



King•Chávez•Parks (KCP) Initiative Future Faculty Fellowship (FFF) Program Non-Traditional Service Pre-Approval Form



The non-traditional service proposal guidelines follow:

- Should be reviewed with a university FFF Representative prior to submission.
- **Must** receive pre-approval from the KCP Initiative.
 - 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.

Fellow's Name: (printed) _____	Phone: _____
Address: _____	
Email: _____	Fellowship University: _____
Proposed Position Title: _____	
Institution/Organization: _____	
Position Supervisor's Name & Title: (printed) _____	
Supervisor's Email: _____	Phone: _____
Supervisor's Signature: _____	Date: _____
Fellow's Signature: _____	Date: _____

Position Description: Attach a typed description of the program, approximate hours/week, essential responsibilities, and activities performed in this position.

Please send the pre-approval form and required position description by email to:
FutureFaculty@michigan.gov

Service credit guidelines and policies are subject to change.

Revised 10/09/19