

New Mexico State University
College of Engineering
Expected Allocation of Effort
23 September 2010

This table is intended as the starting point for the annual negotiation between individual faculty members and their department head with respect to allocation of effort for the coming academic year. The values listed represent the typical effort expected of a productive faculty member. The department head and faculty member are expected to reach an agreement as to how the flexibility component is apportioned. Individual circumstances may allow the department head to adjust the values below.

Program	Category	Baseline Level of Effort		
		Assistant	Associate	Full
Engineering	Teaching and Advising	25%	25%	25%
	Scholarship and Creative Activities:			
	Scholarship/Creative Act.	20%	15%	15%
	Funded Research	20%	15%	15%
	Service, Outreach and Extension	5%*	10%	10%
	Flexibility	30.0%	35.0%	35.0%
	Total	100%	100%	100%

Technology & Surveying	Teaching and Advising	50%	50%	50%
	Scholarship and Creative Activities:			
	Scholarship/Creative Act.	10%	10%	10%
	Funded Research	0%	10%	10%
	Service, Outreach and Extension	10%*	10%	10%
	Flexibility	30.0%	20.0%	20.0%
	Total	100%	100%	100%

*Fixed contribution- not subject to adjustment for untenured assistant professors

**College of Engineering
New Mexico State University
Goals for the year _____**

Faculty Member: _____

Rank: _____

Department: _____

The purpose of this document is to provide a method for faculty to document their goals, performance plans, and planned allocation of effort on an annual basis. Department heads and individual faculty will work collaboratively to insure that annual performance plans are on target for successful attainment of tenure and promotion. In addition, the department head will use this opportunity to align individual faculty goals with department goals and ultimately, the goals of the College of Engineering. To comply with NMSU policy, all faculty members must complete this document annually. Please list your goals, activities, and effort under each heading.

Teaching and Advising:

Allocation of Effort:
Teaching and Advising _____%

undergraduate classes: _____ total credit hours _____
labs taught (not supervised, taught): _____ total contact hours _____
graduate classes: _____ total credit hours _____

New course development:

Course # Credits Core Course (Y/N) w/Lab? (Y/N) Web Based? (Y/N)

BS academic advisees: _____

BS research advisees: _____

MS advisees: _____

PhD advisees: _____

Names of MS students graduating this calendar year:

Names of PhD students graduating this calendar year:

Scholarship and Creative Activity:

Scholarship _____%

Peer-reviewed publication titles planned (include journal name):

Books or book chapter titles planned for publication (include publisher):

Conference paper titles planned for publication (include conference name):

Externally Funded Research:

Funded Research _____%

Continuing grants & contracts:

Title PI/Co-PI Agency Duration % Participation Total Funding Amount

New grants & contracts planned for submission:

Title PI/Co-PI Agency Duration % Participation Total Amount
to be Requested

Service, Outreach, Extension, and Leadership:

Service, Outreach, Extension, and Leadership _____%

Significant service activities:

Activity Dates Role Type (department, college, professional society, etc)

Significant outreach activities (including recruiting and retention):

Activity Dates Role Type (department, college, professional society, etc)

Significant extension activities:

Activity Dates Role Type (department, college, professional society, etc)

Significant leadership activities (associate and full professors only):

Activity Dates Role Type (department, college, professional society, etc)

Comments:

Signatures:

Faculty member: _____ Date _____

Department head: _____ Date _____

Dean: _____ Date _____