

Seattle Psychoanalytic Society and Institute
Faculty Policies and Procedures

Revised November 9, 2020, v3.6

I: Description

- A) The Faculty is the governing body of the Institute.
- B) It is responsible for the creation and administration of the educational programs of the Institute.
- C) The Faculty governs the body politic of the Institute and all of its committees and officers report to it.
- D) The Faculty elects all officers except for the members and officers of the Board of Directors and the members of the Training Analyst Committee.
- E) The Faculty is responsible for the administration of the business affairs of the Institute that are not the responsibilities of the Board of Directors.

II: Membership

- A) The Faculty is composed of graduate clinical and academic psychoanalysts.
 - 1) All graduates of SPSI's core training programs are invited to become members of the faculty immediately upon graduation.
 - 2) Graduates of other institutes accredited by the American Psychoanalytic Association or by the International Psychoanalytical Association are eligible for appointment to the faculty on the recommendation of the Faculty Appointments Committee.
 - 3) Graduates of institutes not accredited by the American or International who can demonstrate substantively equivalent training as determined by the criteria established and adjudicated by the Faculty Appointments Committee are eligible for appointment to the faculty.
 - 4) Eligible individuals are elected to the Faculty by a simple majority of vote of the Faculty membership present at the meeting of the election.
 - 5) Each Faculty member has the right to vote on all faculty matters.
 - 6) Continuing membership on the Faculty is contingent on annual re-appointment by the Faculty Appointment Committee and upon the timely payment of annual dues.

- B) Clinical and Academic Associates can participate in all faculty meetings.
 - 1) Associates are not members of the Faculty and, as individuals, cannot vote on Faculty policy or procedural issues.

- 2) The president, president-elect, treasurer and secretary of the Associates organization can vote on all Faculty policy and procedural matters except admission, progression and training analyst appointments.
- 3) If an Associate is acting as an assistant instructor the associate is eligible to vote on all matters except admission, progression, and training analyst appointments for the duration of their appointment as an assistant instructor.
- 4) Associates are encouraged to participate on Faculty committees. As committee members Associates can, at the discretion of the committee chair, vote on all committee matters except admission, progression, and training analyst appointments.

C) Instructors

- 1) All Faculty members are eligible to be an instructor in all didactic programs of the Institute.
- 2) Clinical and Academic Associates can be an assistant instructor in all didactic programs of the Institute by invitation of the Faculty instructor or the Curriculum Committee and by the permission of the Curriculum Committee. Associates may also teach independently or co-teach in the Psychotherapy and Continuing Education programs with the permission of the Psychotherapy or Continuing Education committee.
- 3) Qualified Non-Faculty individuals may teach or co-teach institute courses at the discretion and direction of the Curriculum Committee. These individuals will be designated “visiting instructors” and are not eligible to be on the Faculty or to vote on Faculty matters.

D) Emeritus Faculty: Faculty who are members in good standing, with a history of contributing to SPSI or another equivalent institute, and who have closed their practices are eligible for Emeritus Faculty status.

- 1) Emeritus Faculty is an honorary faculty status.
- 2) Emeritus Faculty are eligible for faculty privileges and not subject to the requirements regarding dues, participation in teaching and committee work.
- 3) Emeritus Faculty may be available for consultation but without credit for progression.
- 4) They may attend didactic courses and case conferences at the discretion of the Curriculum Committee.
- 5) Emeritus Faculty are invited to educational events free of charge.
- 6) Emeritus Faculty are encouraged to contribute voluntarily to the Institute as they are financially able.
- 7) Emeritus Faculty 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.

- 8) The Emeritus Faculty status is recommended by the Faculty Appointments Committee to the Faculty for its approval via a majority vote of those present at the meeting of the election.

III: Meetings

- A) Faculty meetings are ordinarily held on the second Wednesday of the month when called by the Faculty Chair or in his or her absence the Faculty Chair-Elect.
- B) The Faculty Chair will call at least four meetings during the course of each academic year (September through June).
- C) In the absence of the Faculty Chair, the Faculty Chair-Elect will preside over the Faculty meeting.
- D) Meetings are conducted in accordance with Robert's Rules of Order.
- E) The Faculty Meeting Agenda is made by the Faculty Chair or Faculty Chair-Elect from items contributed by the Faculty Committees and officers, the Institute Director, the Administrator, the Board of Directors, and by any faculty member or Clinical and Academic Associate representative.
- F) During meetings, new business can be raised by any voting member.
- G) In order to exercise oversight of its various committees and divisions, the Chair will schedule an annual report in writing to the Faculty by each committee and division.
- H) A quorum is necessary to vote on any Faculty matter. A quorum will be considered constituted when those present represent twenty percent of the eligible voting Faculty members residing within a 20 mile radius of SPSI.
- I) All matters except the election of the Director and Faculty Chair Elect are decided by a simple majority vote of those present assuming the presence of a quorum.
- J) The election of the Director and Faculty Chair-Elect require a 2/3 majority of the voting members present.

IV: Officers

- A) The Director is the chief executive officer of the Institute.
 - 1) The Director is the chair of the Coordinating and Education Committees.
 - 2) The Director is a member of the Nominating Committee.
 - 3) The Director is an ex-officio member of the Board and all other committees.

- 4) The Director's term of office is three years with the possibility of re-election for a single additional term of two years.
 - 5) The director must be a member of the Faculty.¹
- B) The Faculty Chair is the executive officer of the Faculty.
- 1) The Faculty Chair chairs Faculty meetings and coordinates Faculty activities.
 - 2) The Faculty Chair is a member of the Coordinating and Nominating Committees.
 - 3) The Faculty Chair may be an ex-officio member of any Faculty committee and may serve as a regular member of a committee.
 - 4) The term of office is two years.
- C) The Faculty Chair-Elect is an executive officer of the Faculty.
- 1) The Faculty Chair-Elect presides over Faculty activities and meetings in the absence of the Faculty Chair and is the recording secretary of the faculty meetings.
 - 2) The Faculty Chair-Elect is responsible for recording and distributing minutes of the Faculty Meetings.
 - 3) The Faculty Chair-Elect is the chair of the Nominating Committee.
 - 4) The Faculty Chair-Elect is a member of the Coordinating Committee.
 - 5) The term of office is two years.

V: Administrative Committees

- A) The Coordinating Committee implements faculty policy, assigns tasks to various committees and maintains communication within the faculty.
- 1) It ordinarily meets monthly during the academic year.
 - 2) Meetings are scheduled by the Director.
 - 3) The members are the Director, as chair, the President of the Board of Directors, the President-Elect of the Board of Directors, the Faculty Chair and Faculty Chair-Elect, the Chair of the Associates Organization and the immediate Past Director, who is succeeded by the Director-Elect when he or she takes office. Others may be invited to attend at the discretion of the Director.
- B) The Education Committee is a faculty subcommittee charged to act as a consultative body to the Admissions, Progression, Training Analyst committees, and any other committee that may request its assistance.
- 1) There are twelve members including the SPSI Director (Chair), the Chairs of the Admission, Progression and Training Analyst committees. The eight other members are nominated by the Nominating Committee and elected by a majority vote of the Faculty. Ideally, the balance should include six training and six non-training analysts.

¹ A requirement that the Director be a Training Analyst was removed by the Faculty on 10/7/2020.

- 2) Any member of the Admissions, Progression, Training Analyst or other committee may request a meeting of the Education Committee to consult on a decision made by that committee.
 - 3) Any individual subject to a decision made by these committees may also request further consideration from a meeting of the Education Committee.
 - 4) Consultation with the Education Committee is mandatory concerning any decision on an individual admission, progression, graduation or TA appointment which is not approved by at least a 2/3 vote.
 - 5) Meetings shall be attended by the chair or a designated representative of the concerned committee for the purpose of re-examining the decision from the standpoint of procedural correctness, under established policies and procedures and fairness.
 - 6) If the decision under consideration was made by a 2/3 vote originally, the Education Committee may allow it to stand, or after consultation, recommend further discussion and re-vote by the original committee.
 - 7) In the event that no 2/3 agreement can be reached by the original committee, the decision will be made by the Education Committee by a simple majority vote.
- C) The Nominating Committee is responsible for producing slates of officers and chairs for Faculty approval.
- 1) Committees are responsible for recruiting and retaining committee members. The Nominating Committee is available to assist committees in alerting the Faculty if there is a need for new committee members, if needed. It is ultimately the Faculty's responsibility to fill the committees.
 - 2) The Nominating Committee oversees the composition of all committees except the Training Analyst Committee to maintain them in accordance with the policies of the Faculty.
 - 3) The faculty chair-elect serves as the chair of the nominating committee.
 - 4) The other members of that committee are the director, the faculty chair, the chair of the Clinical Associates organization and one other faculty member, elected by the Faculty.
 - 5) Each committee will supply the Nominating Committee Chair with a list of its members and the dates of when their terms began and end when committee reports are submitted each spring.

VI: Standing Committees

- A) All Committees:
- 1) Each committee is responsible for formulating up to date written policies and procedures.
 - 2) The Policies and Procedures along with any changes to it must be approved by the Faculty.

- 3) Committee Chairs are filled by the Nominating Committee and approved by Faculty Vote.
 - 4) Committee Membership is filled by Committee Chairs, approved by the Nominating Committee, and voted on by the Faculty except for the Training Analyst Committee and the Child and Adolescents Program Committee who select their own members without Nominating Committee approval or Faculty vote.
 - 5) The term of office for committee members, committee chairs, and other committee officers is three years, except for the Training Analyst and Child and Adolescent Program committees.
 - a. There are no term limits for members of the Training Analyst and Child and Adolescent Program Committees.
 - b. Chairs of the Child and Adolescent Program Committee are subject to Nominating Committee approval and Faculty vote.
 - c. The Chairs of the Training Analyst Committee are not subject to Nominating Committee approval or Faculty vote.
 - d. Terms of office for the Chairs of the Training Analyst and the Child and Adolescent Program committees is three years.
 - 6) Re-appointment to a committee or as Committee Chair is possible with Nominating Committee review and a vote by the Faculty for each additional term.
- B) The Admissions Committee coordinates the process of applying to SPSI's core educational programs, evaluates each applicant, and votes to accept or reject an applicant for admission to the programs.
- 1) It is recommended that the committee have at least eight members.
 - 2) Clinical and Academic Associates are can be voting members of the admissions committee on policy and procedural issues but not on admissions decisions. The clinical associate organization will be consulted about changes in policies and procedures and will be asked to provide liaison to applicants.
- C) The Progression Committee reviews the work of all clinical associates, keeps them informed of their standing, and of the faculty's evaluation of their work.
- 1) It decides whether clinical associates are qualified to continue their work, to move on to the next year of classes, to begin analyzing, to take on a third analysand, to become senior clinical associates, and to graduate.
 - 2) In the event that a clinical associate makes a formal complaint against a faculty member that member will take no further part in discussion or decision-making concerning that clinical associate.
 - 3) In general, no committee member will take part in discussions (in this or any other group) on the work or qualifications of any person with whom he or she has or has

- had a therapeutic relationship.
- 4) This committee should have at least nine members, including one clinical associate member, who will be present and voting for decisions on policies and procedures, but not for discussion or decision-making on clinical associates.
- D) The Training Analyst Committee is responsible for maintaining the quality of the training analyses, supervision and clinical case conferences.
- 1) Its policies and procedures, like those of all committees, must be approved by the Faculty.
 - 2) The committee chair is elected by the Faculty in the usual manner for a term of three years.
 - 3) This committee is also responsible for carrying out the selection of new training analysts, according to a procedure approved by the Faculty.
 - 4) There are no term limits for committee members.
- E) The Faculty Appointments Committee reviews the qualifications of possible faculty members and the activities of current members (including their payment of faculty dues).
- 1) It recommends appointments and re-appointments annually.
 - 2) A recommendation against initial appointment need not be reviewed by the faculty, but a recommendation against re-appointment must be voted on by the faculty.
 - 3) It is recommended that the committee have at least four members including a clinical associate member.
- F) The Curriculum Committee plans and carries out the didactic part of the core program.
- 1) It determines the number, sequence and content of the courses offered, and it selects the instructor(s) for each course.
 - 2) It formulates the academic calendar and schedule of classes.
 - 3) The committee works to resolve classroom disputes or other problems as they arise.
 - 4) It solicits course evaluations from the clinical associates and the instructors on which it bases an evaluation of the course content and of the manner in which they are proceeding.
 - 5) It is recommended that the committee have at least eight members, including a child analyst and two clinical associates.

- G) The Academic Program Committee plans the training of Academic Associates who will attend core program didactic courses without doing supervised analysis.
- 1) It is responsible for determining the qualifications for admission and for selecting Associates subject to review and approval of the admissions committee.
 - 2) The committee monitors Associates progress in the program through their graduation.
 - 3) It determines what experiences in addition to attending classes the academic associates should have and provides them with advisors.
 - 4) It is preferred that the chair be an academic graduate.
 - 5) There should be at least 3 other members, including one clinical or academic associate.
- H) The Child and Adolescent Program Committee organizes and implements the curriculum and educational experiences for SPSI's child and adolescent psychoanalytic training program and for the child psychotherapy training program. These responsibilities are to be conducted in accordance with the Policies and Procedures established by the Faculty.
- 1) The Child and Adolescent Program has established the following committees to facilitate its functions: Curriculum, Progression, and Admissions. These committees are sub-committees of the Curriculum, Progression, and Admissions Committees and operate in conjunction with these committees.
 - 2) The Child and Adolescent Program has a chairperson or persons nominated by its members and voted on by the Faculty in accordance with SPSI policy and procedure governing the elections and terms of chairs.
 - 3) Membership of the Child and Adolescent Program Committee consists of SPSI Faculty and Clinical and Academic Associates who teach, study, or consult on child and adolescent psychoanalysis and psychotherapy.
 - a) The Child and Adolescent Program Committee selects its members from the SPSI Faculty and Associates.
 - b) All graduate child analysts are automatically part of the committee.
 - c) There is no term limit for membership on the child committee.
 - d) Committee Chairs term limits conform to the SPSI committee tenure of three years.
 - e) Terms of office can be renewed by the Child and Adolescent Program Committee vote in conjunction with the Nominating Committee's review.

- 4) The Child Psychotherapy Program Committee is a sub-committee of the Child and Adolescent Program.
 - a) The Child Psychotherapy Program Committee evaluates and selects applicants for admission, develops the curriculum, selects instructors, and reviews course evaluations.
 - b) Though the program is non evaluative in terms of individual student progression, the committee monitors the overall functioning and progression of the classes and handles all academic/administrative problems that may arise.
 - c) The committee membership is determined by the Child and Adolescent Program. Terms of service are the same as all other committees.

- I) The Continuing Education Committee is responsible for planning and conducting scientific meetings and extension courses. There should be at least six members, including two clinical associates.

- J) The integrated Child and Adult Psychotherapy Program² committee is responsible for the planning and implementation of the integrated child and adult psychotherapy program.
 - 1) The committee evaluates and selects applicants for admission, develops the curriculum, selects instructors, and reviews course evaluations.
 - 2) Though the program is non evaluative in terms of individual student progression, the committee monitors the overall functioning and progression of the classes and handles all academic/administrative problems that may arise.
 - 3) Disputes may be referred to the Education Committee for consultation.
 - 4) The committee has a consulting role with the iCAPP Alumni Association (comprised of psychotherapy program graduates).
 - 5) The committee consists of five faculty, including a chair, and may include up to two current students and two program graduates.

- K) The Ethics Committee: ³
 - 1) Purpose: To teach the SPSI ethics class, be available for consultation by other SPSI committees if requested, and to address situations in which the Washington State Department of Health has sanctioned a SPSI faculty member for professional

² The name change of the psychotherapy program was approved at the June 5, 2019 Board meeting.

³ Ethics P&P approved by the Faculty on May 13, 2020

misconduct. (All SPSI members are expected to abide by the Revised Code of Washington State's standards regarding professional conduct RCW 18.130.180.)

2) Overall Complaint Process: All complaints and grievances must be submitted to the Ombuds.

- a. The Ombuds Committee: If a member or non-member of SPSI files a complaint, the Ombuds will evaluate the complaint. They will decide how to proceed. This could include referral to the Colleague Assistance Committee, resolution of the complaint by the Ombuds, or referral of the matter to the Washington Department of Health. This contact information to the Department of Health (DOH) will be available to the complainant and the respondent.
- b. If the DOH sanctions a SPSI member, the Ethics Committee obtains and reviews the DOH sanctions. It then formulates a response on behalf of SPSI regarding membership and makes a recommendation to the Faculty.
- c. The faculty then votes to determine the membership status of the person sanctioned.

3) Faculty Role

- a. When necessary, the Ethics Committee Chair presents a summary of any state findings and sanctions to the SPSI faculty and any rehabilitative or educative plan recommended by the state.
- b. The DOH sanctioned member has a chance to respond to what the Ethics Committee Chair presents to the faculty. The member can ask the Ethics Committee chair to read their response to the faculty instead, if they wish.
- c. The Ethics Committee Chair gives the faculty a recommendation on how to proceed if the DOH found professional misconduct.
- d. The possible recommendations to the faculty are: suspension for a time period, dismissal from SPSI, or no action.
- e. The decision of the faculty should be proportionate to the sanction.
- f. After discussion the SPSI faculty votes on acceptance of the recommendation. If the majority votes in favor of the recommendation it will be enacted. If the majority of the faculty members does not support acceptance of the recommendation, the matter will be sent back to the Ethics Committee with instructions from the Faculty. The committee will follow the faculty instructions and will then return to the faculty with a

recommendation. Review by the Education Committee is also possible.

4) Committee Membership and Terms

- a. The Committee will have five members elected by the SPSI Faculty. The Committee must have five members to function. Each member of the Ethics Committee must be a graduate psychoanalyst.
- b. The Faculty will elect one of the Ethics Committee members as Ethics Committee Chair for a renewable term of three years. Nominations for Chair and Chair term renewal must be made to the Nominating Committee and voted on by the Faculty. The Chair must have a minimum of five years post-graduate psychoanalytic clinical experience and significant psychoanalytic teaching experience, along with administrative experience at SPSI.
- c. Member Term: Each member will serve a renewable term of three years. Nominations for term renewal must be made by the Nominating Committee and voted on by the Faculty. In the event that the Committee is involved in an issue which extends beyond the term of the Committee member, at the option of the Chair, the member's term will be extended until the Committee's duties and responsibilities with respect to those matters are completed.
- d. Recusal: A Committee member shall recuse when a conflict or the appearance of a conflict exists involving the Committee member and a particular matter or individual under consideration by the Committee. Members may recuse themselves on their own initiative or be excused by a majority of the Committee. Recusal is required, it is not optional. If a recusal issue cannot be resolved by the Committee the recusal issue will be referred to the Education Committee for resolution.
- e. Filling a Committee Vacancy: An alternate list of three members will be maintained in case a member recuses or leaves the committee. If a member leaves the Committee prior to the end of their term, an alternate serves for the remainder of that committee member's term. If a member recuses, an alternate serves. If the issue the committee is considering extends beyond the term of the regular member who the alternate replaced, the chair has the option of extending the alternate's service until the committee's duties and responsibilities regarding that matter is completed. The Nominating Committee, in conjunction with the Ethics Committee, will compose a list of three nominees, to be ratified by faculty.
- f. All information and records involving a response to a state sanction regarding

professional misconduct shall be held in confidence, except when disclosure is required by law. The minutes from the committee's process are privileged and confidential and will be held separately from the general records. The parties to the matter shall not reveal the deliberations except as is necessary to comply with these policies and procedures.

- g. Resignation: An offer of resignation from the Institute will not interfere with or alter a SPSI response to a state sanction regarding professional misconduct.

L) The Ombuds are the point of contact for all grievances, disputes, or complaints brought to or coming from within the institute.⁴

- 1) An issue may be brought forward by an analyst, student in training, patient, or a person in the larger community
- 2) The Ombuds will review the matter in the following way: to initiate an inquiry or make a complaint, one of the Ombuds should be contacted by telephone or e-mail. The Ombuds will consult with each other and respond to the individual regarding the matter within a week
 - a. The concern shall be dealt with in a consultative, facilitative manner in an informal, collegial, and confidential way where individual matters are concerned. Systemic, institutional matters will be managed differently (see D.2)
 - b. The Ombuds may attempt to directly solve the problem, refer the individual to the right resource for help, offer shuttle diplomacy between two parties, officers or committees of the institute, or suggest referral to the Washington Department of Health if an ethics violation is suspected
 - c. In order to come to an understanding of the matter the Ombuds shall have access to institute records relevant to the concern, and shall have the opportunity to speak with members of the institute. A member of the institute is not compelled to speak with them. They shall have no power to administrate or execute changes based on their recommendations. No paperwork, minutes, or records will be required. No lawyers will be allowed
- 3) Appointment of Ombuds
 - a. Two Ombuds along with a third alternate in case of a conflict of interest, will be nominated by the Nominating Committee and voted on by the faculty for

⁴ Ombuds P&P approved by the Faculty on May 13, 2020

a 3 year term. These individuals must be psychoanalysts with at least five years post-graduate experience

- b. The Ombuds should be resources who are knowledgeable about the institute and its members.

4) Communication

- a. The Ombuds shall communicate with the Director in order to keep the Director informed of the process, progress, and any difficulties, but not the identities of the individuals involved
- b. If there is an institutional issue involving a systemic source of difficulty within SPSI rather than an individual matter, the Ombuds may make recommendations to the relevant officer(s), committee(s) or to the whole faculty in order to redress the problem on an organizational level

- 5) If an Ombuds is presented with an accusation of ethical misconduct he or she, like any licensed practitioner, is required to report this to the Washington State Department of Health. The Ombuds may refer inquiries about an impaired analyst to the Colleague Assistance Committee.

M) The Colleague Assistance Committee is designed to offer a confidential resource for anyone in the SPSI community.⁵

1) Mission Statement:

- a. Those who wish to use this service might include Clinical and Academic Associates, Faculty, Board Members, and Integrated Child and Adult Psychotherapy Program participants. This service is available for the purposes of consultation and facilitation. However, all complaints, grievances and disputes are first handled by the Ombuds. The Ombuds may refer members of the SPSI community to the Colleague Assistance Committee. The Colleague Assistance Committee provides a portal of help along with the Ombuds and the Class Advisor Mentor Program (CAM). The committee assists our community in their roles as learners, educators, consultants and practitioners. Since this is a voluntary, cooperative, confidential process legal counsel and/or recordings will not be allowed.

2) Committee Composition:

- a. The Colleague Assistance Committee will be composed of at least three faculty members and a senior clinical associate. The committee will choose

⁵ Colleague Assistance P&P approved by the Faculty on May 13, 2020

an alternate member as needed via nomination by the Nominating Committee and ratification by the faculty.

- b. Committee members shall serve for three years, with this term renewable by request of the committee chair, nomination by the Nominating Committee and faculty approval. The clinical associate will be appointed by the CAAO and serve a two-year term. The committee will have a chair and co-chair.

3) Seeking Help from the Committee:

- a. An individual or concerned other(s) may seek assistance by contacting the chair or co-chair of the committee and requesting an informal and confidential meeting. A person may also seek assistance following referral and/or recommendation by the Ombuds. In its efforts the CAC will be mindful of the importance of confidentiality, protection of members' reputations and attend to the safety of the person(s) seeking assistance.
- b. In the Committee's informal and consultative role, the committee may become involved in a variety of ways. For example, the Committee may suggest resources to those who are seeking information about professional wills, retirement issues, or closing practices, etc. The CAC does not investigate impairment. If emotional, cognitive or physical impairment is suspected the CAC will consult and advise the individual on the resources available to address their concerns.
- c. A representative of the CAC will be present at the orientation meeting for Clinical Associates to clarify the role of the committee and the services it provides. In the case of an adverse circumstance affecting the Clinical Associates, the Ombuds may contact the CAC in order to utilize the committee's services, to coordinate communication and provide assistance to the Clinical Associates.

N) The Referral Service Committee is responsible for receiving, processing, and evaluating applications for reduced fee psychoanalysis. It is recommended that the committee have at least four members, including at least one clinical associate.

O) The Publications Committee is responsible for producing the newsletter, the bulletin of information and the faculty and clinical associate handbook. It is recommended that the committee have at least four members, including some clinical or academic associates.

P) Other committees and task forces are created by the faculty from time to time. The chair of the faculty appoints the members of ad hoc committees. The members of new committees that are expected to be permanent are nominated by the nominating

committee and elected by the faculty.

VII: Elections.

- A) Each spring the Nominating Committee selects a slate of candidates for all offices becoming vacant at the start of the following academic year.
- B) Terms begin and end on July 1.
- C) One year before the end of the Director's term ends, a Director-elect will be elected by the Faculty.
 - 1) If the Director is re-nominated, he or she may be opposed for election in the same way as in any other election.
 - 2) The Director may choose to serve an additional term of two years. If the Director elects to serve an additional, the Nominating Committee will bring call for a vote of the Faculty to approve or deny the requested extension with a simple majority vote of the Faculty present at the meeting of the election.
- D) A Faculty Chair-Elect will be elected every second year, just before the beginning of the term of the new Faculty Chair.
- E) The Nominating Committee will fill positions being vacated by Chairs as their terms are completed.
 - 1) The slate of nominees will be announced before the May Faculty meeting and provided in written form to the entire Faculty.
 - 2) Any member may make additional nominations by mail to the Faculty-Chair or from the floor.
 - 3) The election is usually held at the May or June meeting.
 - 4) If there is more than one nominee for any position, those people will be asked to leave the room during discussion and voting will be by secret ballot.
 - 5) Election (except for Director-Elect and Faculty Chair-Elect) requires a majority of those present and voting (assuming the presence of a quorum.)
 - 6) In case there are three or more nominees for a position and no one receives a majority of the votes the nominee with the lowest number of votes will be eliminated and another election will be held for that position.
 - 7) Terms of office begin and end on July 1st. New Committee members will also be voted on for Faculty approval as positions are vacated and filled.

VIII. Guidelines For Support and Communication Between Faculty and Associates at Times of Trial and Tribulation at SPSI.

- A) Should a faculty member find him or herself the respondent of an ethical investigation it is strongly recommended that they seek analytic professional consultation to:
- 1) Assess the potential impact of the investigation on his or her ability to function in their role as an education consultant to clinical associates, as a teacher at SPSI, and as a committee member.
 - 2) Determine if he or she should excuse themselves from teaching, committee participation, and/or associate consultation. Determine if departure from such positions might have an untoward impact on clinical associates and how to minimize that impact.
- B) The Institute Director will be the point person responsible for the coordination of communication with the Associates in the event of a situation posing a potentially grave impact on the Associate body. Examples of such situations include but are not limited to the following: Faculty-ratified ethical finding; divisive conflict/schism among faculty at the Institute; a faculty member in crisis involving illness; a suicide; a grievance being brought against an instructor, supervisor, training analyst, officer or committee at the Institute; legal crisis. In such situations, the Director is strongly encouraged to:
- 1) Collaborate with the CAC Chair and CAAO President to assist in coordinating in-person support to Associates at CAAO meetings, during Case Conferences, or other specially scheduled meeting times.
 - 2) Collaborate with the Faculty Chair and the CAAO President to ensure that the Associate group is both notified in advance, and encouraged to attend, faculty meetings where ethical issues will be discussed, Ethics Committee rulings ratified, rehabilitation plans reported, or other potentially grave issues will be addressed.
 - 3) Collaborate with the CAC Chair and the CAAO President to consider the impact on the Associates of the respondent or other involved parties continuing in such SPSI roles as teacher and committee member.