



Questions and Answers about the DSS Academy Adjunct Faculty Program

What is this program?

Implemented by Operating Instruction ET-00-01 signed on September 1, 2000 by the DSS Director, this program sets forth the policy whereby subject matter experts (SMEs) who are not DSS Academy (DSSA) instructors can be certified to teach DSSA courses or portions of courses.

Who can be an adjunct instructor?

Any qualified SME with a desire to instruct who has discussed participating in the program with the appropriate DSSA Instructional Team Leader and has submitted all information required by this announcement. SMEs can be DSS employees or security professionals from within the Department of Defense (DOD), other Federal agencies, and the DOD contractor community.

What do I need to do?

All candidates must receive supervisory endorsement before applying to participate in this program. Your supervisor must attest to your qualifications and approve the commitment of your time. Those from **within DSS** must apply through their immediate supervisor and Regional Director/Center Director/Staff Element Chief as appropriate.

Then, depending upon your subject matter expertise, you must contact the appropriate DSSA Instructional Team Leader. These individuals will discuss with you whether and what adjunct faculty resources are required within their areas of instructional responsibility. A copy of your resume and your application for participation in the adjunct faculty program must be submitted to one of these persons. To find out information on how to reach the DSSA Instructional Team Leaders, please call the Academy at (410) 865-3171 or DSN 283-8171.

What will I be asked to do and how much time will I spend doing it?

Depends. Keep an eye on the DSS web site. DSSA will identify and advertise adjunct positions. The announcements should include the type of subject matter expertise sought and an estimated time commitment.

What qualifies me as an SME?

You should be very accomplished in your area of expertise – a superior performer. This is one of the reasons why your supervisor is included in the application process.

Do I have to be trained?

The idea is to recruit subject matter experts with instructional experience. If you have no formal instructor training or documented experience that would waive such training, then you would be required to attend a basic instructor training course. DSSA will arrange this training.

I've done all of the above, now what?

These details are to be worked out between you and the Instructional Team Leader. To be certified as an adjunct instructor you may be asked to take the course, sit through an entire course or those portions which you will be teaching and then teach (or team teach) the course and be evaluated.

How long does this adjunct faculty status last?

You maintain this status as long as you teach a course or your designated portion of a course within a period of 12 months and the Instructional Team Leader validates your successful performance.

And the reason I want to do this is because?

The teacher killed in the explosion of the Challenger said, "I touch the future; I teach." Your participation in the adjunct faculty program ensures that you touch the future of the National Security Program as you train those with a responsibility for safeguarding its secrets.

DSSA Adjunct Faculty Program Application

Please check the boxes to verify that the following actions have been accomplished:

I have read Questions and Answers about the DSSA Adjunct Faculty Program and am eligible to apply.

I have discussed participation in this program with my appropriate supervisors and included their endorsement with my application.

I have attached a copy of my resume.

I want to be considered for participation in the adjunct faculty program because:

I have coordinated the submission of this application with the Leader from the following DSSA Instructional Team (One box must be checked):

Information Security

Personnel Security

Industrial Security

Special Access Programs

Information Assurance

Counterintelligence

Supervisory Endorsement

I validate that this applicant meets the qualifications for subject matter expert and endorse his/her participation in the DSSA Adjunct Faculty program as set forth in Operating Instruction ET-00-01.

Immediate Supervisor (All candidates)

I have been advised and endorse applicant's request to participate in the DSSA Adjunct Faculty program.

DSS Regional Director/Center Director/Staff Element Chief