



King•Chávez•Parks (KCP) Initiative Future Faculty Fellowship (FFF) Program Service Reporting Form



Fellow's Name (printed): _____

Address: _____

Email: _____ Phone: _____

University Awarding Fellowship: _____

Service Type (check one): Teaching Administrative Non-Traditional (must be pre-approved)

Position Title: _____

Instructions: The following section is to report academic terms of service that have been completed. Current and future service should not be listed. Please list each term individually.

Academic Term (e.g. Fall 2017)	Full- Time(✓)	Part- Time(✓)	Number of weeks	Number of credit hours (teaching only)	Number of hours/week <u>or</u> % of employment
	<input type="checkbox"/>	<input type="checkbox"/>			
	<input type="checkbox"/>	<input type="checkbox"/>			
	<input type="checkbox"/>	<input type="checkbox"/>			
	<input type="checkbox"/>	<input type="checkbox"/>			

Position Description: For any position in which the fellow was not the instructor of record for courses taught, 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 statement from an HR director or the position supervisor verifying that the position requires a master's degree or higher (non-traditional service reporting does not require a position description, as it has already been submitted during the pre-approval process).

To be completed by the direct supervisor, department chair or higher authority:

I attest and affirm the above to be true and accurate in all respects.

Name (printed): _____

Title: _____

Institution: _____

Email: _____ Phone: _____

Signature: _____ Date: _____

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, 5th Floor
201 North Washington Square
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.

Revised 4/9/2019