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GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF TALENT AND ECONOMIC DEVELOPMENT

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

Three types of 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.

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 administrative positions 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 developed with the university FFF Representative.
- **Must** receive pre-approval from the KCP Initiative.
- Can only be approved for a maximum of one third of the FFF service obligation.

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

- Assisting in the instruction of courses, labs, or seminars.
- Working in a campus-based program designed to support college retention and academic success.

- Working in a community program or non-profit organization designed to assist academically and/or economically disadvantaged individuals in obtaining a postsecondary degree.

Please contact your university's FFF representative 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 find 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 personal or family 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 years of service credit may be earned per academic semester.
- A maximum of 1.0 years of service credit may be earned per academic year.
- A maximum of 1.0 years of service credit may be accrued prior to degree obtainment.
- If reporting hourly, the hours from multiple, consecutive academic terms may be combined to meet the minimum hours needed for service credit.

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) I	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

- **Service Reporting Forms cannot be submitted by the Fellow.**
- Service Reporting Forms must be submitted to the State KCP Initiative Office **by the institution** and must be sent from the institution email account of the supervisor, department chair, or higher authority.
- Hand-written signatures are required.
- **Please scan and email the document(s) to wda-kcpinitiative@michigan.gov.**

If unable to submit by email, complete and mail the original document in a sealed institution envelope to:

Talent Investment Agency
KCP Initiative – FFF Program
Victor Office Center
201 North Washington Square, 5th Floor
Lansing, MI 48913

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

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

Service credit guidelines and policies are subject to change.

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