

Department of Defense  
Defense Acquisition University

DAU Directive 719  
HQ-PPLS  
December 4, 2013

### **INSTRUCTOR CERTIFICATION**

**1. REFERENCES:** The following references provide the foundation for and operation of the Department of Defense (DoD) Acquisition, Technology and Logistics (AT&L) Workforce Education, Training and Career Development Program.

a. DoDD 5000.52, Defense Acquisition, Technology, and Logistics Workforce Education, Training, and Career Development Program, January 12, 2005

b. DoDI 5000.66, Operation of the Defense Acquisition, Technology, and Logistics Workforce Education, Training, and Career Development Program, December 21, 2005

**2. PURPOSE:** To establish policy, responsibilities, and authority for the certification of individuals who teach Defense Acquisition University (DAU) courses, in both online and classroom formats. This directive supersedes DAU Directive 719, Instructor Certification.

### **3. DISCUSSION:**

a. The practitioner training provided by DAU to the Defense Acquisition Workforce is critical to its effectiveness. Completion of DAU courses is one of the requirements of professional certification under the Defense Acquisition Workforce Improvement Act (DAWIA).

b. To ensure the highest quality of training, individuals certified to teach DAU courses must demonstrate they have met education, training, experience, and teaching standards expected of a world-class corporate university.

**4. APPLICABILITY AND SCOPE:** This directive applies to individuals who are substantially involved, on a recurring basis, as instructors of DAU courses. This directive does not apply to individuals who participate in DAU courses as guest speakers or for the purpose of providing unique subject matter expertise.

### **5. POLICY:**

a. Individuals certified to teach DAU courses, both online and classroom formats, must demonstrate they possess the professional knowledge and experience, competence in adult training methodologies, and mastery of the course material needed to consistently provide high quality training to the Defense Acquisition Workforce.

b. Instructors will be designated as being partially certified in a course if their certification applies only to specific lessons and not all the lessons and exercises in a course, at the discretion of the certifying dean.

c. Instructors will not teach DAU courses without supervision of a fully certified instructor who will serve as advisor and observing instructor until they are fully certified in that specific course or designated as partially certified for specific lessons or exercises within that course.

d. For contracted instructors, it will be the responsibility of the contracting officer's representative to document and verify the certification of the contracted instructor and ensure its recording in the database of certified instructors. Certification of contracted instructors is the responsibility of the appropriate dean.

e. The regional deans will certify instructors that demonstrate competency across the areas described below:

(1) Professional Knowledge and Experience: An instructor's DAWIA certification, as outlined in DoDD 5000.52 and DoDI 5000.66, references (a) and (b), for their career field or equivalent, is used to confirm professional competency. Instructors are required to be DAWIA certified in the course's applicable career field at least one level above the course level for which certification to teach is granted for Level I and Level II courses. To certify to teach Level III courses, individuals must be DAWIA Level III certified in that course's career field. Individuals who teach integrated courses with content that spans multiple career fields (i.e. Intermediate Systems Acquisition (ACQ201), Program Management Office Course (PMT352), Program Manager's Course (PMT401) will be DAWIA certified in one or more of the applicable career fields.

(2) Instructor Training: Faculty will be certified against the course competency requirements for the course they will be teaching. The course competency requirements are located at the curricula development portion of Learning Capabilities Integration Center (LCIC) site on the DAUNet. The requirements can be satisfied through DAU Faculty Performance Development (FPD) courses or an external faculty development course where feasible.

(a) Prior to conducting classroom instruction, instructors must successfully complete Becoming a More Effective Instructor (FPD-100), or equivalent. In rare circumstances, such as new instructors with previous teaching experience, the regional dean can waive this requirement. Instructors who have taken FPD-100 will be provisionally certified and permitted to teach DAU classes under the supervision of a fully certified instructor.

(b) Prior to conducting distance learning instruction, instructors must successfully complete Orientation to Online Administrators (FPD-108), or equivalent.

(c) Prior to serving as a lead instructor and receiving final certification, Classroom Facilitation Skills (FPD-105) or equivalent must be successfully completed.

(3) Mastery of Course Content: This is achieved by completion of the current version of the course and its prerequisites as a student, including the online and classroom portions of hybrid courses. Completion of an earlier version of a course, if substantially similar to the current course, or knowledge of the course content due to substantial participation in the development of the course, or as a result of thorough review of the performance outcomes, teaching objectives, lessons plans, teaching notes, and other course materials, may be acceptable with prior approval of regional dean. If a course has undergone substantial revision, as indicated by a new course number, instructors who are currently certified will be required to take part in a course update seminar conducted by the applicable course manager or designated course manager regional representative (CM/CMRR) prior to teaching the course. If the instructor has not yet completed certification for the revised course, they will be required to take the new course as a student to demonstrate mastery of content. In rare circumstances, such as new

instructors with previous teaching experience, the regional dean can waive this requirement and allow one to “observe” the class in lieu of “taking” the class as a student. The final determination of instructor readiness or mastery rests with the appropriate dean.

(4) Supervised Instruction: Prior to full or partial certification, instructors must teach the course or applicable portions under the supervision of a fully certified instructor. Instructors teaching in this status will be designated as having provisional certification.

**6. RESPONSIBILITIES**: The successful delivery of quality practitioner training to the Defense Acquisition Workforce is a shared responsibility among the university’s deans, department chairs, course managers, LCIC, and faculty. Specific responsibilities are outlined below:

a. Deans: The dean will identify members of the faculty to teach courses in their region; approve individual professional and instructor qualification criteria; collaborate with the CM/CMRR to complete established criteria; approve waivers if established criteria are not met; and certify an individual to teach a DAU course. Following certification, the dean has the responsibility to decertify an instructor if the instructor’s performance is unsatisfactory.

b. Supervisors/Department Chairs: An instructor’s supervisor/department chair has the primary responsibility for ensuring that the instructor is fully prepared to succeed in the classroom. Working with the instructor and the CM/CMRR, they will develop a tailored certification plan for the instructor, ensuring all certification requirements are addressed. Using the certification plan, they will monitor the instructor’s progress toward completion. Upon successful completion, they will recommend certification to the regional dean. Following certification, they will continue to monitor the teaching performance of the instructor, directing remedial training if required. To promote continual process improvement and excellence in teaching, any faculty certified to teach will be observed and given face-to-face feedback at least once a year by their immediate supervisor. This is depicted in Attachment 1, DAU Faculty Certification Process, under the periodic teaching observation and improvement plan requirement. Attachment 4 can be used for this purpose. Deans and Directors have the flexibility to require observations on a more frequent basis and can modify the Instructor Observation Form, Attachment 4, to best serve their needs.

c. CMs/CMRRs: The CM/CMRR will collaborate with their respective dean to identify and certify the instructor for the applicable course. Together with the certifying instructor and the supervisor, they will tailor the instructor’s certification plan; provide supervised instruction with a fully certified instructor to individuals pursuing teaching certification in the course, including individual instruction and advising when needed; if appropriate, recommend additional instructor certification criteria for a course. The CM/CMRR/advisor, using the Instructor Certification Worksheet, Attachment 2, will record the instructor’s performance in teaching the course.

d. LCIC Center Directors: Center directors may approve additional, course-specific instructor certification criteria. Such criteria will be coordinated with the regional deans prior to implementation. Center directors will collect classroom performance data to identify required course-wide improvement opportunities.

e. Performance and Resource Management (PRM): PRM will maintain a DAU database record of certified instructors and electronic copies of all DAU Instructor Certification Justification Forms, Attachment 3.

**7. CERTIFICATION PROCESS DESCRIPTION**: The certification process is summarized below and more fully documented in Attachment 1, Faculty Teaching Certification Process.

a. Instructors seeking certification to teach a DAU course (in conjunction with their supervisor and the CM/CMRR), will develop a tailored, course-specific certification plan to guide the instructor's efforts in meeting the certification requirements. The plan will consider the faculty member's background, experience, achieved prerequisites and FPD course completions; then specify what actions must be completed prior to certification. The certification plan will be used to monitor and track the instructor's progress toward certification.

b. The instructor will take FPD-100 prior to teaching their first classroom lesson and will then receive provisional certification to teach the course or its applicable lessons/exercises, unless waived by the appropriate dean. Following a subsequent period of supervised instruction designed to develop their teaching skills and confidence, they will then take FPD-105. Attachment 2, Instructor Certification Worksheet, will be used by the CM/CMRR to evaluate the instructor's performance and submitted as part of the certification package.

c. Upon completion of the certification plan, the CM/CMRR and the instructor's supervisor will recommend to the regional dean that the instructor be fully certified. In regions where no CMRR exists for a particular course, the CM will recommend and the dean will certify.

d. When either provisionally or fully certified by the regional dean, the DAU Instructor Certification Justification Form, Attachment 3, will be forwarded to PRM as an e-mail attachment and the faculty database will be updated.

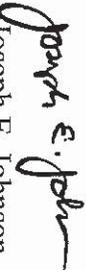
e. Should a certified instructor's teaching performance fall below DAU acceptable standards as measured by Metrics that Matter scores or the results of observation, the supervisor should take appropriate remedial measures to improve the instructor's performance. Remedial actions may include the repeat of FPD courses, increased coaching or additional course work to improve subject matter expertise. In the event the instructor's performance does not meet DAU acceptable standards, the supervisor should develop a Performance Improvement Plan (PIP). The regional dean has the authority to decertify an instructor and require a repeat of the certification process.

**8. DOCUMENTATION**: Documentation referenced below is available in the Faculty Resources area of the DAUNet.

a. Instructor Certification Worksheet, Attachment 2, is used by the CM/CMRR/advisor to assess the candidate's teaching performance.

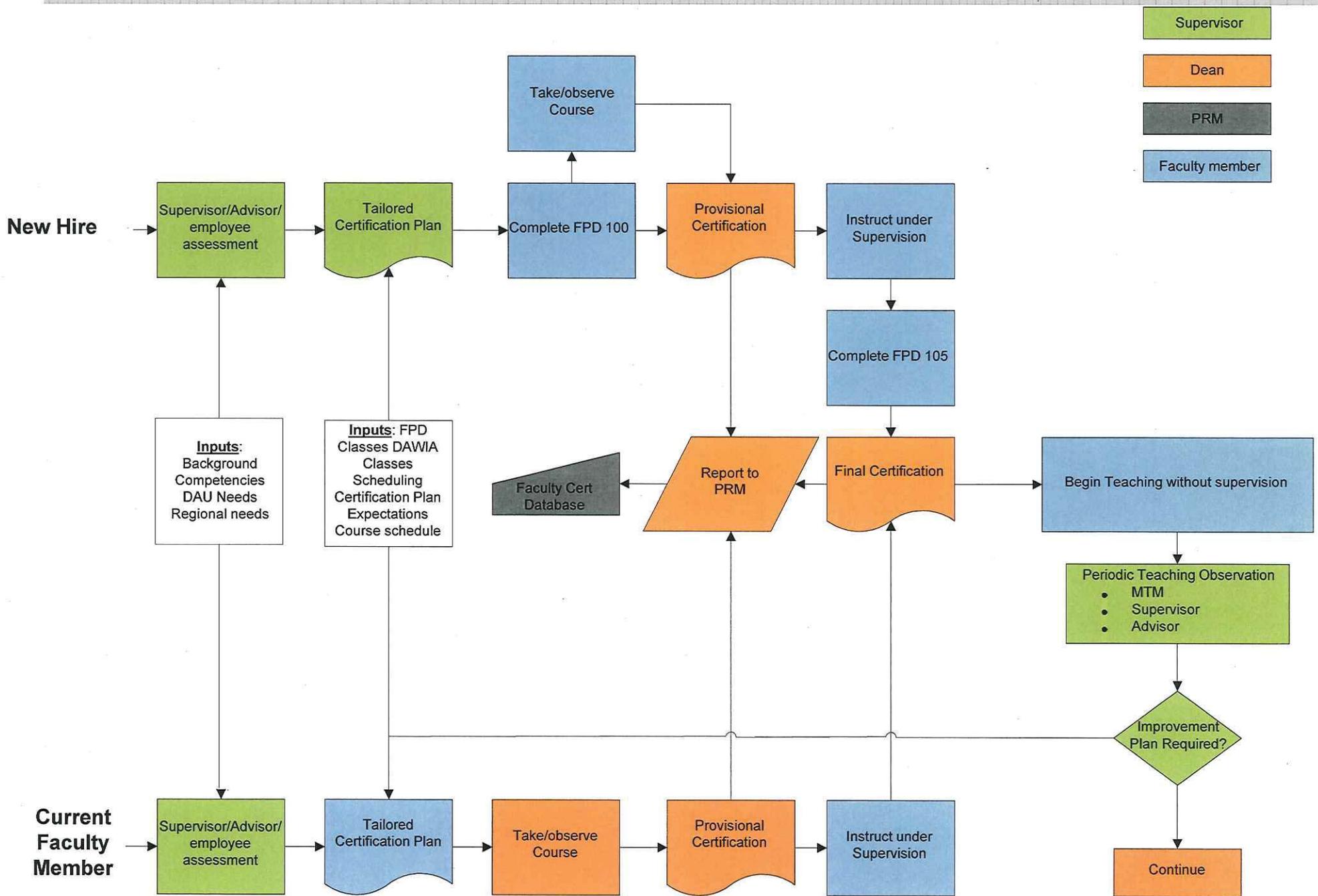
b. DAU Instructor Certification Justification Form, Attachment 3, is signed by the dean and forwarded to PRM as an e-mail attachment for updating the database of certified instructors.

c. Instructor Observation Form, Attachment 4, is used by the CMRR or department chair to observe annually and provide feedback to instructors. If negative feedback is noted, re-observe and provide feedback.

  
Joseph E. Johnson  
Chief of Staff

Attachments:  
As stated

# DAU Faculty Certification Process



## INSTRUCTOR CERTIFICATION WORKSHEET

Instructor: \_\_\_\_\_ Observing Instructor: \_\_\_\_\_

Date Started: \_\_\_\_\_ Date Completed: \_\_\_\_\_

Course: \_\_\_\_\_

Module: \_\_\_\_\_

This worksheet is to be completed by the observing instructor for the faculty member attempting certification, based on observation of formal classroom instruction/facilitation. (For online instruction, complete items 18-19.)

This worksheet must be signed and dated by the observing instructor and the faculty member being observed. The faculty member's signature does not necessarily mean that he/she is in agreement with the assessment; only that a discussion and feedback session occurred. The faculty member may add a comment page to the evaluation report. **This worksheet will be submitted as part of the certification justification package.**

**Lesson Introduction:**

	Comments and/or Improvements Needed
1. Presents a professional appearance in the classroom	
2. Presents instructional objective(s) for the course and/or lesson	

**Lesson Presentation:**

	Comments and/or Improvements Needed
3. Presents the material in a well-organized manner	
4. Effectively uses instructional aids to support and reinforce instruction	
5. Asks a variety of questions to promote thought, discussion and sharing of information	

6. During group work, encourages group members to contribute and reach consensus	
7. Speaks clearly and audibly	

**Instructor-Learner Relationship:**

	Comments
8. Encourages all learners to participate	
9. Establishes rapport with the learners	
10. Gives learners constructive feedback	
11. Maintains a professional atmosphere in the classroom	
12. Varies position, voice, and eye contact to enhance learning	

**Instructor Knowledge:**

	Comments and/or Improvements Needed
13. Has knowledge of the subject matter and uses current and relevant material	
14. Teaches at a level appropriate to the level of the course.	

**Instructor Currency, Accuracy, Relevancy:**

	Comments and/or Improvements Needed
15. Explains lesson activities and course content clearly and completely	
16. Answers learners' questions accurately	

**Lesson Conclusion:**

	Comments and/or Improvements Needed
17. Summarizes the key points of the lesson and reinforces learning objectives	

**Distance Learning:**

	Y	N	Comments and/or Improvements Needed
18. Took the online course as a student.	<input type="checkbox"/>	<input type="checkbox"/>	
19. Reviewed course administration procedures with mentor.	<input type="checkbox"/>	<input type="checkbox"/>	

Observing Instructor

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Instructor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

\*\* Please attach this signed document to the *DAU Instructor Certification Justification* form when submitting to the Dean for final approval.

## DAU INSTRUCTOR CERTIFICATION JUSTIFICATION FORM

Instructor Name: \_\_\_\_\_

Region: \_\_\_\_\_ Department: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email address: \_\_\_\_\_

Course Number and Title: \_\_\_\_\_

Certification	
<input type="checkbox"/> Full	<input type="checkbox"/> Partial

If certification is Partial, please list specific lesson(s) below.

Specific Lesson(s): \_\_\_\_\_

### Professional Knowledge and Experience (DAWIA Certifications)

Career Field	Level	Date Completed	Equivalency	Waiver
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>

### Instructor Training

Course/Module	Date Completed	Equivalency	Waiver
FPD-100 Becoming a More Effective Instructor			<input type="checkbox"/>
FPD-105 Classroom Facilitation Skills			<input type="checkbox"/>
FPD-108 Orientation to Online Administrators			<input type="checkbox"/>

### Mastery of Course Content (Course Completed as a Student)

Course/Module Completed	Date Completed	Equivalency	Waiver
			<input type="checkbox"/>
			<input type="checkbox"/>

### Supervised Instruction (Observed for Certification)

Observing Instructor	Date Completed	Equivalency	Waiver
			<input type="checkbox"/>



## Instructor Observations

**Instructor Observation Purpose:** This form is designed to assist a faculty member in achieving and sustaining high levels of performance as a professional instructor and provides a means of evaluation independent of the faculty contribution assessment process (FCAP). The form facilitates a thorough “normative” evaluation, documents the results, and allows the observer to communicate potential areas for improvement. The observer may not always be the immediate supervisor.

**Form Use:** The first section of the form includes the most common teaching standards used at DAU and their associated competencies. It is meant to be used as a comprehensive framework to assess the instructor’s ability to plan and deliver a course of instruction. Supervisors are strongly encouraged to use narrative comments to identify the instructor’s strengths and opportunities for improvement in the individual performance standards.

The second section of the form is designed to capture general comments and summarize the findings in the first section. The form shall be signed and dated by the supervisor and instructor, ensuring the tool is used as a guide for face-to-face feedback. *This form may be edited to best meet individual business unit needs.*

**Timing:** Prior to observation, review the course schedule to determine optimal timing. A pre-notification is not mandatory. Plan to spend a minimum of 60 minutes observing the instructor. Debrief the instructor at the first convenient opportunity, when the event is still “fresh” in memory.

### Instructor Observation Form

**Date Observed:** \_\_\_\_\_ **Course #/Lesson:** \_\_\_\_\_

Presence	Comments
1. Presents a professional appearance in the classroom	
2. Speaks clearly and audibly	
3. Varies position, voice and eye contact	
4. Presents material in a well-organize manner	
5. Organizes room to maximize learning	

<b>Interaction</b>	<b>Comments</b>
1. Asks a variety of questions to promote thought, discussion and sharing of information	
2. During group work, encourages group members to contribute and work together	
3. Encourages all learners to participate	
4. Establishes a rapport with learners	
5. Gives learners constructive feedback	
6. Answers learner questions accurately	
7. Fosters learner-centered instruction and accommodates multiple learning styles	
8. Establishes high expectations, challenging learners to go beyond their perception of their own limitations	
9. Stimulates and sustains learner motivation and engagement	
10. Continually checks for learning in instructional sessions	

<b>Use</b>	<b>Comments</b>
1. Prepares and uses the learning plan for each instructional session	
2. Evaluates learning plans/progress toward outcomes	
3. Uses bias-free language and materials	
4. Integrates appropriate technology with instruction	

Subject Matter Expertise	Comments
1. Demonstrates knowledge of the subject matter and uses current and relevant material	
2. Teaches at a level appropriate for the level of the course	
3. Adapts curriculum to address current topics and themes	

**OBSERVATION SUMMARY**

1. Outstanding features:
  
2. Areas for improvement:
  
3. Recommendations for continued growth:

**Observer's Signature**

\_\_\_\_\_  
 Name \_\_\_\_\_  
 Date \_\_\_\_\_

**Instructor's Signature**

\_\_\_\_\_  
 Name \_\_\_\_\_  
 Date \_\_\_\_\_