

National Fire Academy Criteria for Contract Instructor Selection

Course: “Exercise of Executive Leadership: Self” (R5201)

Curriculum: Executive Fire Officer Program

This initial course was designed to allow students to develop the ability to conceptualize and employ key processes used by executive-level personnel in the effective exercise of leadership for self. The curriculum includes individual assessment instruments, case study analysis, debate and extensive critical thinking dialogue that is dialectical and epistemological in nature. Participants complete an initial “personal development plan” used throughout the course to create desirable goals in the areas of their professional, personal, community and family life. Course units include topics such as creating a leadership learning environment, work/life balance, the art and science of leadership, the adaptive leadership framework, influence and perspectives, mentoring and coaching, ethics, social responsibility, and transitioning from personal leadership to leading others.

Applicants not meeting the basic National Fire Academy (NFA) criteria outlined in the General Qualification Criteria established by the NFA will not receive further consideration.

Criteria for Contract Instructor Selection

All new contract instructors shall be evaluated in 3 consecutive course deliveries in accordance with the NFA’s Contract Instructor Evaluation program. Existing contract instructors are subject to evaluation in accordance with this program.

1. Academic Requirement

The candidate must have a minimum of a master’s (graduate) degree from an accredited institution of higher education. Preferred degrees are master’s in public administration, business administration or human resource development. It is preferred that the instructor candidate should have attended the course within the last 3 years or will attend as a contract instructor trainee upon preliminary approval of the application. This requirement may be waived depending on the experience and background of the applicant.

2. Instructional Experience

A minimum of 5 years of 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, at the executive level. This executive education experience can be in either private or public sector settings. The candidate must provide a minimum of at least 5 occurrences (of executive education instruction and/or facilitation) with reference information. Significant instructional experience at the graduate level must be demonstrated.

3. Documented Knowledge and Experience in the Subject Area

- a. The candidate must demonstrate facilitation (providing feedback) of multirater psychological assessment instruments and conducting and writing applied research. Since the Executive Fire Officer courses contain significant curriculum on designing and writing applied research, it is critical that the candidate demonstrate familiarity and teaching ability of academic research design, types of research and knowledge of the American Psychological Association style.
- b. The candidate must demonstrate facilitation and instruction of executive education competencies to include leadership theories, organizational culture, influencing/persuasion, power, storytelling, managing multiple roles, public policy, innovation/creativity and using feedback.
- c. The candidate must demonstrate experience grading and providing written recommendations on writing assessments based on established rubrics.

4. Additional Submittals

- a. The candidate must have demonstrated significant activity at regional/national levels within the areas of executive and management development. Papers authored and published, consulting experiences, and other professional activity should be cited.
- b. Include at least 3 professional references who can attest to your ability to perform the job you are applying for.

5. Continuing Practice or Education

Ability to maintain currency in the field and the specific course by demonstrating one of the following:

- a. Successful completion of a subject-related course at a college or university level within the last 2 years.
- b. Subject matter expert for a course development project that is related to leadership or similar topic.
- c. Active participation at regional/national levels within the areas of executive and management development.
- d. Publishing a peer-reviewed research paper related to the course topic.
- e. Continuing to work for a public or private section organization that augments or supports the fire and emergency services.

Failure to provide approved documentation of ongoing training or instruction may result in revocation of the contract instructor status.

Submit cover letter, resume and documentation addressing these criteria to:

Leadership and Partnership Branch
United States Fire Administration
16825 S. Seton Avenue
Emmitsburg, Maryland 21727
Email: fema-nfainstructorapp@fema.dhs.gov