



Serving as Faculty for NADCP

Who can become faculty?

NADCP chooses consultants to serve as facilitators and subject matter experts at trainings through our three divisions: the National Drug Court Institute (NDCI), the National Center for DWI Courts (NCDC), and Justice For Vets (JFV). NADCP seeks consultants representing all roles on the treatment court team. Priority is given to consultants who have at least two years of treatment court experience and who are currently serving as a member of a treatment court team.

How do you become faculty?

NADCP has an internal review committee that reviews each application. Incomplete applications are not reviewed. Approved consultant applications are submitted to our federal funders for review and approval. NADCP cannot hire consultants until they are approved by the federal funding agency.

Are you compensated for your time?

After all required approvals have been obtained, NADCP sends each consultant paperwork to obtain their daily rate. NADCP follows the federal guidelines for obtaining a daily rate for consultants, which do not allow NADCP to pay more than \$650 per day.

Consultants must use their personal or vacation time to serve as faculty. If a consultant uses administrative leave to serve as faculty, they will be compensated only for meals and not time. If selected to participate in a training, consultants receive a contract for participation in that training. All consultants should read and complete the contract in full, paying particular attention to Appendix A.

How do logistics work?

NADCP pre-pays for consultant airfare, lodging, and rental cars, as applicable. NADCP does not cover the cost of first-class airfare.

What paperwork is required to be faculty?

NADCP requires a completed W-9 form, a short biography of no more than 200 words, and a headshot from all consultants.

What training is required to become faculty?

Once accepted as faculty, consultants must complete training to learn about NADCP policies and procedures. NADCP requires both in-person and online training. Consultants must observe at least one on-site training or technical assistance delivery before delivering training themselves.

How does NADCP select faculty for each training?

Each year, NADCP's divisions send consultants a faculty sign-up sheet. This sheet outlines the dates and locations (as available) of each training to be conducted that year. Consultants indicate which dates they are available. Consultants are not guaranteed to be selected for all of their available dates. The sign-up sheet will be sent out at various times throughout the year based on training needs and as NADCP schedules additional trainings.

If assigned to a team-based training, consultants must participate in the training on all days. The first day is usually a travel day and includes a faculty meeting. Consultants must coordinate travel with NADCP staff. NADCP requests all consultants arrive early enough to ensure one rental car for transportation to the training site.

What is required prior to the on-site training?

Consultants are required to read all materials from the treatment court team(s) to be trained, including policy and procedure manuals, participant handbooks, and state standards and/or legislation, before the training. If requested to deliver a presentation, consultants must review the online presentation, practice delivering the presentation within the required time frame, and read the speaker notes.

What is the dress code for on-site training?

NADCP requires professional dress. Professional dress means wearing a suit (slacks or skirt, button-down shirt, and jacket).

What are expectations on-site?

Consultants are expected to be engaged in the training. Consultants should not be on their cell phones or computers during the training other than to take notes.

Is faculty appointment time-limited?

Once approved as faculty, consultants remain faculty as long as they remain in good standing. Failure to prepare for on-site trainings, failure to submit paperwork within the required time frames, and inappropriate behavior on-site can lead to removal from the active faculty list.

