

FINAL RECOMMENDATION

**Recommendation of the Action Plan Team: Staff Development
Statement of Issue #1-33: R-109**

Summary: R-109 – Disseminate staff and adjunct selection, evaluation criteria and work opportunities annually, and announcements of new appointments immediately.

Recommendation: Maintain the current National Fire Academy (NFA) practice for selecting and utilizing contract instructor services.

Background: The summary of the issue addresses "staff and adjunct faculty," adjunct faculty is an incorrect term (proper term is contract instructor) and this issue does not relate to staff. The NFA has a package (How to Become a Contract Instructor) in which contract instructor services are listed in detail that includes the evaluation criteria used for selection and placement on the bid list. This package is available through the USFA web page as well as by contacting the NFA. Also, for newly developed and/or revised courses, the NFA sends out a national recruitment notice to national fire service organizations and posts it on the web page.

Conclusion: The NFA relies heavily on contract instructional services for the delivery of its educational and training program. In order to have the highest caliber of qualified instructors, it is essential that contractors be aware of the need for the service and the selection process used. This applies to maintaining a list of qualified bidders for existing courses as well as establishing lists for new courses.

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APPROVE/Date

DISAPPROVE/Date

Added Management Note: Successful instructor bid awards are published on the USFA web site. This is so that all contract instructors and anyone else for that matter may have some assessment of the management of successful bids. This information is updated as quarterly bids are awarded.