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

**Department: Faculty Member Name:**

**12-Month Period: January 1st, 2022 to December 31st, 2022**

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 significant variations from the typical departmental faculty allocation of effort in any area should include justification and requires Dean’s approval.

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

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

Courses scheduled for Spring 22: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Expected Courses for Fall 22: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Primary Goals:

Relevance to LEADS 2025:

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

Primary Goals:

Relevance to LEADS 2025:

**Service**   
Percentage of Effort for Service %

Primary Goals:

* Service to the Department, College, and University:
* Professional Service outside of NMSU:

Relevance to LEADS 2025:

**Outreach**   
Percentage of Effort for Outreach %

Primary Goals:

Relevance to LEADS 2025:

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

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