



**FORMAN  
CHRISTIAN  
COLLEGE**  
(A CHARTERED UNIVERSITY)



**Campus  
Counseling  
Center**

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## **Therapeutic Contract for Staff/Faculty**

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- A. A course of 12 individual sessions is offered to the staff/faculty member who sign up for counseling. Since this is a service rendered by FCCU, there is no payment for the sessions. Offerings in any shape or form are not expected either.
- B. If in a counselor's assessment, a counselee's complaints have not been satisfactorily addressed in 12 sessions, the number of sessions can be increased. Similarly, the counselors can also make the decision to terminate the counseling process before the completion of 12 sessions if they assess that the concerns of the counselee have been sufficiently resolved. Moreover, the counselees also retain the right to withdraw from the process before the completion of 12 sessions.
- C. Counselees are scheduled for 1 individual counseling session in a week on average. The sessions are only scheduled on weekdays from 9 A.M to 5 P.M. As the counseling process continues, the frequency of the sessions may decrease. More than 1 session in a week can only be scheduled if the counselor makes the recommendation, based on his or her psychological evaluation of the concern under consideration.
- D. Counselees will be responsible for rescheduling their counseling session if they do not appear for their scheduled session and fail to notify the counseling center about their unavailability in advance. The next session will then be scheduled based on the availability of the assigned counselor.
- E. The authority to make a referral to another counselor rests solely with the counselee's assigned counselor. The referral can be made if at any point in time the counselor assesses that the goal of the counseling process has shifted and has ceased to be therapeutic in nature. If a client is hesitant in sharing certain issues and details regarding their problem with a counselor due to gender barriers or otherwise, then a referral can also be made. In addition, counselors can also make a referral if they are scheduled to go on a leave of absence and believe that their clients are still in need of continuing care.

- F. If a staff/faculty member has been sent to the CCC by the administration of FCCU for assessment or behavioral intervention, then we reserve the right to report his or her progress to the concerned office.
- G. For issues that require services that are beyond the scope of the counseling team at the Campus Counseling Center, information is provided to the clients regarding a variety of psychological or psychiatric services available in the community. The CCC would not be responsible for either the assessment procedures or therapeutic interventions (e.g. medication) delivered by such external service providers. A record of the client's prescription would be maintained at the CCC and follow-up sessions would be arranged if required.
- H. Confidentiality is ensured to the clients throughout the counseling process. However, situations where the counselees are in direct violation of university regulations or pose a threat to themselves or others around them, confidentiality can be breached. In such a case, the counselor reserves the right to report the matter to the university authorities or directly to the concerned others of the counselee.
- I. Once the staff or faculty member have left their job at FCCU, their files and other records of their time in counseling will be discarded.

Counselee's name

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Counselee's signature

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Counselor's signature

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Date

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