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|  | **Southeast New Mexico College**  **Allocation of Effort Statement**  **For Fall 2025 to Spring 2026** | | |
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| **Faculty Member Name:**  **Purpose (select one)** | | **Rank:** (Select one) | **Contract Length:** (Select one) |

**Indicate the agreed upon percentage value to be allocated based upon anticipated teaching load, committee assignments, and planned activities for the upcoming academic year. Selected work percentages must total 100%. A category may be negotiated at 0%. Usually, the teaching load for faculty members will be the equivalent of 15 credits a semester, or from 27 to 30 credits an academic year (not including optional summer teaching for nine-month faculty), and will equal 75 – 80% of allocated effort. Usually, 36 credits for twelve-month faculty will equal 75 – 80% of allocated effort.**

**Teaching and Related Activities Percent of effort allocated to this activity =** **%**

List the courses you anticipate teaching during the fall and spring semesters. At the conclusion of the evaluation period, update anticipated courses with those actually taught and add student enrollment figures (as of the census date).

**FALL SEMESTER 2024**

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**SPRING SEMESTER 2025**

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**SUMMER SEMESTER 2025 (Required for 12-Month Faculty)**

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**Comment on any reassigned time. (Attach Reassigned Time Report, if applicable.)**

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**I. Goals for Teaching and Related Activities (Ref: SENMC P&T SEction 6, Part 1)**

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**Comment on attainment of Goals for Teaching and Related Activities (at the end of the evaluation period).**

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**II. Goals for Scholarship and Creative Activities (Ref: SENMC P&T Policy Section 6, part 2)**

**Percent of effort allocated to this activity =** **%**

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**Comment on attainment of Goals for Scholarship and Creative Activities (at the end of the evaluation period).**

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**III. Goals for Extension and Outreach (Ref: SENMC P&T Policy Section 6, part 3)**

**Percent of effort allocated to this activity =** **%**

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**Comment on attainment of Goals for Extension and Outreach (at the end of the evaluation period).**

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**IV. Goals for Service (Ref: SENMC P&T Policy section 6, part 4) Percent of effort allocated to this activity =** **%**

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**Comment on attainment of Goals for Service (at the end of the evaluation period).**

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**PERCENT TOTAL (must equal 100%)**  **%**

**Signatures for Initial Review/Revision**

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| --- | --- | --- | --- |
| Faculty Member: | Date: | Agree | Disagree |
| First-Level Supervisor:  (if applicable) | Date: | Agree | Disagree |
| Second-Level Supervisor:  (if applicable) | Date: | Agree | Disagree |
| VPAA:  (Required for negotiated reassigned time) | Date: | Agree | Disagree |

**Signatures for Final Review**

|  |  |  |  |
| --- | --- | --- | --- |
| Faculty Member: | Date: | Agree | Disagree |
| First-Level Supervisor:  (if applicable) | Date: | Agree | Disagree |
| Second-Level Supervisor:  (if applicable) | Date: | Agree | Disagree |
| VPAA:  (Required for negotiated reassigned time) | Date: | Agree | Disagree |

This is a planning document and not a contract. It is subject to negotiation as outlined in the SENMC Promotion and Tenure procedure.

Form revised 09/04/2024