

Faculty Appointment Committee Policies and Procedures

I. Composition:

- A. The Committee Chair is a graduate analyst.
- B. Other members include:
 - 1) Director of SPSI, ex-officio member
 - 2) Minimum of two other members nominated by the Committee Chair and approved by the Faculty.

II. Frequency of Meetings:

- A. The Faculty Appointment Committee meets monthly during the academic year or as often as necessary to accomplish its tasks.

III. Responsibilities of the Chair:

- A. The Chair is responsible for arranging and overseeing the application process for graduate analysts who apply to SPSI for faculty membership. (See the attached “Application and Vetting Process for New SPSI Faculty Applicants” document.)
- B. The Chair works with the SPSI Administrator who sends out reappointment paperwork in the spring. (See the attached Reappointment Documents)
- C. The Chair schedules committee meetings, provides agendas for committee meetings and takes or arranges for minutes. Minutes are distributed in advance of each committee meeting.

IV. Membership Dues:

- A. Are established annually by the SPSI Board.
- B. New faculty membership dues are one-half the annual dues for the first year after appointment to the faculty; the balance of the year (until June 30th) will be prorated based on regular dues.
- C. Geographic dues rate (for faculty who do not live in the general Seattle/Eastside area) are 1/3 of the regular dues.

V. Categories of Faculty:

- A. *Instructor*: A graduate of a psychoanalytic institute accredited by the American Psychoanalytic Association or the IPA, or is a member of the SPSI faculty.

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- B. *Affiliate Instructor*: A graduate analyst from a non-APsaA or non-IPA institute who is exceptionally qualified and can make a valuable contribution to psychoanalysis.
- C. *Assistant Instructor*: A senior clinical or academic associate.
- D. *Visiting Instructor*: A temporary appointment, approved by the Curriculum Committee, of a well-qualified teacher.

VI. Faculty Standards and Responsibilities:

- A. Faculty members shall:
 - 1) Ascribe to the Principles of Standards and Ethics for Psychoanalysts prepared and approved by the Board on Professional Standards of the American Psychoanalytic Association in December 1983, as amended.
 - 2) Be available to teach in the CPP or APP Programs, in the Child Division, or the Adult Core Curriculum a minimum of one trimester each year, or make a significant contribution to the SPSI community in other ways.
 - 3) Be available for committee work.
 - 4) Pay dues and assessments prescribed for their faculty status and established annually by the SPSI Board of Directors.

VII. Emeritus Faculty:

- A. Faculty members in good standing with a history of contributing to SPSI, or another equivalent institute, and who have closed their practice are eligible for Emeritus Faculty status.
- B. The Emeritus Faculty is an honorary faculty status.
- C. Emeritus Faculty:
 - 1) Are eligible for faculty privileges and not subject to the requirements regarding annual dues, participation in teaching, and committee work.
 - 2) May be available for consultation but without credit for progression.
 - 3) May attend didactic courses and case conferences at the discretion of the Curriculum Committee.
 - 4) Are invited to educational events free of charge.
 - 5) Are encouraged to contribute voluntarily to the Institute as they are financially able.
 - 6) Are encouraged to offer their opinions and views, but they no longer have professional or legal responsibility to SPSI, and therefore do not have a vote.

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- D. Emeritus Faculty status is recommended by the Faculty Appointment Committee and approved by the Faculty by a majority vote.
- E. An announcement will be made at the biennial year-end party to celebrate and honor the new Emeritus Faculty's contributions to SPSI, APsaA and psychoanalysis as a whole.

VIII. Faculty Reappointment Process:

- A. Parts I and II of the Reappointment Survey are to be completed annually; Part III is to be completed on alternate years.
- B. Reappointment documents are mailed in April. A second notice is sent in June with a reminder that June 30th is the deadline for returning the reappointment forms and paying dues. In the first week of July, the SPSI administrator and the Faculty Appointment Committee review paperwork. If a faculty member has not sent in the paperwork or paid dues for the year (or made arrangements for paying dues), he/she cannot be recommended to continue as faculty. A letter is then sent to the faculty member to inform him/her and to outline the process for reinstatement. Faculty, who fail to pay dues and complete the activities report, will be removed from the faculty roster and committees of the Institute. To be reinstated, the paperwork and dues must be submitted.
- C. Reappointment documents from the 2014-15 and 2015-16 academic years are attached.

IX. Application and Vetting Process for New SPSI Faculty Applicants, including Non-APsaA/Non-IPA Graduate Analysts:

- A. New graduates from the SPSI psychoanalytic training programs are recommended automatically upon graduation to the faculty for membership. They are introduced to the faculty by the Faculty Appointment Committee Chair at the next faculty meeting and are approved by a vote of the Faculty.
- B. The vetting process for Non-APsaA and non-IPA graduate analysts applying for SPSI faculty membership is described in the attached documents. They must demonstrate that the analytic training received at their institute is equivalent in quality and depth of training to APsaA or IPA institutes and includes a personal analysis during training, supervised analyses and sufficient didactics.