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STATE OF MICHIGAN  
DEPARTMENT OF LABOR AND ECONOMIC OPPORTUNITY  
LANSING

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

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

- Teaching at the postsecondary level, or
- Working in an administrative role, or
- 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).
- It is STRONGLY recommended that Fellows obtain pre-approval 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:

- It is STRONGLY recommended that Fellows obtain pre-approval 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:

LEO is an equal opportunity employer/program.

Auxiliary aids, services and other reasonable accommodations are available upon request to individuals with disabilities.  
WORKFORCE DEVELOPMENT, P O BOX 30805., LANSING, MI 48909 • www.michigan.gov/wda • 517-335-5858

- 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.

Please contact your university's FFF Representative(s) 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 secure and commence qualifying postsecondary employment. A maximum of three additional successive years may be granted under the following conditions:
  - 1<sup>st</sup> extension – for any reason, if requested prior to the one-year deadline.
  - 2<sup>nd</sup> extension – for a documented academic, personal or professional circumstance disrupting service progress.
  - 3<sup>rd</sup> 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 accrued.
- Nontraditional Service Credit: May consist of a maximum of 1/3 of service credit required.
- Post degree obtainment: A maximum of 1.5 year 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 submission.

**FFF Service Credit Calculation:**

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

	<b>1/2-year credit (0.5)</b>	<b>1/4-year credit (0.25)</b>	<b>1/6-year credit (0.166)</b>
<b>Full-Time Faculty</b> (as defined by the institution)	14 weeks	Minimum 7 weeks	Minimum 4 weeks
<b>Administrative Part-Time</b> (hourly)	Weeks x hours = minimum 560 hrs.	Weeks x hours = minimum 280 hrs.	Weeks x hours = minimum 186 hrs.
<b>Administrative Part-Time</b> (%)	Weeks x % = minimum 14	Weeks x % = minimum 7	Weeks x % = minimum 4
<b>Part-time Teaching</b> (credit hours)	n/a	Minimum 6 credits	Minimum 3 credits

**KCP FFF Service Reporting Form Submission Instructions**

- 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.
- Teaching 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.**
- If unable to submit by email, the document with an original signature may be mailed in an institution envelope to:  
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..

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