**NMSU College of Arts and Sciences – Faculty Allocation of Effort Form**

**12-Month Period: Spring 2021 & Fall 2021 (January 2021 – December 2021)**

***DUE MARCH 5, 2021***

**Department: Faculty Member Name:**

All regular faculty members must complete this document each year. This form should include: a) your % allocation of effort in each area; b) list of general activities corresponding to the allocation of effort in each area of responsibility; and c) your professional goal(s) for the next academic year in each area (please see guideline located on the website at <https://artsci.nmsu.edu/as-policies-and-procedures/>). **Any significant variations from the typical departmental faculty allocation of effort in any area should include justification and requires Dean’s approval.**

**\*Understand that the allocation for Fall is a best estimate.**

**Area of Responsibility Percentage of overall (100%) effort**

**Teaching and Advising** **%**
Scheduled Courses for Spring 21: **%**
\*Scheduled Courses for Fall 21: **%**

Primary Goals:

**Scholarship and Creative Activity %**
Primary Goals:

**Service %**
Primary Goals:

**Outreach %**
Planned Achievements:

**Relevance to the Departmental Strategic Plan 2025 Goals:**

**Faculty Member Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Department Head Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**