CDFA Training Institute - Faculty Policy

Faculty Eligibility & Selection

CDFA Training Institute faculty positions are invite-only and selected by CDFA staff. Faculty invitations are extended by CDFA Training Institute leadership, including Jennifer Tewell. **Faculty are selected based on demonstrated qualifications and professional standing within the development finance field. Eligibility criteria include:**

- ***Demonstrated Expertise***
  Recognized subject-matter expertise relevant to the course content, grounded in professional practice.
- ***Education & Credentials***
  Relevant degree(s) and professional preparation appropriate to the instructional topic and audience.
- ***Proven Track Record***
  Substantial experience applying the subject matter in real-world settings, including a history of successful projects, programs, transactions, or leadership roles.
- ***Instructional Fit***
  Ability to communicate complex concepts clearly and contribute to applied, practitioner-focused learning.

When CDFA is evaluating new or prospective faculty, individuals may be invited to participate as guest speakers. Guest speaker invitations are used to assess instructional fit and subject-matter alignment and do not confer faculty status or guarantee future faculty appointment.

Faculty Benefits & Opportunities

Serving as CDFA Training Institute faculty offers professional recognition and meaningful engagement within the national development finance community. Faculty roles are unpaid and invite-only, designed for experienced practitioners to share expertise and contribute to the field.

Faculty benefits include:

- **Professional Recognition**
  Recognition as a CDFA Training Institute faculty member, reflecting subject-matter expertise and professional standing.

- **Visibility & Connections**
  Engagement with CDFA members, practitioners, and partners, supporting relationship-building and future collaboration.
- **Website & Course Presence**
  Inclusion on the CDFA website and relevant course pages, with headshot, bio, and specialized faculty background branding used during live courses.
- **Branded Faculty Assets**
- Customized CDFA faculty LinkedIn speaker graphic and Zoom background graphic.
- **In-Person Event Recognition**
  Faculty ribbon designation at CDFA in-person events, including FPC, NDFS, and State Roundtables.
- **Participant Access**
  Sharing of faculty contact information and attendee lists for courses taught.
- **Communications Visibility**
  Opportunities for recognition in CDFA newsletters and related communications.
- **Faculty Course Discount**
  60% discount on one Training Institute course per year, for personal use or as a gift, coordinated directly with CDFA.
- **Invite-Only Engagement**
  Participation in an invite-only faculty group and consideration for future teaching opportunities.

Faculty Guidelines: Roles & Expectations

Role Overview

CDFA Training Institute faculty are practitioner-educators who deliver high-quality, applied professional education for development finance professionals. Faculty bring subject-matter expertise and effective instructional skills to ensure learning is practical, engaging, and immediately useful.

Faculty Responsibilities

Availability & Commitment

- Faculty are expected to make a good-faith effort to prioritize and accommodate the CDFA Training Institute course schedule when invited to teach. CDFA will provide course dates and expectations as early as possible to support planning.

Instruction & Facilitation

- Deliver sessions aligned with CDFA course objectives and agendas
- Facilitate interactive, discussion-based learning
- Serve as subject-matter experts, not solely lecturers

Preparation & Coordination

- Review CDFA materials in advance
- Provide presentation slides to CDFA
- Coordinate with CDFA staff and adhere to assigned timing and scope

Instructional Materials

- Faculty retain ownership of original materials and grant CDFA a non-exclusive right to use submitted content for Training Institute educational purposes.

Adult Learning Approach

- Emphasize real-world application and practical examples
- Leverage participant experience and encourage active participation

Use of CDFA Affiliation

- Faculty may not use their CDFA faculty role or access to gain entry, influence, or advantage in settings where such access would not otherwise be available.

Accessibility & Inclusive Learning

- Faculty are expected to support accessible, inclusive, and respectful learning environments that encourage full participation. Instruction should be delivered in a manner consistent with applicable accessibility standards and responsive to the diverse professional backgrounds and learning needs of participants.

Professional Conduct

- Faculty are expected to maintain professionalism, integrity, and ethical standards; treat all participants and colleagues with respect; disclose conflicts of interest; and represent CDFA appropriately.

Confidentiality & Responsible Use of Information

- Faculty are expected to respect the confidentiality of participant information and course discussions. Participant contact information and attendee lists may be used for appropriate professional follow-up related to course participation and may not be used for unsolicited marketing or purposes inconsistent with CDFA's privacy standards.

Faculty Engagement, Visibility & Compensation

- Faculty positions are unpaid and serve as an exclusive opportunity to showcase expertise, build professional relationships, and engage with a national development finance network. Faculty will be featured on the CDFA website, including relevant course pages and the Training Institute faculty page.

Evaluation & Status

- Faculty effectiveness is evaluated through participant feedback and staff review.
- **CDFA reserves the right, at its sole discretion, to modify or revoke faculty status at any time, with or without cause**, in order to maintain instructional quality, program integrity, and alignment with organizational priorities.