

NMSU College of Agriculture, Consumer and Environmental Sciences
Faculty Annual Allocation of Effort Guidelines
2022

All tenure-track/tenured and college track 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 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.

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. 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) and requires approval of the Dean.

Timeline

Each faculty member will meet with and discuss their annual allocation of effort, activities, and goals for the coming year with the Department Head (typically early in the Spring semester or during the preceding Fall semester). This discussion is an essential part of the process of negotiating and agreeing upon a given faculty member's allocation of effort and goals. Changes may be suggested or required by the Department Head.

Once the final allocation of effort 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 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 should be uploaded in Digital Measures (now Watermark Faculty Success) immediately upon approval. Allocation of Efforts can (and should) be revised if significant changes occur in the expected activities of the faculty member during the performance period. Changes should lead to the submission of a new Allocation of Effort, signed by the faculty member and the Department Head, and uploaded in Digital Measures.

The Allocation of Effort statements for that calendar year 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 in their APR the activities and goals that had been outlined for that year as they reflect on and present their accomplishments within their APR. In the spring, Allocation of Effort forms will also be included in the material provided to departmental promotion and tenure committees.