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GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF TALENT AND ECONOMIC DEVELOPMENT
LANSING

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OFFICIAL
Policy Issuance: 19-13

Date: May 17, 2019

To: Future Faculty Fellowship (FFF) Program University Representatives

From: Joe Billig, Division Administrator **SIGNED**
Targeted Services Division
Workforce Development Agency

Subject: Martin Luther King • César Chávez • Rosa Parks (KCP) Initiative FFF
Program Eligibility and Selection

Programs Affected: FFF Program

References: Michigan Public Act No. 265 of 2018, Sec. 236 § 276 and subsequent Public Acts

Rescissions: None

Background: The goal of the KCP Initiative is to increase the number of Michigan's most academically or economically disadvantaged citizens who have the opportunity to complete college degrees and experience career success as active participants in a knowledge-based global economy.

The FFF Program provides financial support to Michigan's 15 public universities, intending to increase the pool of academically or economically disadvantaged candidates pursuing faculty teaching careers in postsecondary education. Future Faculty Fellows are eligible to pursue a master's or doctoral degree at a public university in Michigan. Preference may not be given to applicants on the basis of race, color, ethnicity, gender, or national origin. Fellowship recipients are obligated, by signed agreement, to remain in qualifying postsecondary faculty teaching or administration positions in a public or private, two- or four-year postsecondary institution for between one and three years equivalent full-time, dependent upon the total award amount.

Policy: Effective October 1, 2019, the following policy language will replace the "Fellow Eligibility and Selection" section in the FFF Administrative Handbook. FFF Programs at each university must hold an annual competition open to all students for FFF Awards.

Each university must have an FFF Award Selection Committee.

- The Selection Committee must consist of a minimum of two faculty members and one non-faculty member.
- The Selection Committee must meet at a minimum of once per year to review and rank FFF Award applications.
- A standardized format for reviewing and rating every FFF Award application must be used by the Selection Committee.
 - Preference may not be given to applicants on the basis of race, color, ethnicity, gender, or national origin.
 - As the intent of the FFF Program is to **increase the pool** of academically or economically disadvantaged candidates pursuing faculty teaching careers in postsecondary education, the KCP Initiative does not encourage awards to persons already having masters or doctoral degrees. Requests for exceptions may be submitted to the KCP Initiative Office by the university representative and should include a justification that indicates how an additional degree will facilitate postsecondary teaching employment.
- Records and supporting documentation of the Selection Committee review process must provide the rating and ranking of each FFF Award application considered.
- Committee records must be maintained in the university's FFF Program files.

Applicants requesting consideration for an FFF Award must be able to provide documentation for the following eligibility criteria:

- The applicant is a citizen of the United States.
- The applicant meets the university's requirements for Michigan residency.
- The applicant has been accepted at that Michigan public university into a graduate degree program that facilitates a career in postsecondary teaching.
- The applicant is in good academic standing, as defined by the university.
- The applicant is not currently in default on any guaranteed student loan.

- The applicant has not previously received another FFF Award for the same degree level (master's or doctorate). *(Note: Previous recipients that did not receive the maximum allowable award may reapply for additional funds while still in pursuit of that degree.)*
- The applicant is not currently a recipient of an FFF Award at another university for a degree that has not been completed.
- The applicant has not previously had an FFF Award converted to a KCP Loan.
- The applicant is academically or economically disadvantaged, as defined by the KCP Initiative.

Additional criteria may be added by the university.

University hardcopy files for each candidate must include the required documentation for each eligibility criterion in accordance with the KCP FFF Eligibility Requirements document (Attachment A, pages 1-2). A completed KCP FFF Eligibility Statement (Attachment A, pages 3-4) must be submitted to the KCP Initiative Office prior to the KCP Initiative's final approval of a selected candidate.

In addition to a completed KCP FFF Eligibility Statement, applications for FFF Awards must include, at a minimum, the following items:

- An educational and career goal statement linking the applicant's interests and academic preparation to his/her current studies and postsecondary teaching career focus.
- Identification of all current or past FFF Awards by year, degree level, and university.
- Identification of all previously-earned graduate degrees.

Additional application materials may be added by the university.

Action:

The following actions shall be completed **no later than 60 calendar days from the Policy Issuance date:**

- The FFF Program university representatives shall update all digital and print program and application materials to reflect the updated policy language.
- The FFF Program university representatives shall update the application and selection process to ensure that proper eligibility documentation is included in the hardcopy files for each candidate. The university representative shall ensure that the information provided in Section 2 of the FFF Eligibility Statement is not shared with the Selection Committee.

- If the FFF Program has already begun its selection process for the 2019-2020 Program Year, the university representative shall inform applicants of the updated eligibility policy language and require that any selected candidate complete and submit a KCP FFF Eligibility Statement.
- Following all updates, the FFF Program university representative shall provide to the KCP Initiative a URL link to any university webpage(s) containing FFF Program information by email at wda-kcpinitiative@michigan.gov. If the university's FFF application is not available online, an electronic copy shall be submitted by email.

Inquiries:

Questions regarding this policy should be directed to the KCP Initiative Office by telephone at 517-241-9898 or by email at wda-kcpinitiative@michigan.gov.

The Workforce Development Agency (WDA) is an equal opportunity employer/ program. Auxiliary aids and services are available upon request to individuals with disabilities. The WDA is funded by State and Federal funds; more details available on the Legal Disclaimer page at www.michigan.gov/WDA. Please contact Ms. Whitney Wasser by telephone at 517-241-1018 or by email at wasserw@michigan.gov for details.

This policy is available for downloading from the [WDA website](#).

**Expiration
Date:**

None

JB:KH:ww
Attachment



King•Chávez•Parks (KCP) Initiative Future Faculty Fellowship (FFF) Eligibility Requirements



Eligibility Criteria Section 1: An applicant must satisfy all eight to be eligible.

Eligibility Criteria	Verification Required (Only one document is required, unless otherwise stated.)
Applicant is a citizen of the United States.	<ul style="list-style-type: none"> • Screen print from university's student information system (if verifiable) • U.S. Passport • Birth Certificate • Consular Report of Birth Abroad of a Citizen of the U.S. • Certification of Report of Birth • Certificate of Citizenship issued by U.S. Citizenship and Immigration Services
Applicant meets the university's requirements for Michigan residency.	<ul style="list-style-type: none"> • Screen print from university's student information system • Documentation from Registrar's Office
Applicant has been accepted at this public Michigan university into a graduate degree program that facilitates a career in postsecondary teaching.	<ul style="list-style-type: none"> • Letter from university • Screen print from university's student information system
Applicant is in good academic standing, as defined by the university.	<ul style="list-style-type: none"> • Copy of current transcript • Email (or other document) from Registrar's Office, graduate program office, or advisor • Screen print from university's student information system
Applicant is <u>not</u> currently in default on any guaranteed student loan.	<ul style="list-style-type: none"> • Email (or other document) from financial aid office
*Applicant has <u>not</u> previously received another FFF Award for the same degree level (master's or doctorate). <i>(Note: Applicants that did not receive the maximum allowable award may reapply for additional funds while still in pursuit of that degree.)</i>	<ul style="list-style-type: none"> • Self-attestation
*Applicant is <u>not</u> currently a recipient of an FFF Award at another university for a degree that has not been completed.	<ul style="list-style-type: none"> • Self-attestation

* Will be verified by the KCP Initiative Office.

Eligibility Section 2: Academically or Economically Disadvantaged – An applicant must satisfy at least one to be eligible.

Eligibility Criteria	Verification Required (Only one document is required, unless otherwise stated.) Signed/dated letter or other documentation from:
Adult dependent primary caregiver. Definition: The person who takes primary responsibility for an adult who cannot fully care for him/herself.	<ul style="list-style-type: none"> • A physician • A lawyer or court official • Applicant (self-attestation)
Disability that causes an educational barrier but does not prevent working. Definition: Has a physical, mental or learning disability, as defined by the Americans with Disabilities Act , that causes an educational barrier but will not prevent completion of the FFF service obligation.	<ul style="list-style-type: none"> • Student support services office • Medical or health professional • Veterans Administration • Vocational or drug/alcohol rehabilitation facility • Social Security Administration • Applicant (self-attestation)
English language learner. Definition: Has limited ability in reading, writing, speaking, or comprehending the English language and: <ul style="list-style-type: none"> a) Whose native language is a language other than English. b) Who lives in a family or community environment where a language other than English is the dominant language. 	<ul style="list-style-type: none"> • Recognized proficiency exam • A university representative
First generation college graduate. Definition: No parent/guardian completed a bachelor's degree.	<ul style="list-style-type: none"> • Applicant (self-attestation)
Former foster child. Definition: An individual who was a ward, placed into a group home (residential child care community, treatment center, etc.) or private home of a state-certified caregiver.	<ul style="list-style-type: none"> • A court official • Applicant (self-attestation)
Homeless. Definition: An individual that lacks fixed, regular, and adequate housing. May live in a shelter, park, motel, car, or is temporarily living with others.	<ul style="list-style-type: none"> • A shelter • An individual providing temporary residence • A social service agency • Applicant (self-attestation)
Qualified for federal student aid. Definition: Qualified within the five years prior to application for needs-based federal student financial aid, such as: <ul style="list-style-type: none"> o Pell Grant o Subsidized federal student loans o Work-study 	<ul style="list-style-type: none"> • United States Department of Education • University's financial aid office
Recipient of public assistance. Definition: Currently receives, or has received within the six months prior to application, public assistance, such as: <ul style="list-style-type: none"> o Temporary Assistance for Needy Families o Supplemental Security Income o Supplemental Nutrition Assistance Program o Women, Infants & Children 	<ul style="list-style-type: none"> • An appropriate organization or government agency
Returning citizen. Definition: Served a period of incarceration.	<ul style="list-style-type: none"> • Criminal justice system (parole ID, discharge paperwork, etc.) • Offender Tracking Information System
Single parent. Definition: Is unmarried or separated from a spouse and has a minor child(ren) for which the parent has either physical custody or joint custody. Or, is unmarried or separated from a spouse and is pregnant.	<p>*Documentation is required for <i>both</i> marital status and dependent(s) verification.</p> <ul style="list-style-type: none"> • Copy of birth certificate(s) of dependent(s) • Medical professional (confirming pregnancy) • Applicant (self-attestation allowed for marital status only)



**King•Chávez•Parks (KCP) Initiative
Future Faculty Fellowship (FFF)
Eligibility Statement**



Applicant Name: _____ Last Four of SSN: _____ University: _____

Applicants requesting consideration must be able to provide documentation or allow verification to the satisfaction of the university's FFF Representative and the KCP Initiative Office that they meet the eligibility criteria.

Eligibility Criteria Section 1: Must initial all to be eligible.

- I am a citizen of the United States. _____
- I meet the university's requirements for Michigan residency. _____
- I have been accepted at this public Michigan university into a graduate degree program that facilitates a career in postsecondary teaching. _____
- I am in good academic standing, as defined by the university. _____
- I am not currently in default on any guaranteed student loan. _____
- I have not previously received another FFF Award for the same degree level (master's or doctorate). _____
- I am not currently a recipient of an FFF Award at another university for a degree that has not been completed. _____
- I have not previously had an FFF Award converted to a KCP Loan. _____

Eligibility Section 2 - Academically or Economically Disadvantaged: Must check at least one to be eligible.

- I am an adult dependent primary caregiver.
- I have been conditionally accepted into my graduate program.*
- I have a disability that causes an educational barrier but does not prevent me from working.
- I have limited English proficiency (English Language Learner).*
- I am a first-generation college graduate.
- I am a former foster child.
- I am currently homeless.
- I qualified for federal student aid.*
- I am currently a recipient of public assistance.*
- I am a returning citizen.*
- I am a single parent.*

I meet one or more of the above criteria, as defined on Page 2, as academically or economically disadvantaged. _____ **(applicant's initials)**

* Applicant is required to submit documentation, as listed on Page 2, in addition to this form.

Note: The information and documentation provided for Section 2 will not be shared with the university's Fellowship Selection Committee.

I hereby certify that the information given on page three is true to the best of my knowledge. I allow release of this information for verification purposes to determine eligibility. I have reviewed and understand that refusal to provide requested documents may result in my application not being submitted to the FFF Selection Committee.

Applicant Signature (digital signature not acceptable)

Date

Applicant's Address

OFFICE USE ONLY:

I have verified the applicant meets all eight Eligibility Criteria and the Academically or Economically Disadvantaged criterion. Appropriate documentation is in the applicant's file. This form serves as the applicant's self-attestation when applicable. The information contained in Section 2 of this form will not be shared with the Selection Committee.

Signature of university FFF Representative (digital signature not acceptable)

Date

Be sure to include this document when submitting the Fellowship Agreement to the KCP Initiative Office.