



**BOSTON GRADUATE SCHOOL OF
Psychoanalysis**

HANDBOOK for Faculty

Policies and Procedures for Faculty of
the Boston Graduate School of Psychoanalysis



This handbook is for the benefit of BGSP faculty members at all campuses. Please read its contents carefully and use it as a reference. Faculty members are encouraged to make suggestions for the improvement of future editions.

Table of Contents

Purpose and Provisions.....	03
Introduction.....	03
Equal Opportunity and Affirmative Action.....	04
Operating Authority and Accreditation.....	04
The Board of Trustees.....	05
Central Administration.....	05
Boston Administration	07
Administrative Councils.....	09
Standing Committees.....	10
NYGSP Branch Campus Program.....	11
Psychoanalytic Faculty.....	13
Psychoanalysis & Culture Faculty.....	13
Psychoanalytic Faculty Appointments.....	13
Psychoanalysis & Culture Faculty Appointments.....	14
Powers and Duties of Faculty.....	15
Procedures for Academic Appointments.....	15
Equal Opportunity and Affirmative Action for Appointment Procedures.....	16
Duration of Initial Appointment.....	17
Reappointment Procedures.....	17
Leave Policy.....	18
Termination.....	18
Dismissal for Cause.....	19
Evaluation of Charges.....	19
Hearing Procedures.....	20
Faculty Responsibilities.....	20
Teaching Load.....	21
Clinical Supervision.....	21
Academic Advisement.....	21
Research Advisement.....	21
Outside Employment.....	22
Faculty Research.....	22
Academic Regulations.....	22
Teleconferencing.....	24
Regulations for Teleconferencing and Videoconferencing.....	24
Faculty Meetings.....	25
Grievance Procedures.....	26
Petition of Grievance.....	27
Committee Hearings.....	27
Resolution of Student Grievances with Faculty or Administration.....	28
Student Discipline.....	28
Code of Conduct.....	30

PURPOSE AND PROVISIONS

The purpose of this Handbook is to provide all members of the Faculty, particularly those who are new to BGSP, with knowledge of the policies, regulations, practices and expectations that prevail at BGSP. The various provisions of this Handbook are subject to revision from time to time by the Trustees, Administration, and Faculty on their own initiative or in response to changes in state and federal legislation.

The provisions of this Handbook derive their authority from various sources; they are primarily statements by the administration of customary practice, administrative organization, or established policy, which has often been adopted after consultation with the Faculty. The committees of the Faculty and the academic requirements of the School are voted by the Faculty. The conditions of employment are derived from actions taken by the Board of Trustees.

Any questions concerning information given in this Handbook should be addressed to the Dean of Graduate Studies.

INTRODUCTION

The Boston Graduate School of Psychoanalysis was founded in 1973 by a group of psychoanalysts who introduced modern psychoanalytic training to New England. For more than thirty-eight years, BGSP, formerly known as the Boston Center for Modern Psychoanalytic Studies, has offered post-graduate Certificate training in clinical and research psychoanalysis to students from this region. Course offerings have been scheduled to accommodate students who work, who need to take all their courses on one day, or who must travel to pursue their educational goals.

The founders of BGSP chose to follow Freud's philosophy that people from a variety of academic and professional backgrounds who demonstrate talent, motivation, and the ability to use themselves as therapeutic personalities should be eligible for education as psychoanalysts. Academically qualified applicants who show the capacity and desire to be trained are welcomed from all disciplines.

The School's innovative approach to education is based on the proposition that the resolution of resistance, a basic principle of psychoanalytic treatment, may be applied to the teaching and learning of psychoanalytic concepts. Resistance to emotional learning is the greatest handicap to understanding psychodynamics and to becoming an effective psychoanalyst. The dynamics of the classroom are used to illuminate concepts being taught and to involve students in emotional learning. Emotional learning fosters self-understanding and tolerance for feelings induced by others. In working with case material, the focus is on undoing the blocks to experiencing emotional states induced by patients, and distinguishing them from emotions originating in the personalities of presenters and

listeners. Recognition of these induced states leads to the design of appropriate interventions.

BGSP offers a broad foundation in psychoanalytic theory, research and practice through its Master of Arts in Psychoanalysis, Master of Arts in Psychoanalytic Counseling and the Doctor of Psychoanalysis (Psy.D.) programs and in-depth training in modern psychoanalytic theory and practice through its Certificate in Psychoanalysis. In addition, through its Programs in Psychoanalysis and Culture, BGSP offers the Master of Arts and the Doctor of Psychoanalysis (Psy.D.) in Psychoanalysis and Culture, interdisciplinary programs which offer an integrative study of psychoanalysis and socio-cultural disciplines. BGSP also offers the Master of Arts in Psychoanalysis at the NYGSP campus in New York City. In addition, the School sponsors community and continuing education events including conferences, seminar series, workshops, and elective courses including the One Year Program, an organized two semester program introducing participants from a variety of backgrounds to modern psychoanalytic theory and technique.

Low-cost psychoanalysis and psychoanalytically oriented therapy are available to the community at the School's Therapy Center in Brookline, Massachusetts.

EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION

The Boston Graduate School of Psychoanalysis admits students of any race, color, national origin, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the School. It does not discriminate on the basis of race, color, national origin, ethnic origin, gender, sexual orientation, disability, age, creed, or employment status in administration of its educational policies, admission policies, scholarship and loan programs, and other School-administered programs. The School complies with applicable federal and state legislation and regulations regarding non-discrimination.

OPERATING AUTHORITY AND ACCREDITATION

The Boston Graduate School of Psychoanalysis is authorized by the Commonwealth of Massachusetts to award the Master of Arts in Psychoanalysis, the Master of Arts in Psychoanalytic Counseling, the Doctor of Psychoanalysis (Psy.D.), the Certificate in Psychoanalysis, the Master of Arts in Psychoanalysis and Culture, and the Doctor of Psychoanalysis (Psy.D.) in Psychoanalysis and Culture. BGSP is authorized by the State of New York to offer the Master of Arts in Psychoanalysis at the New York Graduate School of Psychoanalysis, a branch campus.

BGSP is accredited by the New England Association of Schools and Colleges, through its Commission on Institutions of Higher Education. Inquiries regarding the status of the institute's accreditation status should be directed to the administration of BGSP in Brookline, Massachusetts. Individuals may also contact the Commission of Institutions of Higher Education, New England Association of Schools and Colleges, 209 Burlington Road, Bedford, MA, 01730, www.neasc.org/cihe.

BGSP is a member of the Society of Modern Psychoanalysts, 16 West 10th Street, New York, NY, 10011, www.socmodpsychoanalysts.com, and of the National Association for the Advancement of Psychoanalysis.

THE BOARD OF TRUSTEES

In accordance with the provisions of the Bylaws as amended in 2007, the Board of Trustees of the Boston Graduate School of Psychoanalysis consists of between eight and eighteen elected members. These members are elected for a term of three years.

There are four regular Board meetings annually, but special meetings may be held at the call of the Chair or of three of the Board members at any time (see Bylaws). A majority of members of the Board constitute a quorum for the transaction of business.

Full details concerning the officers, the duties, the standing committees, and the appointees of the Board are to be found in the Bylaws of the Trustees of the Boston Graduate School of Psychoanalysis as adopted in 1978, and as subsequently amended. The Bylaws are on file at the Graduate School.

CENTRAL ADMINISTRATION

President (Dr. Jane Snyder)

The President, as chief executive officer, oversees the administration and development of the School. She carries the School's vision and provides leadership in all facets of the institution, with the support and oversight of the Board of Trustees. She serves on the Board with a vote and is responsible for the conduct of the School between Board meetings. She is the main conduit for matters requiring the input of the Trustees, bringing major planning, policy, programmatic, or fiscal issues to the Board and keeping them informed of administrative activity. She directs the School's strategic planning, assessment, and accreditation activities and has final responsibility under the Board for all departments and divisions within the School.

The concurrence of the President is necessary to all acts and resolutions of the faculty. The concurrence clause allows that after non-concurrence, the act or resolution will be adopted if it is again passed by a two-thirds vote of the faculty, a quorum being present, at the same or at the next faculty meeting.

The collections of the School shall not be sold or loaned, in whole or in part, except by permission of the President.

In the absence or disability of the President, the Board of Trustees shall appoint an Acting President who shall exercise the powers and discharge the duties of the President.

Vice President of Finance and Institutional Relations (Dr. Carol Panetta)

The Vice President of Finance and Institutional Relations coordinates the School's fiscal activities, including budget preparation, financial reporting, development, and investment management. She works closely with the Controller, President and Board to ensure sound fiscal management of the School's revenues and accounts, including the quasi-endowment. She participates extensively in strategic planning to ensure the School's continued growth, and works with the President and Board to develop greater fund-raising initiatives for the School. She also coordinates activities related to accreditation and the Boards of Higher Education. She serves as Clerk to the Board and, as such, oversees the institution's legal documents.

Dean of Graduate Studies (Dr. Lynn Perlman)

The Dean of Graduate Studies reports to the President and oversees the academic programs and faculty at the main campus, including curriculum review, programmatic offerings, and admission and registration. She presides at Faculty Council meetings and brings faculty concerns to the Administrative Directors Council, oversees the execution of faculty policies as published, and serves as liaison between faculty and administration. As Dean, she is also responsible for enforcing academic rules and regulations. The Registrar and the Director of Admissions report to her.

Director of Library Services (Ms. Amy Cohen Rose)

The Director of Library Services is responsible for information resources for the BGSP and NYGSP communities. She develops electronic resources for use across campuses. She serves as the Librarian for the main campus and consults to the branch Librarian to facilitate library development at the branch campus. She is responsible for resource development, collection development, library affiliations, and circulation, and for improving each of these functions based on her evaluation of students' needs and existing resources.

Controller (Mrs. Gayle Dolan)

The Controller is responsible for financial accounting, budgeting, and reporting for both campuses, under the Vice President of Finance. She serves as bursar, manages student accounts, and supervises the Financial Aid Coordinator. She also manages human resources, compensation, and benefits and serves as Office Manager. In addition, she handles the School's insurance policies and oversees purchasing and miscellaneous financial transactions.

Financial Aid and Admissions Coordinator (Ms. Stephanie Woolbert)

The Financial Aid and Admissions Coordinator is responsible for ensuring BGSP's continued compliance with federal regulations for Title IV financial aid programs at both



campuses. She administers student loans from application through disbursement, assists the Controller with record keeping, and manages student assistantships. She works with applicants to ensure completion of their application file, scheduling interviews, and following up through matriculation. She and the Registrar handle international student visa issues for applicants and enrolled students.

Registrar (Ms. Allison Williams)

The Registrar coordinates course offerings each semester with the Dean, handles student registration, and maintains student records in compliance with federal and state regulations. She follows up with the NYGSP Registrar to ensure sound data management and reporting across campuses. She handles immigration issues for international students, from admission through graduation. BGSP's Registrar also serves as an IT point person, working closely with IT professionals to troubleshoot any technical problems that arise.

Director of Marketing (Ms. Paula Berman)

The Director of Marketing leads the School's overall marketing and communications programs, including student recruitment and public relations for the School and the Therapy Center. She participates in strategic planning for growing the School and its programs and identifies, evaluates and tests target market opportunities. She implements marketing plans, with an emphasis on consistent messages and design in the School's materials and web site, and participates on the Admissions Committee.

Director of the Center for Research, Evaluation and Program Development (Dr. Stephen Soldz)

The Director of the Center for Research, Evaluation, and Program Development acts as a resource on research methodology and design issues for members of the BGSP and NYGSP communities, as well as external researchers designing or conducting research. He participates on the Research Committee and supervises a number of student research projects. He also assists in the development of programs which have research and evaluation components and conducts assessments on various aspects of the education at BGSP. He is responsible for stimulating involvement in funded and unfunded research through conducting research and building collaborations.

BOSTON ADMINISTRATION

At the main campus, a number of administrators work closely with central administration to implement and manage the School's programs in Brookline.

Dean of Students (Dr. June Bernstein)

In her role as leader of the Advisement Committee and supervisor of the academic advisors the Dean of Students, serves the important role of ensuring that students progress successfully through the psychoanalytic programs. The Dean of Students keeps the Dean of Graduate Studies informed of students' academic concerns and raises policy questions at the Faculty Council and Administrative Directors Council as needed. Her

committee consists of the Faculty Advisors and Therapy Center Fellows, in their role as advisors.

Director of Program in Psychoanalysis and Culture (Dr. Siamak Movahedi)

The Director of the Program in Psychoanalysis and Culture directs all aspects of the Master of Arts and Doctor of Psychoanalysis programs in Psychoanalysis and Culture, which are non-clinical programs integrating psychoanalysis with sociocultural study.. He consults with the Dean of Graduate Studies in implementing the curriculum and with the President's Council in program and faculty development.

Director of Clinical Studies (Ms. Faye Newsome)

Co-Director of Clinical Studies (Dr. Helen Michael)

The Director and Co-director of Clinical Studies work with the Clinical Studies Committee, which includes the President, the Dean of Graduate Studies, the directors of the Therapy Center and Field Placement programs, and other clinical faculty to evaluate the needs and learning of students in clinical studies, including externship and internship placements and the Therapy Center, and to improve the curriculum to enhance clinical student outcomes.

Director of Admissions (Dr. Mara Wagner)

The Director of Admissions chairs the Admissions Committee, a group of faculty members, the Marketing Director, and student volunteers who facilitate student admission into all psychoanalytic programs on the main campus. She works with the Faculty and Administrative Directors Councils to establish admissions policies and make admission decisions. She also works with the Recruitment Committee to evaluate recruitment strategies and to plan and execute recruitment drives.

Director of the Therapy Center (Dr. Joan White)

The Director of the Therapy Center manages the development and operations of the Therapy Center, which is the clinical internship for advanced psychoanalytic candidates, including supervising a group of Therapy Center Fellows. These are advanced candidates who advise more junior candidates as they conduct their internships, helping students develop their caseload and offering consultation on conducting intakes and working with patients at the Therapy Center.

Fieldwork and Internship Coordinator (Ms. Tina Woolbert)

The Fieldwork and Internship Coordinator assists students at Level A who are securing and participating in psychoanalytic field placements and counseling internships. She also helps coordinate the school based internship program, participating in administrative meetings and monitoring students in the field. She approves all placements and internships, monitors paper work, and develops new placements.

School Based Internship Coordinator (Dr. William Sharp)

The School-based Internship Coordinator places and oversees counseling student interns completing their internships in the Boston Public Schools. He meets with the interns on an every other week basis (along with the Fieldwork and Internship Coordinator) to address

administrative concerns including development of a caseload, observation procedures, interfacing with school personnel, record keeping, and policies and procedures for handling particular issues of concern (e.g., contacting parents, concerns about child abuse and neglect, concerns about serious mental illness).

Operations Manager (Mr. Russell Lowe)

The Operations Manager is responsible for the day-to-day management of BGSP's physical facility in Brookline. He manages regular contractors such as cleaners as well as contractors for repairs and capital improvements. He helps the administration with capital planning and oversees capital projects from proposal stage through completion.

Marketing Coordinator (Mr. Jonathan Henshaw)

The Marketing Coordinator is instrumental in carrying out the School's public relations efforts under the Director of Marketing. In addition, he provides administrative support across many of the School's functions.

ADMINISTRATIVE COUNCILS

President's Council

The President's Council conducts strategic planning for the entire institution and takes primary responsibility for the development, oversight, and quality assurance of all programs and campuses. The President, Vice President of Finance and Institutional Relations, the Dean of Graduate Studies, and the New York Master's Degree Program Director serve on the President's Council. Other personnel, such as the Director of the Psychoanalysis and Culture Program and the Director of the Center for Research and Evaluation attend as needed. This composition ensures that the decisions made at this level are informed with regard to the School's mission, finances and academic priorities as well as the respective campuses' needs and wishes. The President's Council considers all policy issues emanating from the Faculty and Administrative Councils at all campuses, ensuring consistency with the school's mission and standards.

Administrative Directors Council, main campus

The Administrative Council meets biweekly to discuss and resolve areas of concern at the main campus, including implementation of the curriculum and policy, financial issues, programmatic and student issues. It is composed of all department and committee heads as well as members of the President's Council. It also serves as the Personnel Committee for the main campus.

Faculty Council, main campus

Major policy issues related to programs and faculty are discussed at every other week meetings of the Faculty Council. It primarily addresses issues of curriculum and instruction, faculty appointment, and student welfare. Faculty committees address specific areas of responsibility, including research, clinical studies, and advisement.

STANDING COMMITTEES

Development Committee

The Development Committee was founded to integrate Board members, faculty members, and students into the development process and develop initiatives for fundraising. The Director of Finance and Institutional Relations chairs this committee.

Research Committee

The Research Committee oversees policy and procedures related to all research activities at the School. The Research Committee makes recommendations regarding research curriculum development and research requirements for graduation from all programs. The Committee consults to every clinical student who is beginning a dissertation or final project regarding the direction of his or her research, reviewing a preliminary research proposal and assisting with finding a research chair. The Committee oversees student outcomes assessment in the research curricula, and also consults to leaders in other areas of the School regarding the design of their own outcomes studies. The Committee also consults to the branch campus research committee as needed. The Committee is chaired by the President and the Director of the Center for Research and Evaluation.

Clinical Studies Committee

The Clinical Studies Committee actively evaluates those portions of the curriculum involved in the students' clinical training, and uses the results to guide curriculum planning. The committee consists of the Chair of Clinical Studies and her Associate Chair, the President, the Dean of Graduate Studies, the Fieldwork Coordinator, the Director of the Therapy Center, and two members of the faculty and the coordinator of the school bases internship program. In addition to course curricula, the committee considers issues related to field placements and the Therapy Center internship, and how these field experiences interact with the courses and supervision received at the School. The committee actively reviews clinical presentations at the fieldwork, clinical case review, and graduation levels to assess student cohorts' progress and improve the clinical curriculum based on this information.

Recruitment Committee

The Recruitment Committee develops and implements marketing strategies and public relations initiatives for all programs at the School. The committee consists of the President, the Director of Marketing, the Director of Admissions, the Admissions Coordinator, the Marketing Coordinator, and three faculty members. The Director of Marketing provides the committee with data about which outreach strategies are most effective and which segments of applicants end up enrolling, in order to help determine future strategies.

Curriculum Committee

The Curriculum Committee is a faculty committee that reviews the psychoanalytic curricula with an eye toward updating the curriculum based on changes in the field. The committee is responsible for ensuring that the programs are consistent with the mission of the School and for using student outcomes assessment and other institutional research

results to improve the programs. Recommendations from the Curriculum Committee are brought to the Administrative Directors and the Faculty Council meetings for discussion and implementation.

Personnel Committee

The Administrative Directors Council serves as the Personnel Committee. As such it reviews applications for faculty positions and makes recommendations to the Faculty Council and the President's Council. It also considers and makes recommendations on applications for change of status (e.g., adjunct to part time or full time)

Grievance and Ethics Committee

The Committee is charged with responsibility to recommend ethical standards for approval by the Faculty Council and for hearing all grievances not resolved by informal means (see section on grievances). The Chair of the Grievance and Ethics Committee, in consultation with the President and the Dean of Graduate Studies, appoints two additional faculty members and one student to constitute the committee on an as needed basis.

NYGSP BRANCH CAMPUS PROGRAM

Program Director (Dr. Mimi Crowell)

The Program Director oversees the provision of instruction and manages general academic administration for the proposed program. She works to ensure that the program is consistent in fulfilling BGSP's mission, under the guidance of the President's Council, on which she sits. She also coordinates the efforts of the faculty leaders of other program functions such as admissions, fieldwork, and educational advisement.

The Program Director chairs the program's Faculty Council. She brings faculty concerns to the President's Council and oversees the execution of faculty policies as published.

The Program Director meets regularly with other program support staff, such as the NYGSP Administrative Director, Librarian, and Registrar, in order to ensure that support functions are running smoothly. Any major issues pertaining to these functions may be brought to the President's Council by her, or directly to the BGSP administrators handling those areas (such as the Director of Library Services).

NYGSP Faculty Council

The program faculty meet monthly to discuss issues pertaining to the faculty, student body, and educational program. The Council considers specific areas of responsibility related to the program, including admissions, research, fieldwork, and educational advisement. The Program Director, who presides at Faculty Council meetings, brings major policy recommendations to the President's Council for review and coordination. The Council also makes recommendations related to faculty appointments to the Personnel

Committee at the main campus. Please refer to the chapter on Faculty for more information.

Admissions Coordinator (Dr. Vicki Semel)

The Admissions Coordinator, is responsible for managing student admissions. She works with the Program Director to ensure adherence to established admissions policies. She and other faculty members of the Admissions Committee will evaluate applicants for admission to the Master's Program.

Fieldwork Coordinator (Dr. Joan Lippincott)

The Fieldwork Coordinator is responsible for management of the students' fieldwork externship. The Fieldwork Coordinator confers regularly with the externship course instructor to evaluate current policies and procedures in the fieldwork module and makes recommendations to the Faculty Council as needed.

Chair of Advisement Committee (Dr. Dolores Welber)

The Chair of the Advisement Committee serves an important role in ensuring that students progress successfully through the proposed program. The Chair leads a committee of faculty advisors, who monitor student progress and academic standing and bring concerns to the Faculty Council. In addition, the Chair of Advisement serves as a liaison between the student body and the administration and provides assistance in the clarification of policies as published in the *Student Handbook* and *General Bulletin* (appended). In her oversight of student progress, the Chair is also instrumental in identifying programmatic issues and bringing them to the attention of the Faculty Council for review.

Librarian (Ms. Laura Covino)

The Librarian oversees the collections and works with students and faculty to access resources. She is also a resource for instruction on use of information resources.

Administrative Director (Mr. Ron Lieber)

The Administrative Director runs the day to day operations of the NYGSP program and oversees administrative issues and compliance with accreditation standards at NYGSP.

Registrar (Mr. Stephen Guttman)

The Registrar handles student registration and record keeping and works with the main campus Registrar on data base issues and enrollment issues. He also serves as the International Students Office for NYGSP.

The faculty of BGSP consists of Full-time, Part-time and Adjunct faculty as well as Faculty Fellows. Advanced candidates may serve as teaching assistants in courses.

PSYCHOANALYTIC FACULTY

Faculty members are recruited for both their teaching skills and for their skill as clinicians and clinical researchers. The ability to integrate didactic material with the class process in teaching psychoanalytic material is also an important consideration. Faculty members are expected to demonstrate strong clinical skills, to demonstrate excellence in teaching, and to remain active in the development of the field of psychoanalysis and the psychoanalytic community, whether it is through publishing, editing journals, or developing standards for the field.

PSYCHOANALYSIS AND CULTURE FACULTY

Faculty members in the Psychoanalysis and Culture Program are selected on the basis of several criteria: 1) demonstrated interest in integrating psychoanalysis with other disciplines; 2) a strong background and competence in research; 3) professional expertise in psychoanalysis, sociology, cultural studies, the humanities, or other disciplines related to the study of culture, 4) interest in applying their expertise and research skills to the study of sociocultural phenomena; and 5) interest in teaching and directing student research. In addition to the core faculty, adjunct faculty members with expertise in relevant areas are hired to teach specific courses and serve on students' research committees in these areas.

PSYCHOANALYTIC FACULTY APPOINTMENTS

- a. **Full-time:** Full-time faculty members teach one or two courses each semester, one or more clinical or research supervisions, and/or three or more training analyses. They may conduct student advisement and are expected to participate on a faculty committee. They are expected to attend meetings of the Faculty Council. If assigned student advisement, they are required to attend the Advisement Committee meetings in order to remain up to date on student requirements. They may be assigned additional administrative responsibilities.
- b. **Part-time:** Part-time faculty members teach one course each semester and at least one clinical or research supervision and/or one training analysis. They may conduct student advisement and/or participate on a faculty committee. They are expected



to attend meetings of the Faculty Council. If assigned student advisement, they are required to attend the Advisement Committee meetings in order to remain up to date on student requirements. Faculty members who are heavily engaged in other responsibilities might not teach in a given semester.

- c. **Adjunct, three year contract:** Adjunct faculty members on three year contracts will teach up to one course per semester or conduct clinical supervision, training analysis, and/or research supervision. They may conduct student advisement and/or participate on a faculty committee. If assigned student advisement, they are required to attend the Advisement Committee meetings in order to remain up to date on student requirements. If assigned clinical supervision, they are required to attend the supervision training group. They may attend meetings of the Faculty Council.
- d. **Additional Adjunct Faculty:** Psychoanalytic or non-psychoanalytic faculty members may be hired to teach a particular course or perform a particular function (e.g., supervision, teach part of a course) on a one semester basis.
- e. **Therapy Center Fellows:** Fellows are graduates and advanced Level B students appointed to work closely with Level B students in advisement and administrative supervision in the Therapy Center. They are chosen for their demonstration of excellence in academic and/or clinical studies. They may also serve as teaching assistants in Master's or Level A courses.
- f. **Teaching Assistants:** Teaching Assistants are graduates and advanced candidates who have demonstrated excellence in their academic and/or clinical studies. Teaching Assistants assist in Master's and Level A courses. This is a teacher training position. Their duties include discussing class materials with the class, reading papers submitted by the students, maintaining attendance records and other support staff activities. They observe the class process and discuss their observations with the instructor, submitting to the instructor a written description of the experience. Faculty members are required to carry malpractice insurance.

PSYCHOANALYSIS AND CULTURE FACULTY APPOINTMENTS

- a. **Part-time/Core:** With the exception of the Director who is full-time, core faculty specific to this program are part-time. Part-time faculty teach at least one course a year and conduct research supervision, chairing one or more student projects. They are invited to attend Faculty meetings and are expected to keep in touch with the Director to be apprised of program policies and curricular changes.
- b. **Adjunct:** Adjunct appointments may be for three years which include conducting research supervision of doctoral students as well as teaching a course as needed, or

for one year or one semester to teach a specific course. Adjunct faculty are invited to attend Faculty council meetings and are expected to keep in touch with the Director to be apprised of program policies.

POWERS AND DUTIES OF FACULTY

The faculty at each campus has the power and the duty to fix the requirements of admission, the course of study, and the requirements for graduation of students in the programs. The faculty also has the power to determine the academic calendar, to establish rules of student conduct and penalties for the violation thereof, and to establish means and policies for ascertaining the proficiency of students.

The exercise of any of the powers conferred on the faculty that involves a change in the educational policy of the School shall take effect only after a resolution of the faculty has been submitted to and approved by the President's Council. The Trustees reserve to themselves the power to approve any change in the mission of the Graduate School.

The faculty of BGSP is organized into programs and committees. Where appropriate, the regular administrative work of the program is shared by other program faculty.

Each program and committee operates under a departmental budget approved by the Vice President of Finance in consultation with the President's Council and, if necessary, the Board's Fiscal Affairs Committee. Any bills or vouchers submitted for payment require budgetary approval. No commitments may be made for any unbudgeted committee expenses without prior approval of the Vice President of Finance.

Policies and procedures regarding hiring, reappointment, promotion of faculty; budget projections; and submission of course proposals for approval are reviewed annually in the Spring by the President's Council, the Administrative Council at BGSP, and the Faculty Council at the New York campus. Recommendations from the faculty and all departments, committees, and officers are considered at that time.

PROCEDURES FOR ACADEMIC APPOINTMENTS

At all campuses, new appointments to the faculty are made by the President, who has the final power of appointment.

Faculty at the Main Campus

A vacancy or need for additional faculty is reported to the President or the Dean of Graduate Studies. A search is conducted under the direction of the Personnel Committee or a subcommittee of that committee. The Faculty is encouraged to submit the names of



potential candidates to this group. The Committee takes all steps necessary to assure an objective, fair, and scholarly appointment. The Personnel Committee consults with the Faculty Council. The Dean of Graduate Studies formulates the final offer. The President's Council makes final recommendations to the President. If the candidate is rejected by the President, the Personnel Committee is authorized to continue its search. For additional Faculty from the sociocultural disciplines for the Psychoanalysis and Culture Program, the Program Director initiates the search and brings potential appointments to the Personnel Committee for approval.

NYGSP

Faculty members for the New York program (NYGSP) are proposed by the New York Program Director to the BGSP Personnel Committee for review. The Personnel Committee submits their recommendations to the BGSP Faculty Council and the usual procedures will be followed for appointment as outlined above.

Visiting and Adjunct Faculty

The appointment of visiting and adjunct faculty takes place through the same mechanisms as core faculty. Visiting appointments are understood to be temporary; they may be for varying lengths of time dependent upon the particular circumstances. The terms of a visiting faculty appointment are made explicit in writing at the time of appointment. In cases where a search is underway for a regular position, the person who holds the temporary appointment may be a candidate for that position, but only as one applicant in the regular applicant pool.

The appointment of distinguished scholars as Visiting Faculty at all campuses is done by the President in consultation with the Faculty Council at the respective site. These appointments are given to psychoanalysts who have made an outstanding contribution to the field or to outstanding researchers who have made a contribution to the understanding of human motivation, sociocultural theory, and mental functioning within the sociocultural context.

EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION FOR APPOINTMENT PROCEDURES

For all appointments to the faculty, the President requires evidence of steps taken to establish a nondiscriminatory and fully representative applicant pool within the framework of appropriate populations from which to draw (for example, certified psychoanalysts). The means of advertising within this pool is through conferences and the professional news media, including association newsletters.

DURATION OF INITIAL APPOINTMENT

Appointments are made for a term of three years unless some other term is agreed upon by the Dean of Graduate Studies or the Program Director of the Psychoanalysis and Culture Program (at the main campus), or the Program Director at the New York campus, the President, and the appointee at the time of hiring. Adjunct faculty serving as readers on doctoral student research projects are on a three year contract. Faculty reviews are performed annually. The Dean of Graduate Studies, or Program Director makes clear to the incoming faculty the considerations governing reappointment.

REAPPOINTMENT PROCEDURES

The Meaning of Reappointment

A decision to reappoint is an expression of satisfaction with past performance and of confidence in the faculty member's potential for continuing development.

Main Campus

In preparation for recommendations concerning reappointment, the Dean gathers evidence concerning teaching effectiveness, clinical and scholarly growth, as well as other contributions to the profession and the Graduate School for submission to the Personnel Committee. Annual reviews, student evaluations, faculty self evaluations, and scholarly publications are reviewed in this process. The Dean of Graduate Studies will inform the candidate of the reappointment decision.

A denial of reappointment is based on the conclusion that the faculty member's continued service in the Graduate School would lead to significant interference with the rights of other members of the community.

NYGSP

In preparation for reappointment, the Program Director will gather information regarding teaching effectiveness, clinical and scholarly growth as well as other contributions to the profession and the Graduate School and submit this information to the BGSP Personnel Committee for review. The above outlined procedures at the main campus are then followed.

Reappointment Criteria

The Boston Graduate School respects a variety of styles among its faculty. Effective teaching is a prime factor for reappointment and promotion. The School gives weight to faculty whose scholarship, published or not, makes a contribution to the intellectual community of which the school is a part. Research and clinical work are considered important indications of such growth. Psychoanalytic program faculty members are expected to engage in the practice of psychoanalysis on an average of two days each week as a prerequisite for clinical research. Petitions for leave time to engage in additional



research are evaluated in terms of the scholarship needs of the faculty member and the value to BGSP of the research plans. While a balance among the varieties of intellectual pursuits is sought, effective teaching or significant contribution to the graduate community's well-being cannot compensate for the absence of scholarship or clinical experience. We encourage our faculty to participate in national and international conferences. Faculty may apply to the President or Program Director in New York for use of funds from the faculty development budget.

Faculty at NYGSP who are also CMPS faculty members will be appointed by BGSP at their CMPS status. New York program faculty not on the CMPS faculty will be reviewed for reappointment according to BGSP guidelines and procedures (which are very similar to BGSP procedures).

▶ LEAVE POLICY

A leave of absence is granted for extraordinary family or pressing personal reasons at the discretion of the President. Such leaves are usually for one semester and are without pay. The Graduate School will arrange to cover the faculty member's responsibilities during the absence of the faculty member.

Faculty with a regular appointment will normally be eligible for unpaid leaves of absence after having three years service at the Graduate School. It is usually sufficient to submit a letter to the Dean of Graduate Studies, or the Program Director in New York stating unavailability for the ensuing year. An exception to this is full time faculty with committee obligations. In this instance, the Dean, or Program Director will review the request in relation to the effect of such a leave on the academic and administrative functioning of the school. In the case of maternity leave, the faculty should notify the Dean of Graduate Studies or Program Director as early as possible so that teaching coverage can be arranged.

▶ TERMINATION

A faculty member holding a term appointment may be relieved of his or her appointment at any time by the President for adequate cause, or under extraordinary circumstances because of financial exigencies, the latter to be fully explained at the time to the faculty.

DISMISSAL FOR CAUSE

Determining Adequate Cause

Only serious violations of a faculty member's responsibilities as teacher, scholar, and colleague can be considered adequate cause for dismissal, especially flagrant interference with the efforts of colleagues and students to exercise their rights of free inquiry and expression.

A crime against the larger society is punishable according to the laws of the state and should not be cause for dismissal unless such incrimination prevents the fulfillment of teaching obligations or otherwise seriously impairs the possibility of establishing classroom relations that are free of extraordinary constraint.

The Preparation of Charges Regarding Dismissal for Cause

Any charge that might lead to dismissal for cause is a matter of utmost gravity and the decision must be weighed with careful regard for the academic freedom of all parties directly concerned.

Main Campus

Charges regarding dismissal of a faculty member whose term of appointment has not expired, wherever they may originate, are prepared by the Dean of Graduate Studies, or President if the Dean is involved and set forth in a formal communication to the faculty member being charged. The faculty member is informed of his or her right to request a hearing by the Grievance Committee.

NYGSP

Charges regarding dismissal of a faculty member whose term of appointment has not expired wherever they may originate, will be prepared by the New York Program Director, or the President if the Director is directly involved, and set forth in a formal communication to the faculty member being charged. The faculty member is informed of his or her right to request a hearing by the Grievance Committee.

EVALUATION OF CHARGES

Main Campus and New York Campus

The President's Council will evaluate the charge and will recommend to dismiss or retain the faculty member or to take the matter to the Grievance Committee for review. If the faculty being charged is a member of the President's Council, s/he may not participate in the evaluation or recommendation process. The President's Council maintains the right to interview the faculty member being charged.

HEARING PROCEDURES

If the President's Council recommends a hearing, the Dean or Program Director will notify the Grievance Committee. The faculty member facing charges that may lead to dismissal may also request a hearing in writing to the Dean or New York Program Director and the Grievance Committee.

The faculty member will be allowed a reasonable time to prepare a defense, to present witnesses and evidence in support of the defense, and to confront and cross-examine all adverse witnesses. However, the Grievance Committee shall have final responsibility to determine the range of evidence necessary for a judgment on the charges, and to establish procedures that will protect the personal rights and dignity of all persons who are asked to give evidence during the hearing. The Dean of Graduate Studies, or the Dean's designated representative, has the right to attend the hearing. In the case of a New York program faculty member, the New York Program director has the right to attend the hearing.

After all parties have been heard and all of the relevant evidence has been gathered, the Grievance Committee makes explicit findings with respect to the charges brought against the faculty member for dismissal. The President and the faculty member are notified in writing of the Grievance Committee's findings and are given copies of the minutes of the hearing.

Normally, the President decides the case on the basis of the committee's recommendation. The recommendation of the Grievance Committee shall either be sustained or returned to the committee with objections specified. In the latter case, the committee will reconsider its recommendation, taking account of the stated objections and receiving new evidence if necessary. The committee frames its decision and communications in the same manner as before. Only after study of the committee's reconsideration may the President make a final decision to overrule the committee.

A faculty member facing charges that might lead to dismissal will not be suspended by the President during the proceedings involving him or her, unless immediate harm to the rights of others is threatened by continued exercise of his or her teaching duties. Furthermore, a faculty member facing charges has the right to request a leave without pay from teaching in order to prepare his or her defense.

FACULTY RESPONSIBILITIES

The Faculty at BGSP participates in every aspect of the education of students, from teaching, clinical training and research supervision, to advisement. They govern the school through committees and administrative positions. Such participation contributes to the well-being of the School as a whole, as well as the well-being of individual students. For

this reason, the School values faculty members who demonstrate a commitment to learning and the general goals of the BGSP.

TEACHING LOAD

The Graduate School keeps the teaching responsibilities at a level that permits faculty to spend one third of their time in clinical or research pursuits. Generally, full-time faculty in all programs conduct at least one course, at least one or more clinical or research supervisions, and in the case of the psychoanalytic faculty, a minimum of three training analyses each semester, in addition to student or research advisement and administrative responsibilities.

CLINICAL SUPERVISION

Advanced doctoral and certificate students arrange for individual supervision with approved faculty members to cover Therapy Center cases on a minimally four patient hour to one supervision hour basis. Fees are agreed upon between faculty member and student. Faculty may apply to the Personnel Committee for approval to conduct individual supervision. Faculty may consult with the Dean of Graduate Studies regarding eligibility and criteria.

ACADEMIC ADVISEMENT

Many faculty members and the Fellows serve as advisors to students. Advisors meet every other week with the Dean of Students to discuss their advisees' programs. They are responsible for following their advisees' academic and clinical progress, helping their advisees resolve issues impeding their academic work, and reporting academic difficulties to the Dean of Students (in Boston). At the New York site, academic and other difficulties may be reported to the Director of Advisement.

RESEARCH ADVISEMENT

Students register for directed research for one, two or three credit hours with an individual faculty member. The faculty member receives a purple registration form from the Registrar indicating that the student has registered and for how many credit hours. The faculty

member is paid accordingly. If the faculty member does not receive the indication that the student has registered for directed research, the student should be informed and asked to register. Otherwise the research advisor may not be paid.

One credit:	Three hours of meeting time, three hours of instructor reading time <i>(flexibility according to where student is in research process)</i>
Two credits:	Six hours of meeting time, six hours of instructor reading time
Three credits:	Nine hours of meeting time, nine hours of instructor reading time

OUTSIDE EMPLOYMENT

Faculty members are expected to engage in clinical work or research experiences. Full-time faculty members in the psychoanalytic doctoral programs usually devote one third of the week to clinical practice. Psychoanalysis and Culture faculty members devote the same amount of time to research. No faculty member shall be employed in any occupation that interferes with the thorough and efficient performance of his or her responsibilities at the Graduate School.

FACULTY RESEARCH

Grants are sought for faculty research. Grants are accepted only if the faculty member involved is free to publish the results of his or her research. Faculty members and advanced students spend time in grant writing in the areas of their interest.

ACADEMIC REGULATIONS

Degree and Certificate Requirements

The requirements for graduation from each of the School's programs are set forth in the General Bulletin. Information regarding specific programs or areas of study are set forth in detail in program catalogs and handbooks, (for example, the Therapy Center Manual, Fieldwork Manual, Counseling Program Clinical Manual, and Research Department Manuals). In addition, a supplement to the Bulletin is published as part of each semester's registration packet. This supplement includes 1) changes in the program, 2) reminders and deadlines, and 3) descriptions of courses being offered that semester.

Classroom Attendance

Attendance is an important requirement of all graduate programs, since process learning and classroom discussion is an integral part of the education. Students are expected to

attend all courses. Excuses for absences are not automatic. A student may request an excused absence by permission of the instructor. Students in all programs are allowed two excused absences per course each semester. More than the allowed excused absences or unexcused absences generally leads to no credit in the course. Absence forms are available at the administrative desk. Notification of an intended absence is expected prior to the class. If a student fails to attend class for several sequential classes and makes no contact with the instructor, the instructor should inform the Dean of Graduate Studies and/or the Program Director.

Religious Holidays

Excused absences are accepted for religious holidays. No adverse or prejudicial effects shall result to faculty members or students because of availing themselves of this right.

Scheduling of Classes

It is expected that classes will be held when scheduled. If an instructor needs to reschedule a class or arrange for a substitute teacher, the Dean's office or Program Director in New York should be notified.

Completion of Work

All coursework in a given semester is expected to be submitted by the end of that semester. Extensions beyond this time will only be given at the discretion of the instructor. The general policy in the Clinical Program is that the work must be completed within thirty days of the end of the semester with permission of the instructor. Work not submitted by the date allowed in the extension may not be accepted for credit. In the Psychoanalysis and Culture Programs with permission of the instructor, work may be submitted within a year of the due date. Permission for the extension must be received within a month of the course end. Psychoanalysis and Culture students taking courses taught jointly in the Clinical Programs by Clinical Faculty shall follow the Clinical Program policies in those courses.

Grade Deadlines

Course Evaluation forms are to be received by the Registrar two weeks after the final class week. Forms require the faculty member to evaluate the student's work as meriting a Pass (satisfactory completion of all course requirements), High Pass (outstanding performance in completion of all course requirements or improvement over past performance), Low Pass (minimally adequate performance in meeting course requirements) or No Credit (failed to meet course requirements). In some cases a grade of C (Continuing) is applicable, for example in a clinical course when the student is not yet in placement but has met other course requirements. An Incomplete grade is given if the instructor has agreed to an extension of time to complete course requirements within the general school policy of acceptable time extensions (see Completion of Work section above). Forms also ask the faculty member to give a qualitative assessment of the student's demonstration of meeting course objectives.

Student Access to Academic Records

The Graduate School maintains for each student educational records that are open to inspection by that student (in accordance with the Family Educational Rights and Privacy



Act [FERPA], Section 438 of Public Laws 90-247, Title IV, amended 88 Stat. 571-574, and with federal and state regulations). It is school policy that students interested in reviewing their records do so in a meeting with their advisor.

Transfer Credits

Transfer credit is granted for equivalent coursework at recognized psychoanalytic institutes or accredited universities. Equivalency credit is determined by the Admissions Committee and is based on congruency in the objectives, content, and quality of previous courses.

TELECONFERENCING

In keeping with BGSP's efforts to make psychoanalytic education available to people who would not otherwise have access to such training, the school has, on occasion, used teleconferencing or videoconferencing as a form of distance education.

The option to use teleconferencing or videoconferencing as a learning method is discussed and approved in the admissions interview or, if the need arises during the course of training, with the advisor in consultation with the Dean of Graduate Affairs.

The following guidelines apply to students who have been approved in the admissions interview or advisement to use teleconferencing or videoconferencing, and to their instructors.

GUIDELINES FOR ARRANGING TELECONFERENCING OR VIDEOCONFERENCING

During the first class meeting, the instructor clarifies the conferencing arrangements for the semester (e.g., who is to call in and when) by permission of the Dean of Graduate Studies and the Instructor. The student is responsible for requesting permission to call in. The TA is responsible for clarifying and/or granting permission to call in. If there is no TA, the instructor will assume these responsibilities.

The student calling in gives the TA/Instructor (not the office) at least 72 hours notice when he/she is to call into class.

The TA/Instructor gives the office at least 48 hours notice, in writing, regarding students calling into class. This allows the office to determine what line students should call or the availability of equipment. All arrangements are made through the TA/Instructor. The main phone line remains open for school business at all times.

The TA/Instructor is responsible for connecting and disconnecting the conferencing set-up for his/her classes.

If more than one student attends class via conferencing, it is the responsibility of the students to make arrangements to conference. Only one phone line is available per class.

Because the number of lines available is limited, students admitted for distance learning have priority. Students calling in without appropriate pre-arrangements may be considered absent from class.

FACULTY MEETINGS

Main Campus

All faculty have the right and responsibility to attend Faculty Meetings. All faculty with three year appointment have the right to vote at Faculty Meetings.

Questions before the faculty may be decided by a voice vote, or by show of hands, or by written ballot if requested by a majority of the faculty.

NYGSP

New York program faculty members meet monthly in New York to discuss issues relating to admissions, research, fieldwork, and advisement as well as other administrative issues. New York faculty are welcome to attend BGSP faculty meetings in Boston and have the right to vote if they do so. The Program Director presides at Faculty Meetings, brings issues from the NYGSP faculty to the attention of BGSP administrators through the President's Council and appoints a secretary to record minutes.

Regular Faculty Meetings

During the academic year the faculty holds meetings on an every other week basis. Faculty meetings are normally held midday on Fridays. The Dean of Graduate Studies presides at meetings of the BGSP faculty. All faculty members are provided minutes of the Faculty Council meetings. A secretary of the Faculty Council is appointed annually by the Faculty Council members.

Special Faculty Meetings

At the main campus, a special meeting of the Faculty is held when, in the opinion of the President, the Dean of Graduate Studies, or the President's Council, there is necessary business to be transacted. A special meeting may also be held at the request of three or more members of the faculty. At the New York Campus, the Program Director may call a special meeting, as well as three or more members of the faculty doing so.

Quorum

A simple majority of the eligible voting faculty constitutes a quorum. Faculty members on leave, and New York program faculty members are not required to attend main campus

meetings, but they retain the privilege to attend and vote; they will not be counted in a quorum.

Agenda

The agenda of each meeting is normally sent to members of the faculty. The agenda is set by the Dean of Graduate Studies at the main campus, and by the Program Director in New York. Minutes of the President's Council are reviewed as part of the Faculty Council agenda at all campuses. Other agenda items may be discussed and voted upon at faculty meetings.

Rules of Order

The rules of parliamentary procedure as found in Robert's Rules of Order govern the meetings of the Faculty Council and are applicable when not in conflict with the customs and regulations of the Graduate School.

Concurrence of the President

The concurrence of the President is necessary to all acts and resolutions of the faculty, unless, after non-concurrence, the act or resolution shall again be passed by a two-thirds vote of the faculty, a quorum being present, at the same or at the next succeeding meeting.

All Community Meetings

At least once a semester all-community meetings are held at the regular Faculty meeting time. Faculty, students, and staff meet to discuss issues of current concern. The President presides at these meetings.

GRIEVANCE PROCEDURES

BGSP is committed to the ideal of resolving grievances collegially. The Graduate School expects that an informal resolution will be attempted, typically beginning with discussions between the appropriate persons.

Grievance Committee

The Chair of the Grievance Committee is elected by the Faculty Council. The Chair of the Grievance Committee, in consultation with the President and the Dean of Graduate Studies, appoints two additional faculty members and one student to constitute the committee on an as needed basis.

Any member of the School community may bring a grievance to this committee against any other member of the community. Any grievances that cannot be resolved amicably may be brought to a hearing.

PETITION OF GRIEVANCE

A member of the faculty who has been unable to achieve by informal means what he or she regards as a fair and reasonable resolution of a complaint may file a petition of grievance with the Chair of the Grievance Committee.

The filing of a petition of grievance does not automatically lead to a formal hearing. In each case, the Grievance Committee shall, by reference to the petition alone, determine whether any of the allegations if substantiated, would warrant or require any remedial action or relief and, if so, whether the petitioner has cited credible evidence in support of his or her allegations or complaint. A petition deemed by the Grievance Committee not to warrant a formal hearing shall not be heard. The committee may also decide not to hear a petition that is premature or unduly late. The decision not to hear a case shall be communicated in writing to the Dean of Graduate Studies, or the New York Program Director and to the immediate parties to the case. The Grievance Committee may request clarification or additional information or evidence before ruling on the sufficiency of a petition, but this decision, whether affirmative or negative shall be final and not subject to review.

COMMITTEE HEARINGS

When a complaint goes to hearing, every effort shall be made to conclude the hearings in a timely manner. Proceedings shall not be governed by the strict rules of evidence. The Grievance Committee is authorized to request the appearance of any other member of the Graduate School. Though the Committee has no power to compel compliance, it is expected that any such request will be honored.

Where the subject of a complaint is an official or institutional finding, decision, recommendation or action, the review is limited to determining whether that body is authorized to act on the matter in question. In no such case shall the Committee enter into an assessment of the substantive merits of the finding, decision, recommendation or action. At the conclusion of a case, the committee sends a summary of its recommendations to the President and Dean of Graduate and to all of the principal parties to the case, including the New York Program Director in a case involving a New York program faculty member.

The Dean of Graduate Studies shall respond in a timely manner, informing the committee and all the principal parties to the case of his or her intended actions, if any.

Where the President is named as a party to a case that has been heard by a committee, the committee shall transmit its summary and recommendations to the Board of Trustees, whose actions shall be final.

RESOLUTION OF STUDENT GRIEVANCES WITH FACULTY OR ADMINISTRATION

Grievances are normally to be resolved in informal discussion between the immediate parties to a dispute. If this discussion fails to produce a satisfactory resolution, an aggrieved student might seek the advice and assistance of his or her advisor, another member of the faculty, the Dean of Students, or Chair of Advisement or finally, the Dean of Graduate Studies. If, following such consultation and assistance, the matter remains unresolved, the aggrieved student may, in a written petition describing fully the nature and grounds of the grievance, request the Dean of Graduate Studies, or the New York Program Director to review the disputed matter. The Dean, or Program Director will review the dispute in a manner deemed appropriate to the case at hand and report any recommendations to the parties.

In extraordinary cases, an aggrieved student may, following a review by the Dean of Graduate Studies, or Program Director, request a further review by the Grievance Committee, which will include the student representative to that committee. Full cooperation with the committee is expected of all members of the academic community. Upon completing its review, the committee shall report its recommendations to the immediate parties and the Dean of Graduate Studies, and in a case involving a New York Program student, the New York Program Director.

All recommendations, including those of the Grievance Committee, are advisory only. They do not limit the power or responsibility of the Dean of Graduate Studies, the Program Director in New York, or the President to enforce school rules or regulations.

STUDENT DISCIPLINE

Anyone at the Graduate School may bring a complaint against a student for allegedly violating the Code of Conduct. All complaints at the main campus should be made to the Dean of Graduate Studies; in New York to the Program Director. The Dean or Program Director is then responsible for investigating the complaint and for deciding, within a reasonable period of time, its appropriate disposition. The Dean or Program Director may decide:

- There is no basis for the complaint, and it should be dismissed.
- There is no substantial dispute on the facts of the case, but the act or acts of the student do not constitute an offense under the Code of Conduct.
- There is no substantial dispute on the facts of the case, and it is agreed that the facts of the case warrant a finding that the accused student has committed an infraction of the Code of Conduct. The Dean or Program Director will decide the penalty, make record of it, and see to its enforcement.

- There is substantial dispute between the two parties on the facts of the case, and the Dean, or Program Director will request formation of an ad hoc committee to review the facts. This committee will be composed of three members of the Faculty elected by the Faculty Council, and two members of the Student Association. The committee's recommendation is given to the Dean or Program Director for appropriate disposition.

Cases that must go before the committee should do so in a timely fashion.

All cases which go through the grievance process at all sites must be documented and reported to the President's Council.

Code of Conduct

STANDARDS OF CONDUCT

The following Code of Conduct is meant to guide the administration, faculty, staff and students of the BGSP in their professional and academic relationships with each other, as well as with external agencies and the general public, in order that the highest standards of professional and academic conduct may be upheld. What follows are not laws, but standards and principles that are intended to give shape and substance to the high ideals and aspirations that the profession of psychoanalysis has always upheld, first, for the welfare of the individual patient, and second, for society as a whole. Failure to comply with the Code of Conduct undermines the educational environment and can result in disciplinary proceedings.

GENERAL STANDARDS

- 1-1. All persons comply with the normative standards, rules and regulations of the School, as outlined in the Bulletin, Faculty Handbook, Student Handbook, and other publications of the School, as well as all federal, state and local laws.
- 1-2. All persons respect the highest standards of academic integrity. The Graduate School considers it a violation of the requirements of intellectual responsibility to submit work that is not one's own or otherwise to subvert the conditions under which academic work is performed by oneself or by others. Violation may lead to failing a course, academic probation, or in repeated cases suspension or expulsion.
- 1-3. All persons respect the highest standards of academic freedom. All persons ensure and protect the rights of other members of the community to express their views. This entails a respect for differences. Such a violation may result in failing a course, being placed on probation, or in cases of repetitive violations, being suspended or expelled.
- 1-4. All persons respect the rights, dignity, and integrity of others, regardless of race, religion, national origin, ethnic identification, sex, sexual orientation, age, political affiliation or belief, or physical disability.
- 1-5. The Graduate School is committed to establishing and maintaining an environment free of all forms of harassment. All members of the school community are expected to strive to interact constructively with each other.

SEXUAL HARASSMENT

The School's policy on sexual harassment is directed toward behavior and does not purport to regulate beliefs, attitudes or feelings. It is based on federal and state law. Because it is possible for one person to unintentionally engage in the sexual harassment of another, a general description of sexual harassment is provided. Sexual harassment can include a wide range of behavior, from the actual coercing of sexual relations to the forcing of sexual attentions, verbal or physical, on a non-consenting individual.

Sexual contact with patients or students is antithetical and destructive to the treatment and educational process. Faculty, therefore, avoid all sexual contact of an overt or covert nature with their students, patients or former patients, even if such contact is invited and/or consensual. Students, in the same way, avoid all sexual contact with patients.

The Graduate School will seriously and thoroughly investigate any complaints of sexual harassment and will discipline those found guilty. All informal discussions with the administration and faculty of the School concerning sexual harassment are kept confidential. When informal means of resolving complaints fail, a student may file a formal grievance with the Dean of Graduate Studies. All other members of the School community may file a formal complaint with the Grievance Committee.

STANDARDS FOR FACULTY

- 2-1. Faculty seek to promote excellence and integrity in the science, practice and teaching of psychoanalysis. To that end, when faculty teach, practice and conduct research where generally recognized standards of competence are not yet established, they take reasonable steps to ensure the protection of students, patients or research participants. Proposed research projects must be reviewed by the Institutional Review Board before data is collected. Faculty maintain a reasonable awareness of current information and developments in their area of expertise, and continually undertake to maintain and improve their professional competence. Faculty are careful to give due credit to all those sources which directly or indirectly influence their work.
- 2-2. When expressing a professional opinion, Faculty purport to speak on behalf of the School only with the authorization of the Board of Trustees or the President.
- 2-3. Faculty understand the potential for exploitation in relationships with students and patients, and refrain from exploitative behavior.
- 2-4. Faculty have a primary responsibility to maintain the confidentiality of information revealed to them by an analysand. Information regarding the number of hours and

frequency of analysis and identity of the training analyst is part of the student's academic record.

- 2-5. For the provision of the integrity of a student's training analysis, and to enable the faculty to avoid any conflict of interest, faculty do not supervise any students who are their analysands. Furthermore, faculty do not serve on the research committees of students who are their analysands, do not vote on the readiness for graduation of such students, and do not vote on any administrative or disciplinary matter relating to such students. Analysands may take courses with their analysts by agreement. It is the analyst's responsibility to protect the transference.
- 2-6. When faculty serve in an administrative capacity, they adhere to the same standards as the administration of the School.

STANDARDS FOR STUDENTS

- 3-1. Students appropriately document the work that they do in fulfillment of the requirements of their program and give due recognition to those who have influenced their research or written work.
- 3-2. Students who are expressing a professional opinion purport to speak for the School only with authorization of the President or the Board.
- 3-3. Students conducting research submit a description of their proposed study to the Institutional Review Board to determine whether their research requires the informed consent of the subject. If informed consent is deemed necessary, the student researcher submits informed consent procedures to the IRB (Dr. Soldz, chair) for approval entailing that the researcher and the subject agree on the nature and purposes of the research and the responsibilities of each party. IRB review forms are available from Dr. Soldz.
- 3-4. All students conducting research or writing papers report the results or process in such a way that the patients or subjects are not identifiable.
- 3-5. Interns who are seeing patients in the fieldwork externship, the counseling practicum or internship, or the Therapy Center do not misrepresent their role in the School to patients or potential referral sources.
- 3-6. Students who are seeing patients in the fieldwork externship, the counseling practicum or internship, or Therapy Center or who serve as mentors to other students adhere to the same standards as faculty regarding patients and students.

- 3-7. Students engage in the practice of psychoanalysis only after they have been approved for supervised practice and have appropriate supervision.

STANDARDS FOR ADMINISTRATION

- 4-1. The administration represents the School accurately to its constituencies, to external agencies and to the general public.
- 4-2. The administration does not discriminate in its admissions, promotion or other policies on the basis of age, race, gender, ethnicity, national origin, religion, sexual orientation, disability or socioeconomic status.
- 4-3. The administration makes adequate provision for the maintenance of confidentiality of student records in their storage and disposal. The School does not release student or patient records of any kind without the written permission of the student or patient in compliance with the Family Educational Rights and Privacy Act of 1974 (the Buckley Amendment).

DRUGS AND ALCOHOL

Regulations Regarding the Sale and Distribution of Alcoholic Beverages Under Massachusetts law:

A person must be at least 21 years of age to legally purchase and drink alcoholic beverages in Massachusetts. Misrepresenting one's age, serving drinks or purchasing for someone under age is a crime and results in fines or arrest

It is against the law to serve an alcoholic beverage to an individual who is obviously inebriated.

Note: Any person who violates the law is liable for his or her own actions and may be subject to civil or criminal complaints.

Drinking and Driving

The Commonwealth of Massachusetts has set the legal limit for alcohol concentration in the blood at below .02 for anyone under the age of 21 and .08 for anyone over 21. For many people under 160 lbs., one drink will result in a blood alcohol content of over .02.

Legal Sanctions for Drug Offenses

Federal, state and local sanctions for unlawful possession or distribution of illicit drugs range from probation and forfeiture of property to fines and imprisonment. For example, the sanctions against an individual for distribution of, or possession with intent to distribute, controlled substances can be from a minimum of 10 years imprisonment to a maximum of life imprisonment, with fines up to \$4 million. Sanctions can increase for repeat offenders or for offenses resulting in death or serious bodily harm, and can be doubled for each of the following occurrences: distribution to persons under 21 years of age, distribution within 1000 feet of a college or university, or employing someone under 18 in the distribution. Attempt or conspiracy to commit a crime can be treated as severely as the intended offense. Effective September 1, 1989, conviction for any violation of any state or federal drug law can lead to ineligibility for any federal benefit (including grants and loans).

Those concerned about their own substance use or worried about a friend can seek assistance with complete confidentiality. Students should consult with their training analyst but may also contact the Dean of Students or another administrator if they would like further assistance

The Graduate School's Position

While the Graduate School need not act as an agent for the civil authorities, it will regard any member of the School community under the influence of intoxicants or drugs as fully responsible for his or her acts. All provisions of the Code of Conduct, including the full range of possible penalties, will be applicable in these cases. A plea of mitigating circumstances due to the consumption of alcohol or drugs will not be accepted in disciplinary hearings.

The School will impose the full range of disciplinary sanctions on any member of the School community who violates the standards of conduct associated with the unlawful possession, use or distribution of drugs and alcohol.

Alcohol is occasionally served at school functions. All members of the school community are expected to monitor their own consumption and behave responsibly.

RESOLUTION OF STUDENT GRIEVANCES WITH MEMBERS OF THE FACULTY OR ADMINISTRATION

Grievances are normally to be resolved in informal discussion between the immediate parties to a dispute. If this discussion fails to produce a satisfactory resolution, an aggrieved student might seek the advice and assistance of his or her advisor, another member of the faculty, the Dean of Students, the Dean of Graduate Studies, or finally, the President. At NYGSP, students may seek the assistance of the Program Director as well. AT NYGSP the Program Director assumes the responsibilities outlined for the Dean in the following procedures.

If, following such consultation and assistance, the matter remains unresolved, the aggrieved student may, in a written petition describing fully the nature and grounds of the grievance, request the Dean of Graduate Studies to review the disputed matter. The Dean will review the dispute in a manner deemed appropriate to the case at hand and report any recommendations to the parties.

In extraordinary cases, an aggrieved student may, following a review by the Dean of Graduate Studies, request a further review by the Grievance Committee, which will include student representation. Full cooperation with the committee is expected of all members of the academic community. Upon completing its review, the committee shall report its recommendations to the immediate parties and the Dean of Graduate Studies.

All recommendations, including those of the Grievance Committee, are advisory only. They do not limit the power or responsibility of the Dean of Graduate Studies, or the President to enforce School rules or regulations.

RESOLUTION OF STUDENT GRIEVANCES WITH OTHER STUDENTS

Investigation of Complaints

Anyone at the Graduate School may bring a complaint against a student for allegedly violating the Code of Conduct. All complaints should be made to the Dean of Graduate Studies, who administers the Code of Conduct. The Dean is then responsible for investigating the complaint and for deciding, within a reasonable period of time, its appropriate disposition. The Dean may decide:

1. There is no basis for the complaint, and it should be dismissed.
2. There is no substantial dispute on the facts of the case, but the act or acts of the student do not constitute an offense under the Code of Conduct
3. There is no substantial dispute on the facts of the case, and it is agreed that the facts of the case warrant a finding that the accused student has committed an infraction of the Code of Conduct. The Dean will decide the penalty, make record of it, and see to its enforcement.
4. There is substantial dispute between the two parties on the facts of the case, and the Dean will request formation of an ad hoc Committee on Discipline to review the facts. In Boston, this committee will be composed of two members of the faculty appointed by the Chairman of the Grievance Committee in consultation with the Dean of Graduate Studies and the President and two members of the Student Association. Anyone with a conflict of interest will excuse themselves from the committee. The committee's recommendation is given to the Dean for appropriate

disposition.

Cases that must go before the committee should do so in a timely fashion.

PREPARING FOR AND HOLDING THE HEARING

The Dean must inform both parties of their rights when brought before the committee or when bringing a complaint. These are:

1. To receive a written statement of the complaint, a copy of the procedures of the Committee on Discipline, and notice of the time and location of the hearing. This information should normally be received at least a week in advance of any hearing so that the student may prepare adequately for the hearing. The student complained against may petition the Chair of the Committee for more time to prepare his/her case.
2. To have a hearing before the Committee at the earliest possible date consonant with the right to advance notice.
3. To be present at the hearing.
4. To call witnesses and present evidence; to hear and to question witnesses; and to review and to question all written testimony submitted. The Committee cannot consider statements against a student unless the student has been advised of their content and the names of those who made them and given the opportunity to rebut.
5. To have all evidence upon which a decision may be based introduced at the formal hearing and the decision based solely on such evidence.
6. To select an advisor from the Graduate School and to have that advisor present during the hearing. The advisor to the student complained against may assist him/her in preparing the case and provide support during the hearing. The advisors are present not to act as legal counsel, but to assist and support the students and to give advice on procedural matters.
7. To challenge any member of the Committee on Discipline with conflict of interest in the case. Prior acquaintance does not, in itself, constitute conflict of interest. The Dean as Chair of the Committee will hear the challenge in the absence of the other members of the Committee and will decide it. If the Chair is challenged, then the Appeal Board must make the determination and, if necessary, appoint a temporary chair for the hearing.

8. To submit an appeal to the Appeal Board at the conclusion of the hearing before the Committee on Discipline.

The Dean will chair all hearings and, if necessary, make any additional rules of procedure beyond those specified here. The Chair will maintain good order, recognize who is to speak, and preside over the hearing and the deliberations of the Committee following the hearing. She will not, however, actively participate in the disposition of the case until the Committee has decided whether the accused student has committed a violation. The Chair will then communicate to the Committee the contents, if any, of the student's disciplinary record. She will also clarify for the Committee, on request, existing precedent about the range of penalties imposed for the particular violation. The Chair will be responsible for keeping a summary record of the proceeding. Hearings may be taped at the discretion of the Chair, or in response to a request from members of the Committee or to a request of either the complainant or the accused student. If the student chooses to request a hearing before the Appeal Board, the Chair of the Committee on Discipline will share the record of its deliberations with the Appeal Board.

All hearings of the Committee will be confidential except when both the aggrieved party and the student complained against agree to open the hearing and the Chair concurs. An open hearing may be closed at any time, if the Chair determines that the presence of spectators interferes with the conduct of the hearing or might undermine the integrity of the process.

The burden of proof rests on the complainant or, if the Dean brings the case, on her. The Committee may consider any testimony or evidence it has reason to believe is trustworthy and pertinent and has probative value, except that any statement made by a student in confidence to an official of the school, with the mutual understanding it was made in confidence, shall be privileged if the student wishes it to be. The Committee has the right to call witnesses and to oblige any member of the school to appear.

A majority vote will decide each case a quorum being present; a quorum will be two faculty members and one student representative. A copy of the Committee's finding will be sent to the student complained against and to the complainant.

A copy of the finding will also be kept in a confidential file on the Code of Conduct in the Dean's office. This file will be accessible exclusively to the Dean and, through her, to the members of the Committee on Discipline at the point if and when the Committee has determined a student committed a violation. If the hearing is taped, the recording will be deposited in the same confidential file in which the other records of the case are kept.

Unless the student accused of an offense requests otherwise, the Dean or Director(s) will destroy all these records upon the student's graduation. If the complaint is dismissed, the records of the student complained against will be cleared of any reference to the complaint. A permanent record of all cases with names of the parties removed will be maintained by the Dean and accessible by future Chairs for the purpose of revising the Code.

PENALTIES

The Dean or the Committee on Discipline hear all cases involving alleged violations of the Code of Conduct, and only they are empowered to impose penalties upon those found to have violated provisions of the Code. The only exceptions shall be: (a) in cases of academic dishonesty in which the instructor is responsible for imposing a course penalty, and (b) in cases in which the Dean is convinced that a student might pose a physical danger to any member of the school community. In the latter case, the Dean may either have a student removed from, or prevent him/her access to, a building. The President shall appoint a substitute Chair for the Committee on Discipline and the Dean must bring the case against the student before the Committee within one week of denial of access to, or removal from, any of the school premises.

A student found to have violated the Code of Conduct is subject to one or more of the following penalties, depending on the nature of the violation and of his/her prior disciplinary record:

1. **Warning:** A written admonition that will be considered in determining penalties if future violations occur.
2. **Fines:** These may be assigned for minor infractions of the Code when appropriate. They may also be used in cases of damage to school or personal property, but in cases of serious and/or repeated acts of destruction or vandalism, the imposition of fines must be combined with other disciplinary penalties.
3. **Limitation of Participation:** A student may be penalized by being barred from participating in school activities.
4. **Community Service and Other Alternatives:** The Dean or the Committee on Discipline can impose particular forms of community service and a number of hours to be worked. The Dean will be responsible for supervising the implementation of the community service. The Dean may also require attendance, when appropriate, at drug or alcohol workshops or other similar alternatives suitable to the nature of the infraction.
5. **Disciplinary Probation:** A strong warning in writing which specifies that further infractions of the Code during a student's time at the BGSP will, in most instances, lead to suspension, dismissal or, in very serious cases, expulsion from the school. A student on disciplinary probation may be barred from some or all extracurricular activities for a defined period.

6. **Course Penalties:** Acts of cheating or plagiarism should result in a student's receiving a failing grade. The instructor, after consultation with the Dean or Program Director(s), has the discretion to decide whether the grade should be imposed for the particular assignment or for the whole course. All such acts will be part of the student's general file. The Dean or the Committee on Discipline may impose other penalties as well, from disciplinary probation to expulsion, depending on the seriousness of the offense and the student's previous record.
7. **Suspension:** The rights and privileges of being a student at BGSP may be suspended for a specific period of time, the minimum of which will be to the end of the current semester. The student must not return until the end of the period of suspension. Readmission is not necessary.
8. **Withholding of Degree:** In disciplinary cases involving advanced candidates preparing to graduate at the conclusion of the semester during which the violation occurred, the Graduate School may withhold the degree. The student may be permitted to finish the requirement of graduation but the awarding of the degree will be delayed.
9. **Dismissal:** A student may be required to leave school for at least one semester and petition for readmission. The student may be required to fulfill particular obligations while away from the School and to provide evidence of having done so, along with evidence of his/her readiness to return to study.
10. **Expulsion:** This means the permanent termination of student and degree-candidate status at the BGSP. It may be imposed only in the most serious cases.

Normally, suspension, dismissal and expulsion appear on a student's transcript. Other penalties do not. The only case in which the violation must be recorded is when a student has committed an act of violence against another person. Otherwise, no information about the violation may be released without the student's permission.

The Dean is authorized to judge violations and to assign a penalty in all cases in which guilt or responsibility is not disputed. Cases of intellectual dishonesty may be settled by an instructor in consultation with the student and the Dean or Program Director; after the first offense, the case will go before the Committee on Discipline.

Among those actions which normally will result in probation or more serious penalties are interference with others exercise of their academic freedom, intimidation or physical threat or harm, acts of vandalism or destruction of property, academic dishonesty, sexual or other harassment, exploitation of the student-patient relationship and theft.

The membership of the Appeal Board will consist of two faculty members and one student representative. All three members vote and a majority will decide all questions.

Decisions of the Committee on Discipline can be appealed by the accused or the aggrieved only in cases of demonstrated failure or unfairness in procedure, or when substantial new evidence can be presented. The student may also appeal the severity of the penalty. Requests for consideration of an appeal must be made in writing by the original complainant or the student complained against within five days of their receipt of the finding of the Committee on Discipline, if the appeal is based on procedural error or severity of penalty, or in timely manner, if the appeal is based on new evidence.

The Appeal Board determines what will be accepted on the basis of these requests and the summary of record of the hearing and any other relevant materials from the hearing.

The Board may resolve the appeal itself on the basis of this information, hold new hearings or refer the case back to the Committee on Discipline with instructions.

There will be no appeal beyond the Appeal Board except to the President, and then only when there is demonstrated failure or unfairness of procedure, or when substantial new evidence can be presented, or for clemency.