

National Fire Academy Criteria for Contract Instructor Selection

Course: Executive Development (R0123)

Curriculum: Executive Fire Officer Program

Executive Development (ED) is the entry course for the Executive Fire Officer Program. It is intended to provide a framework in which leadership is a process whereby you and others perform adaptive work. The three primary curriculum themes of the course are leadership, research and change. Through a combination of theory, case-study analysis, reflection, introspection, and self- and observer-based assessment (multirater assessment instruments), participants learn how to enhance personal/team development and engage in applied research. ED course units include leadership, teams, change management, research, change and creativity, research practicum, management innovations, service quality, organizational culture, ethics and change management, and research proposals. There is a required pre-course assignment dealing with applied research and book reading. The course is recommended for transfer credit consideration by the American Council on Education at the graduate level.

Candidates not meeting the basic National Fire Academy (NFA) criteria outlined in the General Qualification Criteria established by the NFA will not receive further consideration.

Criteria for Contract Instructor Selection

All new contract instructors shall be evaluated in three consecutive course deliveries in accordance with the NFA's Contract Instructor Evaluation program. Existing contract instructors are subject to evaluation in accordance with this program.

1. Academic Requirement

The candidate must have a minimum of a master's (graduate) degree from an accredited institution of higher education. Preferred degrees are master's in public administration, master's in business administration, or a master's in human resource development. It is preferred that the instructor candidate have attended the course within the last three years or attend as a contract instructor trainee upon preliminary approval of the application. This requirement may be waived depending on the experience and background of the applicant.

2. Instructional Experience

The candidate must have significant instructional and facilitation experience with adult learners at the executive level. This executive education experience can be in either private or public sector settings. The candidate must provide a minimum of at least five occurrences (of executive education instruction and/or facilitation) with reference information. Significant instructional experience at the graduate level must be demonstrated.

3. Documented Knowledge and Experience in the Subject Area

- a. The candidate must demonstrate facilitation (providing feedback) of multirater, psychological assessment instruments and conducting and writing applied research. Since the ED course contains significant curriculum on designing and writing applied research, it is critical that the candidate demonstrate familiarity and teaching ability of academic research design, types of research, and knowledge of the American Psychological Association style.
- b. The candidate must also demonstrate facilitation and instruction of executive education competencies to include leadership development, professional development, organizational culture, service quality (quality management), ethics, followership, and management of innovation/creativity.

4. Additional Submittals

The candidate must have demonstrated significant activity at regional/national levels within the areas of executive and management development. Papers authored and published, consulting experiences, and other professional activity should be cited.

5. Continuing Practice or Education

Ability to maintain currency in the field and the specific course by:

- a. teaching a similar course at the college or university level;
- b. taking a similar course within the last five years;
- c. teaching the course at the NFA or in the field within the last two years; or
- d. writing and researching a paper or article related to the course topic for at least one of the fire service or related disciplines' trade journals within the last two years.

Failure to provide approved documentation of ongoing training or instruction may result in revocation of the contract instructor status.

Submit cover letter and documentation to:

National Fire Academy
Deputy Superintendent for Curriculum and Instruction
16825 South Seton Ave.
Emmitsburg, Maryland 21727
fema-nfainstructorapp@fema.dhs.gov