

NMSU College of Arts and Sciences

Faculty Annual Allocation of Effort Guidelines

All regular faculty members are required to submit to the Department Head the Allocation of Effort Form by the deadline specified by the College.

The Allocation of Effort Form will outline:

- An agreed upon allocation of effort in each applicable area of responsibility.
 - Allocation of effort refers to the percentage of one's time (totaling 100% regardless of FTE) that will be devoted to activities in each area.
- Professional goals and activities for the next calendar year.
 - Goal statements in each area allow the faculty member to identify and briefly describe the ways in which s/he will strive to further develop or improve in each area, indicating the general goals that will be pursued and the general activities pursued to achieve such goals.

Each faculty member's allocation of effort, activities, and goals should reflect the overall institutional directions set by the LEADS 2025 plan – each faculty is asked to comment on how the proposed goals align with any of the four goals of LEADS 2025. Activities should be general enough to offer the necessary latitude for adjustments during the academic year, but sufficiently detailed to justify the corresponding percentage of effort. Goals should be written as intentions meant to improve teaching, scholarship, service, or outreach, and they should be supported by the proposed activities.

While modest adjustments in activities are expected and accepted, substantial shifts in goals and/or changes to activities that impact the actual percentage of effort require submission of a modified allocation of effort document for approval. Similarly, significant deviations from what is considered a standard distribution of effort in the department should be properly described in the document (e.g., a significant shift of effort due to a sabbatical leave).

Timeline

Each faculty member will meet with and discuss her/his annual allocation of effort, activities, and goals for the coming academic cycle with the Department Head (typically during the Spring semester that precedes the period covered by the Allocation of Effort statement). This discussion is an essential part of the process of negotiating and agreeing upon a given faculty member's allocation of effort, activities and goals. Changes may be suggested or required by the Department Head.

Once the final allocation of effort, activities, and goals are agreed upon, both parties will indicate agreement through signature. By signing the form, the faculty member and department head are in agreement that the indicated allocation, activities, and goals are appropriate and sufficient. Therefore, department heads should make certain that signed documents are detailed and complete. According to college policy, if agreement cannot be reached, the Dean will assist with the negotiations. Signed forms are submitted to the Dean's office by the department head by the deadline specified by the College (typically in Spring). All forms are reviewed and signed by the Dean or one of the Associate Deans. Allocation of Efforts can (and should) be revised if significant changes occur in the expected activities of the faculty member. Changes should lead to the submission of a new Allocation of Effort, signed by the faculty member and the Department Head, and reviewed by the Dean.

The Allocation of Effort statements for that academic time frame will be used by the Department Head (along with the APR) to appraise faculty members' annual performance. It is important that individual faculty members address the activities and goals outlined for that year in their APR as they reflect on and present their accomplishments. In the spring, Allocation of Effort forms will also be included in the material provided to departmental promotion and tenure committees.

Department heads will meet with each faculty member in the spring to discuss their evaluation. It is recommended that at this time goals and allocation of effort are determined for the next academic cycle.