

**Family Therapy/Play Therapy Institute
Marriage and Family Therapy Training Program
Established 1995**

SCHOOL FACULTY HANDBOOK

2004

**12101 E. Second Avenue, Suite 100
Aurora, Colorado 80011
Phone: (720) 859-0464 FAX: (720) 859-2970
Email: Leslieinstitute@cs.com
www.familyplaytherapy.net**

TABLE OF CONTENTS

PROGRAM INFORMATION	1
PERSONNEL POLICIES	2
ORGANIZATIONAL CHART	3
FACULTY LEGAL AND ETHICAL RESONSIBILITIES VERIFICATION FORM	5
GRADUATION CHECKLIST	5
SCHOOL CATALOG/ STUDENT HANDBOOK	5
NON-DISCRIMINATION POLICY	5
WEBSITE LINK.....	5

PROGRAM INFORMATION

The Marriage and Family Therapy Training Program, founded in 1995 along with the Family Therapy/Play Therapy Institute, operates its program in accordance with standards established by the American Association for Marriage and Family Therapy (AAMFT), the Commission on Accreditation for Marriage and Family Therapy Education (COAMFTE), and the State of Colorado Department of Regulatory Agencies (DORA). All institute and Program faculty are expected to teach and practice clinical supervision by adhering to all of the standards established by our multiple accountabilities. It is the responsibility of the faculty member to adhere to the AAMFT Code of Ethics, COAMFTE standards, and Colorado law. If there are any questions or doubts, contact the Program Director, Dr. Reo Leslie, Jr., immediately at office, (720) 859-0464; home (720) 374 –8862; FAX (720) 859-2970; or email Leslieinstitute@cs.com. Faculty members will be given copies of the AAMFT Code of Ethics, COAMFTE Standards and CRS 12-43 (Colorado law). Faculty members are also required to attend an Institute Jurisprudence Workshop if they have not done so already.

PERSONNEL POLICIES AND SALARY

As of 9-18-1999, the Board of Directors of the Family Therapy/Play Therapy Institute has determined that the Institute shall have only 2 full time employees: the Institute's Chief Executive Officer, Dr. Reo Leslie, Jr. and the Institute's Assistant Director, Mrs. Evelyn Leslie. All other faculty members in the various programs, including Marriage and Family Therapy Training Program are independent contractors responsible for their own taxes and tax reporting. The CEO is the School Director and the Program Director of the MFT Training Program and has full responsibility for the administrative, clinical, financial, and academic management of all aspects of the school. The Board has given the CEO full authority to hire and fire all faculty. Concerns about faculty members should be directed to the Program Director. If faculty members are not satisfied with the response by the Program Director, a concern or a grievance may be forwarded to the Chair of the Board of Directors. Faculty hiring and firing will include an interview with the Program Director and a report by the Program Director to the Board of Directors.

Faculty members will have their clinical supervision and teaching evaluated each quarter. The students/supervisees will also evaluate the faculty members each quarter. Evaluation forms are in Section Three of the Student Handbook. The evaluations are consistent with school standards, COAMFTE standards for evaluation of faculty members, students, and the MFT Training Program. Evaluations will be shared with the Board of Directors after being reviewed by the Program Director.

Faculty members are paid \$300.00 per day for teaching a COAMFTE Standard Didactic Unit course (\$1,200.00). Classes generally rotate on a 12 month, 18 month or 24 month schedule. The Program Director will negotiate with the faculty members about classes they will teach. The classes must adhere to COAMFTE accreditation and State of Colorado Department of Higher Education Division of Professional School standards.

ORGANIZATIONAL CHART

Board of Directors



Chief Executive Officer (CEO)
Reo N. Leslie, Jr. D.Min., LPC, NCC, RPT-S



Assistant Director
Evelyn Leslie, MA, RPT

MFT Training Program Director
Reo N. Leslie, Jr., D.Min, LPC, NCC, RPT-S

Faculty Members

**FACULTY LEGAL AND ETHICAL RESPONSIBILITIES
VERIFICATION FORM AND FACULTY CONTRACT**

As a faculty member of the Institute’s Marriage and Family Therapy Training Program, I affirm that I will adhere to the AAMFT Code of Ethics, COAMFTE Accreditation Standards, the generally accepted standards of care and practice, DPOS requirements, and Colorado Regulatory Statute (CRS) 12-43, and other relevant Colorado statutes, in conducting my teaching, clinical supervision, and administrative work in the MFT Training Program. If I have any legal or ethical concerns, questions, or dilemmas, I will immediately contact Dr. Reo N. Leslie, Jr., the Program Director. If Dr. Leslie is unavailable, I will contact the Department of Regulator Agencies (DORA) and one of the consulting attorneys designated by the Institute.*

If I have a grievance, lawsuit, or a complaint filed against me with DORA, any Court of Law, or my professional organization, I will immediately contact the Program Director and turn over all relevant documentation about the complaint and the grievance to the Program Director. I understand that engaging in illegal and/or illegal activity can or will result in the termination of my independent contract as a MFT Training Program faculty member. I understand I will be paid \$300.00 a day for teaching a 4 day class from 9:00am- 4:30pm and that time may include a supervision group on that class day. I accept all these terms, fees and arrangements.

Faculty Member

Date

Program Director

Date

- *1. Denis K. Lane, Jr., 128 S. Tejon, Suite 210, Colorado Springs, CO 80903, (719) 635-4571.
- 2. Robert A. Lees, 1860 Blake St., Suite 200, Denver, CO 80202, (303) 292-1020
- 3. Wendelin W. DeLoach, 1532 Galena, Suite 300, Aurora, CO 80010, (303) 344-4441
- 4. Robert Reaves, 303-696-9334

GRADUATION CHECKLIST

Clinical supervisors will conduct an exit interview with supervisees/students during the last supervision session. The forms for the exit interview are in Section Two of the Student Handbook. The purpose of the exit interview is to evaluate graduates and the MFT Training Program in a manner consistent with the COAMFTE Accreditation Standards.

SCHOOL CATALOG/STUDENT HANDBOOK

Faculty members will be given a copy of the School Catalog/Student Handbook. It contains all the forms necessary to conduct clinical supervision, evaluations, and academic reviews of students. The Catalog also contains a current list of the Institute Board of Directors and a current list of your colleagues on the faculty. Consider the Catalog Handbook a necessary companion to the Faculty Handbook.

NON-DISCRIMINATION POLICY

The Family Therapy/Play Therapy Institute practices equal opportunity and does not discriminate in the admission of students, provision of services, or in employment, on the grounds of race, religion, skin color, national origin, age, gender, class, sexual preference, ethnicity or handicapped or veteran status.

WEBSITE LINK

Faculty members may link their websites to the www.familyplaytherapy.net website. Contact the school webmaster by his address on the website

