EDUCATION OR FACULTY COMMITTEE)

When the decision of the Committee reflects at least a 2/3 majority vote, the decision will not be subject to review by the Education Committee and will be final. The name of the accepted applicant will be reported to the Faculty. In the event of any decision, pro or con, reflecting less than a 2/3 vote, the findings of the Committee will be summarized by the Chair and presented to the Education Committee for consultation and recommendation.

CLINICAL ASSOCIATE REPRESENTATIVE

One or two Clinical/Academic associate representatives to the Committee may be elected by the Clinical/Academic Associate organization.. These representatives will receive written notices of Academic Training Committee meetings. They will be present for discussions of administrative issues only and minutes from the meeting will be distributed to them containing administrative issues only. The clinical associates on the Committee may assist with recruitment of applicants and provide information directly to applicants.

ROLE OF SPSI ADMINISTRATOR

The Administrator of the SPSI will maintain a flow chart on all applicants. The Chair of the Academic Training Committee will be notified when a completed application has been received. After the Chair has determined which analysts will serve as evaluators, the Administrator will notify the applicant, who will be asked to contact the evaluators for appointments. There will be no charge for evaluation interviews. When all evaluations have been received by the Administrator, the Chair will be notified.

REVIEW OF APPLICATION PROCEDURE

All committee members will receive a complete file on the applicant at least one week in advance of the Academic Training Committee meeting.

Each evaluator will briefly summarize his or her report, stressing both the applicant's strengths and liabilities, regardless of his or her ultimate conclusion. The evaluators will share the reasons for their conclusions. Discussion will follow the verbal presentation of all the interviewer's written reports.

After adequate time for discussion, the Chair will call for a vote. No written proxies are acceptable except: One of the four evaluators may vote by proxy if the voting member a) submits in writing his or her opinion and vote to the chair prior to the meeting, b) has had a phone conversation with the chair confirming the chair's understanding of the voting member's position prior to the meeting, and c) the chair represents the absent member's opinions and vote to the committee as part of the discussion on the applicant. However, three of the four evaluators must be present at the meeting or no proxies will be allowed. A vote of 2/3 of voting members present will constitute a final decision. Ad hoc members will have a vote, but only on the applicant they evaluated.

If a 2/3 majority vote is not obtained, at least two additional evaluations may be scheduled. A meeting to review the applicant will then be called. This process will continue until a 2/3 consensus is achieved. If a 2/3 vote remains unobtainable, the Chair will request consultation and direction from the Education Committee.

REVIEW PROCESS

There is no stipulated time required between non-acceptance and reapplication. Applicants who have been denied admission may reapply at their discretion. This should not be considered an "appeal" process, because a new application will again require 2 new evaluations.

The Academic Training Committee is willing to reconsider any decision an applicant deems incorrect, inappropriate, or unwarranted. To request such a review, the applicant must submit in writing his or her reasons for taking exception to the decision which was reached by the Academic Training Committee. The Academic Training Committee will review their decision in light of an applicant's request for reconsideration in the following manner: 1) the applicant's request will be reviewed. 2) The process employed to come to the committee's original decision on the applicant will be reviewed in light of our policies and procedures. 3) The applicant's grounds for reconsideration will be considered in reference to the procedures followed to come to the committee's original decision as well as in light of any new explanatory or clarifying information that has come to the committee's attention. 4) The committee will then vote to uphold or reject the 2/3 majority committee's original decision on the applicant. 5) If the committee votes to reject the original decision, it will specify a course of action to take to reconsider the applicant's application. 6) As an oversight review to ensure fairness, the process of

review and the conclusions reached from that review will be sent to the Education Committee for review and confirmation.

Reports on applicants are confidential. As such, they may not be released to anyone except as provided by law.

RESPONSIBILITIES OF THE ACADEMIC ADMISSIONS COMMITTEE MEMBERS

The members of the Academic Training Committee are responsible for decisions which are vital to the career of individuals who seek to become psychoanalysts. Therefore, Committee members are expected to attend meetings on a regular basis and agree to evaluate applicants.

Evaluators have discretion in determining the number of interviews necessary to arrive at a conclusion. Following completion of the interviews, the evaluator, without conferring with other evaluators, will prepare a report summarizing his or her meetings with the applicant. The report should conclude with a recommendation to accept or reject the applicant, or, if undecided, to indicate what issues need to be clarified and how this information might be obtained. The evaluator should specifically note the factors which led to his or her conclusion. The evaluators are expected to be present at the Committee meeting when the applicant is discussed.

During the meeting, where the applicant's evaluation is reviewed, an evaluator may reconsider and change his or her recommendation.

Members of the Academic Training Committee will attend the annual review of the Academic Associate.

PROGRESSION AND GRADUATION

The progression of each Academic Associate will be assessed annually by the Academic Training Committee in conjunction with the Progression Committee. Graduation from the Academic Program will be granted by a joint decision of the Academic Program Committee and the Progression Committee upon successful completion of the core training program and the submission of a thesis.

THE APPLICATION

A few preliminary words about this application and the application process might be useful. The admission process is designed to help both the individual and the Institute in evaluating his or her suitability for training. Because individuals vary greatly in their personal psychology, educational background and professional experience, the admissions process is necessarily varied and must be tailored to individual circumstance. Do not be surprised if you are asked for more information than the initial documentation asks for or if additional interviews are requested. We need to get to know each applicant as thoroughly as possible in order to make an informed decision regarding the advisability of training. Admission to the Academic Training Program will be considered by the Academic Training Committee on the basis of the completed application and at least two interviews with the Institute faculty members selected by the Academic Training Committee Chair.

Please send the completed application and all supporting materials to: Academic Admissions, Seattle Psychoanalytic Society and Institute, 4020 East Madison Street, Suite 230, Seattle, WA, 98112.

Applicants should submit the following to the Institute Office along with a \$200 non-refundable application fee:

1. A Completed and signed the application data sheet.
2. Professional resume or curriculum vitae, including a list of applicant's publications or manuscripts (if any).
3. Transcripts of graduate and post-graduate training and, if applicable, a copy of a professional license, proof of residency and internship (for physicians), and board certifications.
4. Autobiographical sketch: a double-spaced personal narrative (7 pages maximum).
5. A brief (7 pages maximum) narrative that address the relevance of psychoanalysis to the applicant's professional or scholarly endeavors.
6. Three reference letters from individuals familiar with the applicant's professional and/or scholarly work
7. Professional affiliations, honors, awards: Include a list of professional organizations to which you belong and any other items of interest regarding achievement in your field.
8. Optional: reprints (if any) of applicant's representative publications or portfolio or other evidence of professional accomplishments (reprints and other such items will be returned).

APPLICATION

Date: _____

Applicant's Name: _____

Profession: _____

Employer: _____

Position: _____

Office Address: _____

City/St./Zip: _____

Office Phone: _____

Office Fax: _____

Home Address: _____

City/St./Zip: _____

Home Phone: _____

Email: _____

It is the policy of the Seattle Psychoanalytic Society and Institute to select qualified individuals without discrimination on the grounds of political affiliation, religion, marital status, color, gender, national origin, non-disqualifying physical handicap, sexual orientation, or age.

Applicant's initials _____

The information provided below is for the use of those psychoanalysts whom the Academic Training Committee designate to conduct interviews with the applicant for psychoanalytic training. It is used by them to assess the psychological and characterological suitability of the applicant for training. This data is used for these purposes only.

Place of birth _____ Citizenship _____

Marital status _____ No. dependents _____

Medical history: describe your current health and include any history of physical or developmental handicaps.

Previous treatment: Please give details to include dates and providers of hospitalization, psychotherapy, or psychoanalysis.

I hereby release the information provided in this application to the Academic Training Committee of the Seattle Psychoanalytic Society and Institute and the American Psychoanalytic Association.

I hereby certify that the information provided in this application is true, complete, and accurate to the best of my knowledge.

Signature