**NMSU College of Arts and Sciences**

**Department Head Allocation of Effort Form**

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

**Department: Department Head Name:**

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

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

Scheduled Courses for Spring 2022: \_\_\_\_\_\_\_\_\_\_

Expected Courses for Fall 2022: \_\_\_\_\_\_\_\_\_\_

Primary Goals:

Relevance to LEADS 2025:

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

Primary Goals:

Relevance to LEADS 2025:

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

Primary Goals:

• Service to the Department, College, and University:

• Professional Service outside of NMSU:

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

Primary Goals:

Relevance to LEADS 2025:

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

Primary Goals:

Relevance to LEADS 2025:

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

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