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

**Overview**

The King-Chávez-Parks (KCP) Initiative's Future Faculty Fellowship (FFF) Program provides State of Michigan funding to Michigan's 15 public universities to increase the pool of academically or economically-disadvantaged candidates pursuing faculty teaching careers in postsecondary education.

Future Faculty Fellowship service credit types are listed and defined below:

1. Teaching at the postsecondary level, or
2. Working in a postsecondary administrative role, or
3. 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 bachelor’s degree with master’s degree preferred 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).
* Pre-approval is required 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:

* Must receive preapproval 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.

# 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.
* Prior to degree obtainment: A maximum of 1.0 year of service credit may be earned.
* Nontraditional Service Credit: May consist of a maximum of 1/3 of required service based on awarded amount.
* Post degree obtainment: A maximum of 1.5 years of service credit may be earned.
* 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 the submission.

# FFF Service Credit Calculation:

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

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| --- | --- | --- | --- |
|  | **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 |
| **Administrative****Part-Time** (hourly) | Weeks x hours = minimum 560 hrs. | Weeks x hours = minimum 280 hrs. | Weeks x hours = minimum 186 hrs. |
| **Administrative****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

# Teaching service reporting requires a log of contact hours with students. This can be a syllabus, or a document created by the Fellow.

# Administrative service reporting requires a copy of the position description, along with a log of contact hours with students. This can be a syllabus, or a document created by the Fellow.

# Non-Traditional service reporting requires a log of contact hours with students. This can be a syllabus, or a document created by the Fellow.

# Service Reporting Forms are submitted by the Fellow and verified by the Professor/Employer in the Future Faculty Fellowship system.

# New AddressKCP Initiative – FFF ProgramWorkforce DevelopmentMichigan Department of Labor and Economic OpportunityP.O. Box 30805Lansing, MI 48909

If you have any questions, you may contact the KCP Initiative Office by phone at 517-335-5858 or by email at FutureFaculty@michigan.gov.

Service credit guidelines and policies are subject to change based on legislative needs.

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