**NMSU College of Arts and Sciences – Department Head Allocation of Effort Form**

**Department: Department Head Name:**

**12-Month Period: January 1st, 2024 to December 31st, 2024**

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

**Teaching and Advising** **\_\_\_\_\_\_\_\_\_\_%**

Scheduled Courses for Spring 2024: \_\_\_\_\_\_\_\_\_\_

Expected Courses for Fall 2024: \_\_\_\_\_\_\_\_\_\_

Primary Goals:

**Scholarship and Creative Activity \_\_\_\_\_\_\_\_\_%**

Primary Goals:

**Service \_\_\_\_\_\_\_\_\_%**

Primary Goals:

• Service to the Department, College, and University:

**Outreach \_\_\_\_\_\_\_\_\_%**

Primary Goals:

**Administration \_\_\_\_\_\_\_\_\_%**

Primary Goals:

**Department Head signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Dean signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**