



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



Fellow's Name (printed): \_\_\_\_\_

Home Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

University Awarding Fellowship: \_\_\_\_\_

- Service Type\* (check one):  Teaching (faculty or adjunct; not teaching assistantships)
- Administrative (requires an official position description; see back)
- Non-Traditional (must be pre-approved prior to the start of the service)

Position Title: \_\_\_\_\_

\*Refer to the FFF Service Credit Guidelines for the full descriptions of qualifying service types and minimum hours required.

**Instructions:** The following section is to report academic terms of service that have been **fully completed**. Do not list current and future service. Multiple forms may be submitted if reporting more than four terms of service. Each form must be signed.

Academic Term listed individually (e.g. Fall 2017)	Full-Time (✓)	Part-Time (✓)	Number of credit hours (part-time teaching only)	Number of weeks (required for all service types)	Number of hours/week or % of employment (administrative or non-traditional)
	<input type="checkbox"/>	<input type="checkbox"/>			
	<input type="checkbox"/>	<input type="checkbox"/>			
	<input type="checkbox"/>	<input type="checkbox"/>			
	<input type="checkbox"/>	<input type="checkbox"/>			

**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 (non-digital): \_\_\_\_\_ Date: \_\_\_\_\_

## KCP FFF Service Reporting Form Submission Instructions

- **Administrative Service:** Please refer to the FFF Service Credit Guidelines for a full description of qualifying administrative service. Administrative service reporting **requires the submission of the position description** provided by the institution's human resources (HR) or academic affairs office. If the position description does not include the minimum degree required for the position, please include a statement from an HR or academic affairs director, verifying that the position requires a master's degree or higher. Positions that require less than a master's degree do not qualify for FFF administrative service credit.
- **Service Reporting Forms cannot be submitted by the Fellow.**
- For verification purposes, Service Reporting Forms must be submitted to the State KCP Initiative Office **from the institution email account of the form's signatory**.
- Please scan and email the document(s) to [FutureFaculty@michigan.gov](mailto:FutureFaculty@michigan.gov). Please copy the Fellow, using the email address provided on page 1.

If unable to submit by email, complete and mail the document with an original signature in an institution envelope to:

KCP Initiative – FFF Program  
Workforce Development  
Michigan Department of Labor and Economic Opportunity  
201 North Washington Square, 5<sup>th</sup> Floor  
Lansing, MI 48913

All non-electronic submissions will be verified with the form's signatory.

If you have any questions, you may contact the KCP Initiative Office by phone at 517-241-9898 or by email at [FutureFaculty@michigan.gov](mailto:FutureFaculty@michigan.gov).

Service credit guidelines and policies are subject to change.

Form Revised 10/09/19