

National Fire Academy Criteria for Contract Instructor Selection

Course: Executive Skills Series: Exercising Leadership Ethically (F/W0523)

Curriculum: Leadership and Executive Development

Effective Date: April 1, 2016

This two-day course provides students with the ability to recognize ethical dilemmas in the context of their environments and apply a decision model to resolve these dilemmas, render ethical decisions, and defend under scrutiny the resulting decisions that were made in an effort to resolve these dilemmas.

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/Training Requirement

A minimum of a graduate degree from an accredited institution of higher learning. The degree should be in a field closely related to course subject matter.

2. Instructional Requirement

Experience in facilitated adult learning processes to include use of the Socratic method of instructional delivery and student centered learning preferably at the baccalaureate level or higher.

3. Documented Knowledge and Experience in the Subject Area

- a. Documented experience and knowledge in facilitating/instructing the "adaptive leadership model/framework" as contained within the text "Leadership on the Line" (Harvard Business Press, 2002) and/or "The Practice of Adaptive Leadership" (Harvard Business Press, 2009).
- b. A minimum of five years documented experience within the most recent 10 years in presenting executive level education in the area of personal and organizational ethics. Experience related to fire and emergency medical service organizations, public sector agencies serving the public safety, or closely related fields is preferred.
- c. A minimum of five years documented experience within the most recent 10 years presenting facilitated adult learning processes to include use of the Socratic method of instructional delivery and student centered learning.
- d. Successfully completed the course as a student or attended the course as a student-instructor (at own expense) within the last three years.

4. Continuing Practice and Education

Contract instructors must maintain both work experience and academic relevancy specific to this series. Contract instructors may be required on a periodic basis but no more than every three years to submit verification of both work experience and academic relevancy by evidence of the following:

Academic Relevance

- a. teaching the course at the NFA or in the field (“F” code course) within the last three years;
- b. teaching a similar course at an accredited institution of higher learning at least twice within the last three years;
- c. successfully 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; or
- d. writing an article or research paper related to the course content within the last three years and published in a peer reviewed journal.

5. Revisions to Criteria

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

6. 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