

National Fire Academy Criteria for Contract Instructor Selection

Course: Hot Topics Research in Fire Protection (R0138)

Curriculum: Fire Prevention: Technical

This course provides learners with the knowledge and skills to identify and research hot topics in fire protection to ultimately identify, promote and embrace evidence-based system or service improvements. Skills addressed include problem statement identification, research strategy and proposal, literature and data evaluation, and project status briefing. Students will bring a topic important to their agency/community to base the research on and will construct a program proposal, begin the research process, and present a project status briefing.

Criteria for Contract Instructor Selection

All new contract instructors shall 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.

1. Academic Requirement

The candidate should possess a bachelor's degree from an institution that is accredited in a discipline closely related to subjects covered in this course, fire service management, fire protection, public administration, business administration, etc. Consideration will also be given to candidates who do not meet this requirement but possess an equivalent combination of college-level coursework and experience. Candidates are encouraged to successfully complete this course and/or serve as an adjunct instructor in the course.

2. Documented Knowledge and Experience

- a. Accepted formal instructional training, such as:
 - state fire training certificate;
 - college teacher's credential;
 - college education courses;
 - facilitative instructor course; or
 - thirty-two hours of documented, successful fire/emergency services instruction.
- b. The candidate should be experienced, proficient and knowledgeable of current issues in the field of expertise for the content of this course.
- c. Demonstrated current knowledge of the use of Microsoft Office, computer technology and related software for documentation, projects and classroom presentations.

- d. Experience should include presentation of prepared material, facilitation of group discussion on specified topics, facilitation of group activity work, and constructive feedback to students on evaluated assignments.
- e. The candidate should have the necessary experience to be capable of presenting all units of the course. It is recognized that exceptions may occur where courses are of such a technical nature that no one person may be technically competent to instruct all units.

3. Continuing Practice or Education

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

- a. teaching a similar course at a training academy, college or university;
- 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