

National Fire Academy Criteria for Contract Instructor Selection

Course: **Executive Skills Series: Exercising Leadership Through Difficult Conversations (F/W0522)**

Curriculum: Leadership and Executive Development

The purpose of this course is to provide knowledge and skills for having difficult conversations to exercise leadership in addressing adaptive challenges. The goal of this course is for the participant to identify and apply skills for having difficult conversations as they relate to exercising leadership when addressing adaptive challenges.

Target Audience

The primary target audience is fire and emergency service personnel in positions of authority (executive level officers) who have an opportunity to exercise leadership. **NOTE:** Participants must be minimally assigned to a supervisory level position, for example, Company Officer.

Criteria for Contract Instructor Selection

1. Academic Requirement

The candidate must have a graduate degree from a regionally accredited institution of higher learning.

2. Instructional Experience

Candidates must have significant instructional and facilitation experience with adult learners at the executive level. This prior executive education experience can be in either private or public sector settings. Instructional experience at the undergraduate level must be demonstrated.

3. Documented Knowledge and Experience in the Subject Area

- a. Candidates must demonstrate knowledge and experience with instructing the “adaptive leadership model/framework” as contained within “Leadership On the Line” (Harvard Press/2002) and “The Practice of Adaptive Leadership” (Harvard Press/2009).
- b. The candidate must provide documentation of executive education instruction and/or facilitation experiences with reference information, including leadership development, change and organizational development, professional development, and organizational cultural change. Additional areas of professional practice must include evidence of instruction and work within the areas of communication, initiating and managing difficult conversations, and extensive facilitation with adult learners.

4. 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 National Fire Academy 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.

5. 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 (e.g., academic requirement, instructional experience, knowledge and experience in the subject matter, and continuing practice or education). This document needs to be written in that order. Incomplete packages will not be processed.
- 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.

Application package(s) must be submitted to:

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