

NMSU Community College System

Allocation of Effort Statement

For the period of _____ to _____

Community College Campus:

Faculty Member Name and Rank:

Purpose (select one) Initial Revision Final

Indicate the agreed upon percentage value to be allocated based upon anticipated teaching load, committee assignments, and planned activities for the upcoming academic year. Selected work percentages must total 100%. A category may be negotiated at 0%. Usually, the teaching load for community college faculty members will be the equivalent of 15 credits a semester, or from 27 to 30 credits an academic year (not including optional summer teaching for nine-month faculty), and will equal 75 – 80% of allocated effort. Usually, 36 credits for twelve-month faculty will equal 75 – 80% of allocated effort.

Community College full annual teaching load (27-30) or (36) credit hours.

TEACHING AND RELATED ACTIVITIES Percent of effort allocated to this activity = _____ %

List the courses you anticipate teaching during the fall and spring semesters. At the conclusion of the evaluation period, update anticipated courses with those actually taught and add student enrollment figures (as of the census date).

FALL SEMESTER

<u>DEPT</u>	<u>CRSE #</u>	<u>COURSE TITLE</u>	<u>CR.</u>	<u>ENRL</u>

<u>DEPT</u>	<u>CRSE #</u>	<u>COURSE TITLE</u>	<u>CR.</u>	<u>ENRL</u>

SPRING SEMESTER

<u>DEPT</u>	<u>CRSE #</u>	<u>COURSE TITLE</u>	<u>CR.</u>	<u>ENRL</u>

<u>DEPT</u>	<u>CRSE #</u>	<u>COURSE TITLE</u>	<u>CR.</u>	<u>ENRL</u>

SUMMER SEMESTER (Required for 12-Month Faculty)

<u>DEPT</u>	<u>CRSE #</u>	<u>COURSE TITLE</u>	<u>CR.</u>	<u>ENRL</u>

<u>DEPT</u>	<u>CRSE #</u>	<u>COURSE TITLE</u>	<u>CR.</u>	<u>ENRL</u>

Comment on any reassigned time. (Attach Reassigned Time Report, if applicable.)

I. GOALS FOR TEACHING AND RELATED ACTIVITIES

Comment on attainment of Goals for Teaching and Related Activities (at the end of the evaluation period).

II. GOALS FOR SCHOLARSHIP AND CREATIVE ACTIVITIES (includes professional development).

Percent of effort allocated to this activity = %

Comment on attainment of Goals for Scholarship and Creative Activities (at the end of the evaluation period).

III. GOALS FOR EXTENSION AND OUTREACH

Percent of effort allocated to this activity = %

Comment on attainment of Goals for Extension and Outreach (at the end of the evaluation period).

IV. GOALS FOR SERVICE

Percent of effort allocated to this activity = %

Comment on attainment of Goals for Service (at the end of the evaluation period).

V. GOALS FOR LEADERSHIP

Percent of effort allocated to this activity = %

Comment on attainment of Goals for Leadership (at the end of the evaluation period).

PERCENT TOTAL (must equal 100%) %

Initial Review/Revision:

Agree Disagree

Faculty Member Date

First-Level Supervisor (if applicable) Date

Second-Level Supervisor (if applicable) Date

VPAA (Required for negotiated reassigned time) Date

Final Review:

Agree Disagree

Faculty Member Date

First-Level Supervisor (if applicable) Date

Second-Level Supervisor (if applicable) Date

VPAA (Required for negotiated reassigned time) Date

Unresolved disagreements will be handled in accordance with Community College Promotion and Tenure Policy Section 5.90.5.1.2.