

APPENDIX 2

Allocation of Effort – Year: _____ **Name:** _____

Relative importance and allocation of effort are specific terms defined in the NMSU P&T Policy, section 5.90.3.4. Principal units have the authority to define allocation of effort in areas such as scholarly activity, extension and teaching. Principal units have the opportunity to assign varying degrees of value to activities that are important to the principal unit and the individual. This allocation-of-effort statement reflects an individual’s goals and objectives as they relate to the NMSU mission and the principal unit’s expectations. All levels of the promotion and tenure process will acknowledge and respect variations among individual allocation-of-effort statements. Individuals will be evaluated according to their respective allocations of effort.

Allocation-of-Effort Statement

This document defines the percentage of effort agreed upon by the faculty member and principal unit administrator or supervisor, that the faculty member will devote to each of the major categories of teaching and advising or its equivalent, scholarship and creative activity, service, extension, outreach and other assigned duties (NMSU P&T Policy, sections 5.90.3.4 and 5.90.5.1). The faculty member and principal unit administrator must review/amend this document each year.

Percentages of Effort for Upcoming Year:

Appointment	% of Effort¹	Agreed-Upon Goals and Objectives
Scholarship and Creative Activity²		
Extension ³		
Research		
Teaching		
Teaching (Instruction) & Advising (Include course level, semester credit hours, student enrollment and statement of what is considered a full teaching/advising load, if applicable)		
Outreach		
Service		
Other		
Total	100%	

Principal Unit Administrator⁴ _____ **Date** _____
Candidate _____ **Date** _____

¹ These allocations may be similar or different from the cumulative percentages of FTE that constitute an individual’s salary.

² Scholarship and Creative Activity may include efforts in Research, Teaching or Extension.

³ Scholarship and Creative Activity stemming from Plans of Work.

⁴ All forms for candidates with split or joint appointments need a signature from each of their principal unit administrators.