



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LABOR AND ECONOMIC OPPORTUNITY
LANSING

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King•Chávez•Parks (KCP) Initiative Future Faculty Fellowship (FFF) Program Service Credit Guidelines

Three types of FFF service credit are listed and defined below:

- Teaching at the postsecondary level.
- Working in a higher education administrative role.
- Serving in a pre-approved non-traditional service role.

Teaching service credit may be granted for serving as the instructor of record for credit-earning courses at an accredited public or private two- or four-year postsecondary education institution. Teaching assistantships do not qualify for traditional teaching service credit but may qualify for non-traditional service credit if pre-approved by the KCP Initiative.

Administrative service credit may be granted for positions at an accredited postsecondary education institution that requires a **minimum of a master's degree** and must satisfy one of the following categories:

- Working directly with postsecondary students in an academic advising or student affairs role (e.g. student success counselor, ombudsperson).
- Directing programs designed to support the retention and academic success of postsecondary students (e.g. student success coordinator, director of student engagement).
- Providing supervision and direction of the curricular and instructional affairs of a specific academic unit (e.g. dean, department chair, provost).

It is highly recommended that fellows seek pre-approval from the KCP Initiative for an administrative position to ensure that the position qualifies.

Non-traditional service credit may be granted for similar roles requiring less than a master's degree. Non-traditional service proposals:

- Should be reviewed with a university FFF Representative prior to submission.
- **Must** receive pre-approval from the KCP Initiative prior to the start of the service.
 - Only non-traditional service completed after the approval date may qualify for service credit.
- Can only be approved for a maximum of one-third of the FFF service obligation.

Qualifying non-traditional service roles must work directly with postsecondary students and satisfy one of the following categories:

- Working as a Graduate Teaching Assistant in the instruction of courses, labs, or seminars.
- Tutoring, mentoring, counseling, or advising in a campus- or community-based program designed to support postsecondary retention and academic success.

Please contact your university's FFF Representative(s) to request a mandatory Non-Traditional Service Pre-Approval Form or an optional Administrative Pre-Approval Form. Pre-approval forms should be submitted 30 calendar days prior to the start of the position.

General FFF Service Credit Policies:

- Fellows must submit verification of qualifying employment within one calendar year after degree conferral.
- Fellows must continue to submit verification of qualifying service annually following degree conferral until the obligation has been satisfied.
- Fellows may submit a written request for an additional successive year extension to secure and commence qualifying postsecondary employment. A maximum of three additional successive years may be granted under the following conditions:
 - 1st extension – for any reason, if requested prior to the one-year deadline.
 - 2nd extension – for a documented academic, personal or professional circumstance disrupting service progress.
 - 3rd extension – for a documented medical disability temporarily preventing employment.
- Service credit may only be earned for service occurring after the signature date of the FFF Program Agreement.
- A maximum of 0.5 year of service credit may be earned per academic semester.
- A maximum of 1.0 year of service credit may be earned per academic year.
- A maximum of 1.0 year of service credit may be accrued prior to degree obtainment.
- The service from multiple, consecutive academic terms may be combined to meet the minimum needed for service credit.
- Submitted service is credited in accordance with the guidelines in effect at the time of submission.

FFF Service Credit Calculation:

Service credit is calculated as a fraction of a year of full-time employment by academic term:

	1/2-year credit (0.5)	1/4-year credit (0.25)	1/6-year credit (0.166)
Full-Time Faculty (as defined by the institution)	14 weeks	Minimum 7 weeks	Minimum 4 weeks
Part-Time (hourly)	Weeks x hours = minimum 560 hrs.	Weeks x hours = minimum 280 hrs.	Weeks x hours = minimum 186 hrs.
Part-Time (%)	Weeks x % = minimum 14	Weeks x % = minimum 7	Weeks x % = minimum 4
Part-time Teaching (credit hours)	n/a	Minimum 6 credits	Minimum 3 credits

KCP FFF Service Reporting Form Submission Instructions

- Administrative service reporting requires the submission of the position description provided by the institution’s human resources (HR) or academic affairs office. If the position description does not include the minimum degree required for the position, please include a signed statement from an HR or academic affairs director, verifying that the position requires a master’s degree or higher. Positions that require less than a master’s degree do not qualify for FFF administrative service credit.
- Hand-written signatures are required.
- **Service Reporting Forms cannot be submitted by the Fellow.**
- For verification purposes, Service Reporting Forms must be submitted to the State KCP Initiative Office **from the institution email account of the form’s signatory**.
- Service Reporting Forms are to be scanned and emailed to FutureFaculty@michigan.gov. The Fellow should be copied on the email.
- If unable to submit by email, the document with an original signature may be mailed in an institution envelope to:

KCP Initiative – FFF Program
Workforce Development
Michigan Department of Labor and Economic Opportunity
201 N. Washington Sq., 5th Floor
Lansing, MI 48913

All non-electronic submissions will be verified with the form’s signatory.

If you have any questions, you may contact the KCP Initiative Office by phone at 517-241-9898 or by email at FutureFaculty@michigan.gov.

Service credit guidelines and policies are subject to change.

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