



**King•Chávez•Parks (KCP) Initiative  
Future Faculty Fellowship (FFF) Program  
Administrative Service Pre-Approval Form**



Administrative service credit may be granted for positions at an accredited postsecondary education institution that require 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).

Fellow's Name (printed): _____	Phone: _____
Address: _____	
Email: _____	Fellowship University: _____
Proposed Position Title: _____	
Postsecondary Institution: _____	
Fellow's Signature: _____	Date: _____

**Position Description:** Attach the position description provided by the institution's human resources or academic affairs office. If the position description does not include the minimum degree required for the position, please include an additional signed statement from the human resources or academic affairs office or the position supervisor verifying that the position requires a master's degree or higher.

**Please send the pre-approval form and required position description by email to:**  
[WDA-kcpinitiative@michigan.gov](mailto:WDA-kcpinitiative@michigan.gov)

Service credit guidelines and policies are subject to change.

Revised 4/9/2019