

## **National Fire Academy Criteria for Contract Instructor Selection**

**Course:** New Fire Chief Series (F/W0760, F/W0761, F/W0762, and R0763)

**Curriculum:** Leadership and Executive Development

**Effective Date:** April 1, 2016

“New Fire Chief I: Challenging Issues.” This course is designed to develop the managerial, administrative and leadership skills necessary for the first time fire chief and chief officer who desire a leadership position in their department. This course addresses critical knowledge and skills pertaining to the responsibilities of a fire chief including such topics as local politics and the role of the chief officer, liability and risk management, and resources and items of knowledge needed to become a first time leader in a new position in their agency.

“New Fire Chief 2: Administrative Issues.” The goal of this course is to provide students with the managerial, administrative and leadership skills and awareness necessary for new or recently appointed or elected chiefs to effectively meet their obligations of the position.

“New Fire Chief III: Contemporary Issues.” This course will develop the managerial skills, leadership skills, and contemporary issues and awareness necessary for new or newly appointed or elected fire chiefs to effectively meet their obligations. The course will help to develop knowledge, skills, and attitudes necessary for them to perform effectively now and in the future.

“New Fire Chief.” This six-day course is the combination of the three two-day courses, “New Fire Chief I: Challenging Issues,” “New Fire Chief 2: Administrative Issues,” and “New Fire Chief III: Contemporary Issues.” It is designed to develop the managerial, administrative and leadership skills necessary for the first time fire chief and chief officers who desire a leadership position in their department. This course addresses critical knowledge and skills pertaining to the responsibilities of a fire chief, including such topics as local politics and the role of the chief officer, liability and risk management, resources management, planning, community engagement, capital asset planning and acquisition, and other key topics for a first time leader in a new position in their agency.

### **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 bachelor’s degree from an accredited institution of higher learning. The degree should be in a field closely related to course subject matter. A master’s degree is preferred.

## **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. A minimum of five years documented experience within the most recent 10 years as a fire chief, city/town or county manager, or fire executive board director.
- b. 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.
- c. Successfully completed the series as a student (either the three two-day courses or the six-day course) or attended the six-day 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:

## **5. Academic Relevance**

- a. teaching any one of the courses in the series at the NFA or in the field (“F” code course) within the last three years;
- b. 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
- c. writing an article or research paper related to the series content within the last three years and published in a peer reviewed journal.

## **6. Work Experience**

Must continue to meet the work experience requirement of a minimum of five years of documented experience within the most recent 10 years as a fire chief, city/town or county manager, or fire executive board director.

**7. 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.

**Submit cover letter, resume and documentation to:**

National Fire Academy  
Deputy Superintendent  
16825 South Seton Ave.  
Emmitsburg, Maryland 21727  
[fema-nfainstructorapp@fema.dhs.gov](mailto:fema-nfainstructorapp@fema.dhs.gov)