



M U | F R T I

University of Missouri Extension, Fire and Rescue Training Institute

# MU FRTI INSTRUCTOR CRITERIA

September 1, 2010



## MU FRTI INSTRUCTOR CRITERIA

This criterion becomes effective September 1, 2010 and supercedes any previous criteria for MU FRTI part-time instructors.

Individuals engaged in teaching courses on behalf of the University of Missouri Fire and Rescue Training Institute (MU FRTI) will meet the specified criteria for one of the following designations; instructor candidate, adjunct instructor, registered instructor, or consulting instructor.

ALL INSTRUCTORS FOR MU FRTI WILL COMPLY WITH THE FOLLOWING REQUIREMENTS:

- Instructors teaching MU FRTI courses will schedule and conduct training in accordance with the policies of MU Extension and the Fire and Rescue Training Institute.
- Instructors teaching for MU FRTI will adhere to the Conflict of Interest Policy listed in the MU FRTI Standard Operating Procedures Manual.
- To comply with University directives, the Fire and Rescue Training Institute will periodically conduct a review of the current staffing levels of Instructor Cadre of the Institute, and require all Instructors to confirm their intent to continue as an instructor for MU FRTI.

### INSTRUCTOR DESIGNATIONS

#### INSTRUCTOR CANDIDATE

An Instructor candidate is preparing to become an MU FRTI Adjunct Instructor. All new instructional personnel will need to assist with two different instructors assigned by MU FRTI for a minimum of 48 hours of instruction within twelve months of notification as an Instructor Candidate. Instructor Candidates must also receive a score of at least 2.5 or greater on their instructor evaluation from their Regional Training Coordinator or Program Specialist before becoming eligible for appointment as an adjunct instructor. Instructor candidates will assist Adjunct Instructors in delivering MU FRTI courses. Instructor Candidates will assist in both cognitive and psychomotor skills lessons.

Instructor Candidates will meet the qualifications of Adjunct Instructors mentioned below.

Instructor Candidates are eligible for compensation at the rate of \$12 per hour and reimbursement of travel expenses in compliance with University of Missouri travel guidelines.

Instructor Candidates do NOT qualify for benefits provided full-time MU FRTI staff or faculty. Instructor Candidate status does afford an instructor candidate coverage under the Worker's Compensation program of the state of Missouri.

## ADJUNCT INSTRUCTORS

Adjunct Instructors are approved to teach courses on behalf of MU FRTI and have successfully met the requirements of the Instructor Candidate as well as been recommended by the Regional Training Coordinator from their region or a MU FRTI Specialist for a specific program area.

Adjunct Instructors are eligible for compensation and reimbursement of travel expenses in compliance with University of Missouri travel guidelines. Adjunct instructors are required to be on payroll if their annual compensation will exceed \$500.00. Otherwise, honorarium may be paid through travel vouchers. The type of topic they teach determines the exact hourly rate.

Adjunct instructors do NOT qualify for benefits provided full-time MU FRTI staff or faculty. Adjunct Instructor status does afford an adjunct instructor coverage under the Worker's Compensation program of the state of Missouri.

NOTE: Adjunct instructors are at will employees of the university and as such may be removed at any time. Further, adjuncts who routinely deny to teach courses they have been asked to teach are subject of removal as adjunct instructors.

## REQUIRED QUALIFICATIONS:

1. Must be at least 25 years of age with five years of progressive emergency service experience.
2. Certified by the Missouri Division of Fire Safety to a minimum of the Fire Service Instructor Level I.
3. Possess a valid Missouri driver's license.
4. Successful completion of a Train-the-Trainer course and certification at the level for the program being taught if applicable.
5. Must attend annually an instructor professional development program
6. Adjunct instructors must successfully complete a criminal background check.

## PREFERRED QUALIFICATIONS:

1. Leadership in fire service training/education outreach.
2. Demonstrated ability to develop curriculum and presentations
3. Demonstrated ability in authoring fire service related articles for state or national publications
4. An Associates Degree or higher in fire science or related curriculum area.

## REGISTERED INSTRUCTORS

Registered Instructors are individuals who are qualified to conduct MU FRTI approved courses after attending a MU FRTI sponsored train-the-trainer program. MU FRTI will determine exact courses selected for hand-off to Registered Instructors. The main purpose of Registered Instructors is to teach these approved programs within their department and register this course with MU FRTI. Students attending these courses will receive MU FRTI certificates and have the course information documented on their official MU FRTI transcript.

### REQUIRED QUALIFICATIONS:

1. Must be at least 25 years of age with five years of progressive emergency service experience.
2. Certified to a minimum of the Fire Service Instructor I level
3. Instructors approved by their Fire Department
4. Approved Registered Instructors must attend the appropriate train-the-trainer programs provided by MU FRTI.
5. Must teach and register with MU FRTI the course (s) approved to teach by MU FRTI within 2 years after the completion of the train-the-trainer. Failure to do so may result in the approval to teach that course being removed.
6. Must have a high school diploma or GED
7. Possess a valid Missouri driver's license.

## CONSULTING INSTRUCTORS

Consulting instructors serves in an instructional capacity on an occasional basis and is not considered a regular member of the instructional staff. The consulting instructor is recognized by the Institute Director or his designee as having expertise in a specific subject area. Consulting instructors are selected on an as needed basis by the Institute Director or his designee for single program or series offerings.

### REQUIRED QUALIFICATIONS:

Consulting instructors are approved on a case-by-case basis by the Director of MU FRTI or his designee based on the merits of their individual backgrounds and are not subject to retention requirements.

## INSTRUCTOR RETENTION REQUIREMENTS

Adjunct instructors must complete the following requirements every fiscal year (July 1–June 30) to retain their MU FRTI status.

1. Teach at least 12 hours of MU FRTI courses approved by the Institute in subject areas for which the instructor is approved.
2. Maintain their certification level from the Missouri Division of Fire Safety.
3. Receive a minimum score of 2.5 on their annual instructor evaluation.
4. Achieve an average score of 2.5 on their course evaluations.

Adjunct instructors who do not fulfill the retention requirements before June 30 of each year, will be assigned to inactive status. Instructors who remain inactive for two consecutive years will be removed from the MU FRTI adjunct instructor list and have their status changed to Registered.

## HOW TO APPLY

MU FRTI will only accept applications when vacancies have been identified and an announcement for hiring part-time instructors has been released. It is highly possible that vacancies filled will be targeted to certain regions of the state only.

To apply fill out the enclosed application and mail it to the:

University of Missouri Fire and Rescue Training Institute  
Attn: Adjunct Instructor Hiring Process  
1110 S College Avenue, Room 232,  
Columbia, MO 65211-3410

Applications will be reviewed by a panel of current adjunct instructors and MU FRTI faculty assigned by the Director of the Fire and Rescue Training Institute. Qualified applicants that have met the required qualifications will then be notified and an interview with the applicant will be scheduled. Individuals wishing to become an MU FRTI Adjunct Instructor must also make a fifteen-twenty minute presentation on an emergency service topic. The exact topic will be decided in the notification letter to the applicant.

## CONFLICT OF INTEREST

Fire and Rescue Training Institute adjunct faculty, training associates and other employees must comply with the University of Missouri System conflict of interest policy.

Particular attention should be paid to the policy provisions on:

- the use of confidential information
- outside business interests
- overlapping business activities
- teaching
- consultation, and
- use of University graphic symbols.

As a result of consulting, planning, developing or delivering training programs with a client or potential client of the University of Missouri Fire and Rescue Training Institute employees will obtain, directly or indirectly, information about the client's business, production or other policies, procedures, manufacturing or production processes, materials, equipment, facilities, personnel, etc. All such information shall be considered confidential information and the client's property and will not be divulged to others without the express consent of the client or potential client. The confidential information relevant to training program development or delivery may be shared with other instructional or Institute personnel. In such cases those employees are also bound by this provision.

UM System Conflict of Interest Policy (Adopted January 5, 1990)

## A. CONFLICT OF INTEREST - GENERAL PROVISIONS

### 1. POLICY.

University employees shall faithfully discharge their duties and shall refrain from knowingly engaging in any outside matters of financial interest incompatible with the impartial, objective and effective performance of their University duties. They shall not realize personal gain in any form which would influence improperly the conduct of their University duties. They shall not knowingly use University property, funds, position or power for personal or political gain. They shall inform their supervisors in writing of reasonably foreseen potential conflicts.

### 2 . SANCTIONS.

Conduct by an employee that violates the University's policies, regulations or rules pertaining to conflict of interest shall constitute a breach of employment contract and may lead to disciplinary action.

## B. USE OF CONFIDENTIAL INFORMATION.

Employees shall not use confidential information about the University obtained by reason of their employment with intent to cause financial gain to themselves or unfair advantage for another person.

## C. OUTSIDE BUSINESS INTERESTS OF UNIVERSITY PERSONNEL.

An employee's outside employment or business activities and interests must not interfere with the employee's regular duties nor represent a conflict of interest.

### 1. GRANTS AND CONTRACTS.

When it is proposed that the University of Missouri enter into

- (1) contracts for the sale of goods or services, or
- (2) research contracts or grants, or
- (3) other contracts, including those for technological transfer, with private firms or corporations in which a University employee knows he or she has a direct or indirect financial interest, the following procedure shall be followed:

- a. Before the proposed contract is executed by the University, the University employee shall make a full disclosure of such financial interest, in writing, which disclosure shall be forwarded to the official having contract approval authority. This disclosure shall also be filed in a registry appropriately located for public scrutiny for a period of at least ten (10) days prior to the approval of the contract.
- b. If there is a change in the financial interests of a University employee during the term of the contract, the change shall be reported immediately, in writing, and forwarded to the official having contract approval authority, and shall also be filed as required in Paragraph C 1a above.
- c. If the financial interest of the University employee in the private firm or corporation is such that it could influence the decision-making process of the private firm or corporation, and the employee could also influence the decision-making process of the University in entering into or performing the contract:

- (4.) The University shall not enter into the contract, or shall cancel the contract, if the terms of the contract so permit; or
- (5.) The University employee shall take such action as is necessary to remove her or him from a relationship with the private firm or corporation that could influence the decision-making process of the private firm or corporation; or
- (6.) The University shall establish a procedure to remove any opportunity for the University employee to influence the entering into the contract by the University or the manner in which the contract is performed by the University.

## 2 . OVERLAPPING BUSINESS ACTIVITIES.

Before an employee enters into a business activity that overlaps with the Universities teaching, research or service missions, the employee shall make full disclosure, in writing, to her or his immediate chairperson/supervisor, and such disclosure shall be filed as required in Paragraph C 1a above. The chairperson/supervisor and her or his dean/director/supervisor must approve or disapprove in writing the proposed activity.

## 3 . FULL-TIME EMPLOYMENT FACULTY AND EXEMPT PERSONNEL.

Full-time faculty and full-time exempt personnel may not be concurrently employed full-time with another employer. (Effective Sept. 1, 1983, an employee classified at least 75 percent full-time equivalence with an indicated appointment duration of at least six months and who is regularly scheduled to work a minimum of 30 hours per week is considered a full-time employee.)

## 4 . TEACHING.

An employee of the University who teaches either credit or noncredit courses not connected with the University may have a conflict of interest. To avoid conflicts of interest an employee must disclose the proposed teaching activity and secure written approval in advance from her or his department chairperson/supervisor and dean/director. Approval for such teaching shall be granted unless the proposed teaching is not in the best interest of the University in reaching the decision, the department chairperson/supervisor and dean/director should consider all relevant matters including such concerns as duplication of University courses or programs and accreditation standards.

## 5 . FACULTY-AUTHORED TEXTBOOKS AND OTHER EDUCATIONAL MATERIALS.

Textbooks, tapes, software and other materials authored by the course instructor may be assigned to be purchased by students for a course taught by the author if the royalties arising from the purchase of the assigned materials are returned to the University of Missouri, another educational institution, a charitable organization, or a not-for-profit foundation. Any proceeds from other University uses of such materials, such as purchase by the library, shall be the property of the faculty member.

## D. FACULTY AND EXEMPT PERSONNEL CONSULTATION.

Consultation, whether income producing or otherwise, is the application of professional and scholarly expertise in the external community. It is a significant means of professional improvement as well as a form of community service. However, consultation may, in some instances, also constitute a business interest requiring disclosure and approval when the entity for which the employee consults transacts business with the University or is in competition with the University or where the consultation itself competes with the work of the University. In these instances the procedure in Paragraph C 1a is applicable.

It is the policy of the University to permit consulting activities that:

1. Are related to the professional interest and development of the faculty member or other exempt person,
2. Do not interfere with regular duties,
3. Do not utilize University materials, facilities or resources except as provided in the University Business Policy and Procedure Classification Code 01-21 dated May 1, 1979,
4. Are in agreement with the American Association of University Professors/American Council on Education (AAU/ACE) Statement on Conflict of Interest and with the requirements of accreditation for the particular school or unit in question,
5. Do not compete with the work of the University and are not otherwise contrary to the best interest of the University,
6. Do not violate federal or state law, and
7. Do not represent a conflict of interest under other policies of the University.

Each division shall make an annual report to the Chancellor, or appropriate vice president, indicating the aggregate time and the nature of the service performed for each individual engaged in consulting, including the area of technological transfer. These reports shall be transmitted annually to the President.

## E. USE OF UNIVERSITY STATIONERY.

Official University stationery may not be used in outside business, personal and other private or political activities of employees. However, for use in such activities, faculty may have printed at their own expense personal business stationery carrying their academic title, University address and phone number.

## F. USE OF UNIVERSITY LOGO.

It is a violation of University policy to employ the name of the University or any of its graphic identification symbols in printed materials intended to endorse or promote individual enterprises or to otherwise enhance private gain without the written permission of the University President.

## G. APPEALS.

Appeals of decisions made under these procedures should be brought to resolution informally and at the lowest possible administrative level. Should attempts to resolve appeals informally fail, procedures set forth in Collected Rules and Regulations, 370.010 and 380.010, shall be followed.



# UNIVERSITY OF MISSOURI FIRE AND RESCUE TRAINING FIELD INSTRUCTOR APPLICATION

First Name \_\_\_\_\_ MI \_\_\_\_\_ Last Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

County \_\_\_\_\_

(H)Phone \_\_\_\_\_ (W)Phone \_\_\_\_\_

Email \_\_\_\_\_

Social Security # \_\_\_\_\_ Birth Date \_\_\_\_\_ Sex \_\_\_\_\_

Drivers License # \_\_\_\_\_

Emergency Service Organization \_\_\_\_\_

High School Diploma Y \_\_\_\_\_ N \_\_\_\_\_

**Level of Missouri Instructor Certification** (Please provide documentation)

Instructor I \_\_\_\_\_

Instructor II \_\_\_\_\_

Instructor III \_\_\_\_\_

Instructor IV \_\_\_\_\_

**College Degree** (Please provide documentation)

\_\_\_\_\_

Field of Study \_\_\_\_\_

Associate \_\_\_\_\_

Bachelors \_\_\_\_\_

Masters \_\_\_\_\_

Doctorate \_\_\_\_\_

**List area(s) of expertise** (Please attach any applicable certification)

Haz Mat \_\_\_\_\_ Management/Leadership \_\_\_\_\_ Basic Skills \_\_\_\_\_

Tech. Rescue \_\_\_\_\_ Instructor Training \_\_\_\_\_ Driver/Pumping \_\_\_\_\_

Officer \_\_\_\_\_ EMS \_\_\_\_\_

**Describe your instructional experience** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Applying for: Instructor Candidate  Adjunct Instructor  Registered Instructor  Consulting Instructor

I have read and understand the Instructor Criteria document of the University of Missouri Fire and Rescue Institute, and agree to adhere to these policies.

Instructor Candidate Signature \_\_\_\_\_

Regional Coordinator/Specialist Signature \_\_\_\_\_ Date received \_\_\_\_\_

