



Division of Psychotherapy American Psychological Association

General Division-wide Policies

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MISSION STATEMENT

The Division of Psychotherapy was founded in 1968 by a group of leading psychotherapists to advance the science, teaching, and practice of psychotherapy. A strong voice for psychotherapy and home for psychotherapists, the Division of Psychotherapy is committed to preserving and expanding the theoretical and evidentiary base for psychotherapy and psychotherapeutic relationships, supporting life-long learning of psychotherapeutic skills, as well as making the benefits of psychotherapy accessible to all. The Division is a community of practitioners, scholars, researchers, teachers, health care specialists, and students who are interested in and devoted to the advancement of the practice and science of psychotherapy. Our mission is to provide an active, diverse, and vital community and to generate, share, and disseminate the rapidly accumulating evidence base in clinical science and practice

DIVISIONAL PRIORITIES (to be reviewed every three years):

- a. Support our flagship publication the journal
- b. Dedicate time and resources to make clear our mission and communicate it broadly, e.g., via web, social media
- c. Provide opportunities for students and ECPs to connect with the division and further their professional development (e.g., grants, awards, committees, mentoring)
- d. Offer training and continuing education to psychologists /psychotherapists
- e. Inform the public and broader profession (e.g. ,health policy makers, health care providers) about psychotherapy, such as evidence of psychotherapy effectiveness.
- f. Promote diversity within our membership, governance, psychotherapy research and practice
- g. Generate, share, and disseminate psychotherapy research

CONFLICT OF INTEREST POLICY

Members of the Board owe Division 29 a duty of loyalty, which means that they must avoid actual or apparent conflicts of interest. They are expected to be diligent in considering how their personal relationships, other professional obligations and relationships, and financial interests may affect or be perceived as affecting their work on the Board. Members of the Board must refrain from accepting any money, tangible property, favors or services that might reasonably be perceived to influence him or her in the discharge of his or her duties to the Board.

AVOIDANCE OF CONFLICT OF INTEREST.

Should a member of the Board be in a real or perceived possible conflict of interest with respect to any item that is addressed or discussed by the Board, that individual shall excuse him or herself from the discussion and decision about the matter. Further, the Board may determine that an individual board member is in possible conflict of interest and ask that member to abstain or be recused from discussion and decision on a particular issue.

Policy & Procedures for Endorsing Candidates for APA President-elect

I. Why it is important to endorse candidates for President-elect:

- A. It is in the interest of the Division to be active in APA politics to advance its mission;
- B. It is in the interest of the Division to support the election of APA Presidents who will advance psychotherapy in practice, in education and training, in research, and in the public interest;
- C. It is in the interest of the Division to maximize its effectiveness in advancing psychotherapy by engaging in the endorsement of APA candidates for President-elect.

II. Criteria for Candidates

- A. The candidate shall be a member of the Division;
- B. The candidate shall evidence a record of commitment to advancing psychotherapy in education and training, in research, in practice, and/or in the public interest.

III. Procedures

- A. **Written Statement:** Candidates seeking endorsement must submit written statements that include why they are seeking the endorsement, an explicit commitment to advance psychotherapy, and a record of their contributions to the field of psychotherapy;
- B. The Executive Committee, or a subcommittee of the Executive Committee appointed by the President, will review the applications for endorsement and make recommendations to the Division's Board of Directors;
- C. The Division's Board of Directors, with the advice and recommendations of the Executive Committee, shall determine to endorse or not endorse a candidate(s);
- D. The Division's Board of Directors shall make its endorsements public at a time that it deems most effective; and,
- E. At its discretion and to maximize the impact of its endorsement, the Division's Board of Directors shall employ multiple strategies and venues to publicize its endorsement(s).

At its winter meeting in January 2008, the Board of Directors considered the advantages of developing a policy for endorsing candidates for President-elect of the American Psychological Association. The Board determined that making endorsements served the interests of the Division in several ways. First, the Division through its endorsement could actively support and elect Presidents-elect who had proven records supporting or advancing psychotherapy in practice, research, education or training and would commit to advancing psychotherapy. Second, endorsement would promote the visibility and awareness of our mission and agenda. Third, it would enhance the Division's participation in the political process that influences the election of Presidents-elect.

Consequently, the Board would like to inform the membership of this strategic change in policy, and encourage the membership to both become involved in the APA elections process, and consider a candidate's support of psychotherapy and the Division when voting.

DIVISION 29 TRAVEL REIMBURSEMENT PROCEDURES

**Approved by the Board of Directors
September 16, 2006**

1. Elected Officers, Board of Directors, members of the Publications Board, as well as others invited by the President, will be reimbursed for the number of days necessary for them to attend meetings of the EC, Publication Board, and Board of Directors, depending on travel schedules, the philosophy being that those eligible for reimbursement should not have to assume a financial burden in order to attend the meetings.
2. Transportation and lodging will not be reimbursed for attendance at meetings held during or in connection with the APA Annual Convention. Reimbursement of hotel costs for such meetings has customarily been only for extra nights outside of the actual Convention dates. No double dipping allowed.
3. For attendance at the Mid Winter or Fall Board meetings, reimbursement will be provided for transportation costs as well as hotel (single room rate) for the number of days required and per diem, less any meals provided. This policy only applies to voting members of the Board and Publication Board members. Committee chairs and other invited guests may be invited, and may be reimbursed for some or all of their expenses at the pleasure of the Board and President, and based on the Division's financial viability.
4. Airfare will be reimbursed at the lowest available advance purchase coach rate. In most cases, it is expected that the airfare would not exceed \$500, and that members will make every effort to find fares that are lower than \$500. However, if attempts are made to purchase fares in accord with advance purchase requirements and the fare exceeds \$500, the Treasurer may approve expenditures over the \$500 cap if no lower fare is found. The policy regarding the upper limit for airfares should be re-evaluated by the Finance Committee at least annually to coincide with fluctuating costs of airfares nationwide.
5. A total per diem of \$85.00 will be allowed for meals not otherwise provided by the Division during meetings. If a meal is provided by the division, the per diem will be reduced accordingly. The caps for each meal (inclusive of tax and gratuity) are as follows:
 - Breakfast \$15.00
 - Lunch \$20.00
 - Dinner \$50.00Original receipts will be required for all meal reimbursements. Generally,

alcoholic beverages are paid at the member's expense and not included in the per diem.

6. Phone calls will be reimbursed only when necessary to complete Division business while traveling.

7. Local transportation and parking expenses are allowed, but are expected to be at the most economical rate. For example, use of the most economical transportation from airport to hotel (e.g., airport vans rather than individual taxi rides), or efforts to share a taxi would be expected. Typically, rental cars are not reimbursed due to the excessive cost.

8. If traveling to meetings by personal car, mileage reimbursement rates will be consistent with the current rate allowed by APA. The Finance Committee will monitor rate changes and modify the Travel Reimbursement Form accordingly.

9. ALL CLAIMS FOR REIMBURSEMENT MUST BE ACCOMPANIED BY ORIGINAL RECEIPTS, AND ACCOMPANIED BY A COMPLETED TRAVEL REIMBURSEMENT FORM (PROVIDED BY THE TREASURER).

10. ALL CLAIMS MUST BE SUBMITTED TO THE TREASURER WITHIN 30 DAYS OF THE LAST TRAVEL DATE.