

National Fire Academy Criteria for Contract Instructor Selection

Course: Executive Leadership (R0125)

Curriculum: Leadership and Executive Development

Effective Date: August 2017

“Executive Leadership” (EL) is the capstone 10-day course of the Executive Fire Officer Program (EFOP). It is designed specifically to provide a framework of executive-level competencies by focusing primarily on issues and areas of personal effectiveness.

The curriculum includes self- and observer-based multirater assessment instruments, case-study analysis, role playing and adaptive problem consult, experiential activities, and a staff ride. Participants complete a “personal plan” to assess currency and then create goals in four areas of their professional, personal, community and family life.

Course units include purpose and integrity, giving and using feedback, thinking systemically, thinking politically, developing self to exercise leadership, decision-making, politics and public policy, influence and persuasion, negotiation, storytelling, an exercising leadership practicum, managing multiple roles, taking risks, being in transition, staying alive, and a staff ride to the Gettysburg National Military Park.

Criteria for Contract Instructor Selection

All new contract instructors may be evaluated in three consecutive course deliveries in accordance with the National Fire Academy’s (NFA’s) Contract Instructor Evaluation program. Existing contract instructors are subject to evaluation in accordance with this program.

All instructor candidates must meet or exceed the published course instructor criteria and meet the general and administrative requirements (found at https://www.usfa.fema.gov/training/nfa/instructors_officials/criteria.html) before being approved to bid.

1. Academic/Training Requirement

A minimum of an earned graduate degree from a nationally or regionally accredited institution recognized by the Department of Education. The degree should be in a field closely related to the specific course’s subject matter.

2. Instructional Requirement

A minimum of five years experience in facilitated adult learning processes within the last 10 years, to include the use of the Socratic method of instructional delivery and student centered learning, preferably at the graduate level or higher.

3. Documented Knowledge and Experience in the Subject Area(s)

- a. Experience and knowledge in facilitating/instructing the designated course subject areas at the executive (graduate) level. This must include at a minimum the areas of exercising adaptive leadership, purpose and integrity, giving and using feedback, thinking systemically, thinking politically, developing self to exercise leadership, decision-making, politics and public policy, influence and persuasion, negotiation, storytelling, managing multiple roles, taking risks, and being in transition.
- b. Experience and knowledge in facilitating/instructing the designated course subject areas to include “adaptive leadership model/framework” as contained within “Leadership On the Line” (Harvard Press, 2002) and “The Practice of Adaptive Leadership” (Harvard Press, 2009).
- c. Documented experience and knowledge in the use and presentation of multi-rater assessments.
- d. Documented significant activity at regional/national levels within the areas of executive and management development. Documentation may include papers authored and published, consulting experiences, and related professional activities.
- e. Successfully completed the course(s) as a student and attended the course at the NFA as an instructor candidate (at own expense); or completed an instructor development program (at own expense).

While attending as an instructor candidate, or during an instructor development program, candidates will be assigned a topic(s) for purposes of an evaluated teaching demonstration in accordance with the NFA’s Contract Instructor Evaluation program.

4. Continuing Practice and Education

Contract instructors must maintain both experience and academic relevance specific to the course(s) for which they are approved. To maintain eligibility to instruct this course, contract instructors will be required, on a periodic basis, but no more than every three years, to submit verification of both experience and academic relevance.

5. Academic Relevancy

Instructor candidates must have academic relevance as evidenced of one or more of the following:

- a. teaching the course(s) at the NFA at least once within the last three years;

- b. teaching a similar course at an accredited institution of higher learning at least once within the last three years; and
- c. completing a similar course of instruction within the last three years through an accredited institution of higher learning or a nationally recognized organization providing certified continuing education credits.

6. Revisions to Criteria

These criteria are subject to revision as based on course changes and NFA needs. Potential instructors will be subject to the criteria effective at the date of application. Existing contract instructors are subject to re-application for failure meet and/or submit verification of the continuing practice and education requirements when requested. Additionally, existing contract instructors are subject to re-application and meeting revised criteria as determined by the NFA based on revisions to course content.

7. How to Submit an Application

The following documents are required with each submission:

- a. A cover letter listing the courses you want to teach.
- b. Your résumé.
- c. Documentation that clearly addresses how you meet the instructor selection criteria for each course you are seeking to teach. Incomplete packages will not be processed. List the criteria in this order:
 - Academic requirement.
 - Instructional experience.
 - Knowledge and experience in the subject matter.
 - Continuing practice or education.
- d. Three references from persons who are knowledgeable about your character as well as your teaching ability. One reference letter should be from the department or agency head in your organization or certifying organization.
- e. Include a current email address so we can communicate more efficiently with you.

Do not include your social security number and your date of birth on any of the documents you submit.

All documentation and statements provided may be subject to a request for additional verification, including but not limited to the following: academic transcripts, verification of work experience, and professional references.

Application package(s) must be submitted to:

National Fire Academy
fema-nfainstructorapp@fema.dhs.gov