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:

<table>
<thead>
<tr>
<th></th>
<th>1/2-year credit (0.5)</th>
<th>1/4-year credit (0.25)</th>
<th>1/6-year credit (0.166)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Full-Time Faculty</strong> <em>(as defined by the institution)</em></td>
<td>I</td>
<td>14 weeks</td>
<td>Minimum 7 weeks</td>
</tr>
<tr>
<td><strong>Part-Time (hourly)</strong></td>
<td>Weeks x hours = minimum 560 hrs.</td>
<td>Weeks x hours = minimum 280 hrs.</td>
<td>Weeks x hours = minimum 186 hrs.</td>
</tr>
<tr>
<td><strong>Part-Time (%)</strong></td>
<td>Weeks x % = minimum 14</td>
<td>Weeks x % = minimum 7</td>
<td>Weeks x % = minimum 4</td>
</tr>
<tr>
<td><strong>Part-time Teaching (credit hours)</strong></td>
<td>n/a</td>
<td>Minimum 6 credits</td>
<td>Minimum 3 credits</td>
</tr>
</tbody>
</table>
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. Revised 4/9/2019