

# WCSP FACULTY SELECTION MANUAL

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To the Faculty:

The Westchester Center has always thrived on the creative and vital interactions between faculty, graduates and candidates. This institute is unique in that it places a great deal of importance on the role that the faculty plays in its functioning. The faculty makes all of the program and policy decisions that impact the education and training of our candidates. Because of the way that the institute is organized, the responsibility of each faculty member goes considerably beyond teaching and supervising. As individual faculty members, we have a significant role to play in determining the direction, emphasis and collegiality of our institute. With this in mind, we wish to inform you of the expectations WCSPP has of its faculty.

Attendance at:      FACULTY MEETINGS  
                            TOWN MEETINGS  
                            COMMITTEES  
                            THE RETREAT  
                            SCIENTIFIC MEETINGS AND CONFERENCES

Additionally, the faculty is encouraged to attend:  
                            GRADUATION  
                            THE WELCOME PARTY

This level of participation and interaction is crucial for our institute's growth and productivity.

## **Guidelines for Becoming a Faculty Member in the Foundations and Advanced Analytic Program**

### **TEACHING FACULTY**

#### **Required Qualifications\*:**

1. The applicant must have completed psychoanalytic training at an accredited psychoanalytic institute.
2. The applicant must have taught at least two courses, as the sole instructor, in one of WCSPP's training programs. (Co-teaching a course does not count towards meeting the criteria for application of teaching faculty).
3. The applicant must have received high ratings from candidates on their course evaluations.

***\*Individuals who the directors feel are qualified to teach but do not meet all of the above criteria, may be appointed as instructors.***

#### **APPLICATION PROCESS**

1. The applicant must submit a resume, and a list of courses that they have taught. In addition, the resume should include any courses taught at other psychoanalytic institutes.
2. The applicant will ask the Director of the Curriculum Committee, or in the case of an applicant from an auxiliary program, the Director of that program, to summarize the student evaluations that he or she has received and communicate this to the Director of the Faculty Selection Committee.
3. The Faculty Selection Committee will vote on the applicant and make a recommendation to the full faculty of the Westchester Center who will vote on the appointment.

# **SUPERVISORY FACULTY**

## **Required Qualifications**

1. The applicant must be five years post certification from a recognized psychoanalytic institute.
2. The applicant must have supervised a minimum of two analytic candidates (or therapists with an equivalent level of skills) for a total of forty hours each. Applicants could also supervise graduates of a recognized psychoanalytic institute. If applying individuals are graduates of WCSPP's Supervisory Training Program and, for their second case, are supervising analytic candidates from WCSPP, they must receive consultation on that supervision at least once every three weeks. If STP graduates, for their second cases, are supervising individuals who are not WCSPP candidates, it is strongly recommended that they obtain supervision but it is not mandatory. If the selected individual being supervised does not work out for any number of possible reasons, the applicant still receives credit for the hours of supervision. For example, the configuration of the forty-hour block could be 30/10, 20/20, but it cannot be with more than two candidates.
3. It is recommended that applicants, early in the process, discuss the supervisory cases they are planning to use for their applications with the Director of the Faculty Selection Committee, to make sure that circumstances of their supervisions meet the criteria.
4. The cases that are supervised must be adults being seen a minimum of two times a week. The supervision of two analytic candidates is considered the minimum requirement to apply to become a supervisor. Any further supervisory training or experience is strongly considered in the evaluation of the applicant. The recordings are not evaluated on the quality of the therapy but on the quality of the supervision. The committee does not expect the recording to be "perfect supervisory sessions." As long as the applicant can intelligently discuss the process and convey an understanding of transference/counter-transference, binds and enactments when "mistakes" are made, this can be an acceptable demonstration of analytic supervisory skills.

5. Individuals qualify to apply to become faculty supervisors if they have been supervisors at another recognized psychoanalytic institute for a minimum of four years.
6. An individual can also fulfill the criteria for application if, in the committee's opinion, the applicant is widely recognized for outstanding contributions to the field of Psychoanalysis

## **Guidelines for Becoming an Analytic Faculty Supervisor**

### **The Application Process**

1. The applicant must submit a Curriculum Vitae which should include all prior supervisory experience. The applicant should request two letters of reference from colleagues and two letters of reference from previous supervisees. These recommendations should be sent directly to the Director of the Faculty Selection Committee.
2. The applicant must submit an audio or digital recording of one supervisory session with each supervisee (a total of two recordings). Along with the recordings, the applicant is asked to submit a CV and a one-page summary of each supervisee, including level of experience. Applicants are specifically asked not to include the names of the supervisees or any other identifying information. In addition, they should submit summaries of their work with supervisees including the issues they have been working on in the submitted sessions. Three sets of all application materials should be submitted to the Director of the Faculty Selection Committee.
3. Three members of the Faculty Selection Committee will listen to these recordings. If there are circumstances that preclude three current committee members from acting as interviewers, the chairperson will ask a faculty supervisor who has previously served on the committee to listen to the recordings. Each faculty member who has listened to the recordings will interview the applicant individually to discuss the process, and issues of supervision.
4. The three interviewers will then meet with the entire Faculty Selection Committee for discussion of the applicant. If approved, the committee will make its recommendation to the permanent faculty which makes the final decision.

5. If individuals have qualified for application because they have supervised for a minimum of four years at a recognized psychoanalytic institute, applicants need to submit a Curriculum Vitae, two letters of recommendations from colleagues, and two letters of recommendations from supervisees. The committee has the discretion to request audio/digital recordings and summaries from one, two, or no supervisory cases. A member of the committee will interview the applicant and then meet with the entire FSC to determine whether this individual would be recommended for appointment.

### **Appeal Process for Applicants Seeking Appointment to the Foundations and the Advanced Analytic Program**

The following is the process of appeal that an applicant for Supervisory Faculty may undertake if not satisfied with the decision of the Faculty Selection Committee.

An Appeal Committee will be formed consisting of:

- A. The Director of the Faculty Selection Committee
- B. The Director of the Institute
- C. Two senior members of the Supervisory Faculty chosen by the Director from outside the Faculty Selection Committee. These will be people who have not had supervisory or analytic experience with the applicant.

The Appeal Committee would meet, and consider a written report from the Director of the Faculty Selection Committee as grounds for the Selection Committee's decision. The Appeal Committee would then decide whether the recordings originally submitted to the Faculty Selection Committee should be heard again. The reasons for the rejection might be so clear that the members of the Appeal Committee would deem it unnecessary to hear the recordings themselves. If so, they would state this in writing.

If the Committee decides that the recordings should be heard again, two members of the Appeal Committee would hear them. The Committee

would then meet and come to a written decision as to whether the applicant should be accepted. A written report of the decision would then be made to the Faculty. The decision of the Appeal Committee would be binding.

## **The Guidelines for Becoming a Faculty Member in the Child, Adolescent and Parenting Psychotherapy (CAPP) Program**

### **TEACHERS**

#### **Required Qualifications\*:**

- 1) Psychoanalytic training preferred but not required
- 2) Training in and at least five years of experience working with children and adolescent treatment
- 3) The applicant must have taught at least two courses, as the sole instructor, in one of WCSPP's training programs. (Co-teaching a course does not count towards meeting the criteria for application of teaching faculty).
- 4) The applicant must have received high ratings from candidates on their course evaluations.

***\*Individuals who the directors feel are qualified to teach but do not meet all of the above criteria, may be appointed as instructors.***

#### **The Application Process:**

- a) Applicants must submit a C.V.
- b) The applicant needs to submit a proposed syllabus.
- c) The directors will gather information about the applicant from faculty members of the CAPP Program as well as the general faculty.
- d) The directors will review this material and interview the applicant.
- e) After a discussion with CAPP faculty members, a decision will be made whether or not to appoint the applicant. The directors will inform the Faculty Selection Committee of this appointment.



## **SUPERVISORS**

### **Required Qualifications:**

- 1) At least five years of experience working with children and adolescents.
- 2) A minimum of two years supervising clinicians in child/adolescent treatment.
- 3) Formal training in child/adolescent therapy *and* a strong knowledge of psychodynamic theory. Psychoanalytic training from an accredited institution is preferable. If the directors feel that there is an exceptionally qualified applicant for supervisor who is knowledgeable about psychoanalytic concepts and treatment but has not completed psychoanalytic training from a certified institute, the directors can nominate that person to be a supervisor within their own program.
- 4) Individuals can qualify to apply if they are on the Supervising faculty at an accredited psychoanalytic institute *and* have had training in child/adolescent therapy.

### **The Application Process**

- 1) Applicants are requested to submit a C.V. along with a statement of their experiences that support their interest in joining the faculty.
- 2) The directors will gather information about the applicant from members of the CAPP Program as well as the general faculty.
- 3) The directors will review this material and interview the applicant. All applicants will be asked to discuss their supervisory philosophies and present their work with supervisees in very specific detail. In describing their work, applicants should be able to demonstrate their ability to use psychoanalytic concepts (transference, countertransference, defenses, parallel process, etc.) in their interactions with their supervisees and in their understanding of the dynamics of the treatments they are supervising.
- 4) After a discussion with CAPP faculty members, a decision will be made whether or not to appoint the applicant.

5) The program director will provide a summary of that person's qualifications (C.V. and other relevant information) ahead of time to the Faculty Selection Committee. A discussion of the merits of this applicant would then be considered at a FSC meeting. The director of the CAPP program will be present for this meeting.

6) If the FSC approves the candidate, this individual would then become a member of the supervisory faculty\* within the CAPP Program.

*\*If an applicant who has not graduated from an accredited psychoanalytic training program is appointed as a supervisor within the CAPP program, this person would NOT be eligible for appointment to the Faculty of the Westchester Center which requires individuals to have completed certified psychoanalytic training programs.*

### **Appeal Process for Applicants Seeking Appointment to the CAPP Program**

The following is the process of appeal that an applicant for Supervisory Faculty in the CAPP Program may undertake if not satisfied with the decision of the Faculty Selection Committee.

An Appeal Committee will be formed consisting of:

- 1) The Director of the Faculty Selection Committee
- 2) The Director of the CAPP Program
- 3) The Director of the Institute
- 4) One senior member of the Supervisory Faculty in the CAPP Program and one senior member of the Psychoanalytic Faculty chosen by the Director (from outside the Faculty Selection Committee). These will be people who have not had supervisory or analytic experience with the applicant who is doing the appeal.

The Appeal Committee would meet, and consider a written report from the Director of the Faculty Selection Committee as grounds for the Selection Committee's decision. The reasons for the rejection might be so clear that the members of the Appeal Committee would deem it unnecessary to do further interviews. If so, they would state this in writing.

If the Committee decides that more information needs to be gathered, two members of the Appeals Committee would interview the applicant. The Committee would then meet and come to a written decision as to whether the applicant should be accepted. A written report of the decision would then be made to the faculty. The decision of the Appeal Committee would be binding.

## **Guidelines for Becoming a Faculty Member in the Couples Program**

### **Teaching Faculty**

#### **Required Qualifications\*:**

- 1) A strong grounding in psychoanalytic theory and technique.
- 2) Formal training in couples therapy and/or family therapy.
- 3) At least five years of experience working with couples or families.
- 3) The applicant must have taught at least two courses, as the sole instructor, in one of WCSPP's training programs. (Co-teaching a course does not count towards meeting the criteria for application of teaching faculty).
- 4) The applicant must have received high ratings from candidates on their course evaluations.

***\*Individuals who the directors feel are qualified to teach but do not meet all of the above criteria, may be appointed as instructors.***

#### **The Application Process:**

- 1) The applicant will submit a Curriculum Vitae, along with a statement of their experiences that support their interest in joining the faculty.
- 2) Applicants will be expected to submit a syllabus.
- 3) The individual will then be interviewed by the program directors.
- 4) Input will be gathered from other faculty members who know the work of the applicant.

5) The merits of the applicant will be discussed with the faculty of the Couples Program and if deemed qualified, will become a teacher within the Couples Program. The Directors will inform the Faculty Selection Committee of this appointment.

## **Supervisory Faculty**

### **Required Qualifications**

- 1) Formal Training in Couples and/or Family Therapy
- 2) At least five years of experience working with couples.
- 3) At least three years of supervisory experience.
- 4) Psychoanalytic training at an accredited psychoanalytic institute is strongly preferred. If the directors feel that there is an exceptionally qualified applicant for supervisor who is knowledgeable about psychoanalytic concepts and treatment but has not completed psychoanalytic training from a certified institute, the directors can nominate that person to be a supervisor within their own program
- 5) Individuals can qualify to apply if they are on the Supervising faculty at an accredited psychoanalytic institute *and* have had training in child/adolescent therapy.

### **Guidelines for Faculty Appointments in the Couples Program**

#### **Application Process**

- a) The individual will be interviewed by the program directors.
- b) All applicants will be asked to discuss their supervisory philosophy and present their work with supervisees in very specific detail. In describing their work, applicants should be able to demonstrate their ability to use psychoanalytic concepts (transference, countertransference, defenses, parallel process, etc.) in their interactions with their supervisees and in their understanding of the dynamics of the treatments they are supervising.

- c) Input will be gathered from other faculty members who know the work of the applicant. The merits of the applicant will be discussed with the faculty of Couples Program. If deemed qualified, that applicant would be recommended to the FSC for appointment as a supervisor within the Couples Program.
- d) The director will provide a summary of the applicant's qualifications (C.V. and other relevant information) ahead of time to the Faculty Selection Committee. The merits of this applicant will be presented to the FSC by a director of the Couples program who will remain present for the ensuing discussion.
- e) If the FSC approves the candidate, this individual would then become a member of the supervisory faculty\* within the Couples Program.

*\*If an applicant who has not graduated from an accredited psychoanalytic training program is appointed as a supervisor within the Couples program, this person would NOT be eligible for appointment to the Faculty of Westchester Center which requires individuals to have completed certified psychoanalytic training programs.*

## **APPEAL PROCESS FOR APPLICANTS SEEKING APPOINTMENT TO THE COUPLES PROGRAM**

The following is the process of appeal that an applicant for Supervisory Faculty in the Couples Program may undertake if not satisfied with the decision of the Faculty Selection Committee.

An Appeal Committee will be formed consisting of:

- 5) The Director of the Faculty Selection Committee
- 6) The Director of the Couples Program
- 7) The Director of the Institute
- 8) One senior member of the Supervisory Faculty in the Couples Program and one senior member of the Psychoanalytic Faculty chosen

by the Director (from outside the Faculty Selection Committee). These will be people who have not had supervisory or analytic experience with the applicant who is doing the appeal.

The Appeal Committee would meet, and consider a written report from the Director of the Faculty Selection Committee as to grounds for the Selection Committee's decision. The reasons for the rejection might be so clear that the members of the Appeal Committee would deem it unnecessary to do further interviews. If so, they would state this in writing.

If the Committee decides that more information needs to be gathered, two members of the Appeals Committee would interview the applicant. The Committee would then meet and come to a written decision as to whether the applicant should be accepted. A written report of the decision would then be made to the faculty. The decision of the Appeal Committee would be binding.