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

**Department: Faculty Member Name:**

**12-Month Period: January 1st, 2026 to December 31st, 2026**

All tenure-track/tenured and college track faculty members must complete this document each year. This form should include: a) your % allocation of effort in each area; b) list of general goals and activities corresponding to the allocation of effort in each area of responsibility. Any large variations from the typical departmental faculty allocation of effort in any area should include justification and requires Dean’s approval.

**ONCE signed –** the faculty member is responsible for recording the % of effort in the Faculty Success (formerly Digital Measures portal) and for uploading a signed copy of this document in the same portal.

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

**Teaching and Advising**   
Percentage of Effort for Teaching & Advising %

Courses scheduled for Spring 26: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Expected Courses for Fall 26: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Primary Goals and Activities:

**Scholarship and Creative Activity**   
Percentage of Effort for Scholarship & Creative Activities %

Primary Goals and Activities:

**Service**   
Percentage of Effort for Service %

Primary Goals and Activities:

**Extension and Outreach**   
Percentage of Effort for Outreach %

Primary Goals and Activities:

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

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