# 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:

|  |  |  |  |
| --- | --- | --- | --- |
|  | **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 Address KCP Initiative – FFF Program Workforce Development Michigan Department of Labor and Economic Opportunity P.O. Box 30805 Lansing, 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.](mailto:FutureFaculty@michigan.gov)

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

Revised 10/17/2022