

The allocation of effort form is an electronic form. Text boxes will expand as text is entered. The allocation of effort form may be used for initial planning at the beginning of the evaluation period, for revisions that may occur during the evaluation period (due to unanticipated assignment changes), and as a final document at the end of the evaluation period. Each use is discussed below:

Initial – At the beginning of the evaluation period, the faculty member and supervisor will meet and decide upon the faculty member's allocation of effort for each evaluated category on the allocation of effort form. Normally, a community college faculty member's primary focus will be on teaching. A teaching load of 15 credit hours will normally require 75 – 80% allocation of effort. This may be more or less depending on the situation. Facts to be considered for allocation of effort toward teaching would include the experience of the faculty member, number of preparations, laboratory preparation (if applicable), and major restructuring of a course, such as initial development of a course for online or hybrid delivery. Redirected time would also be considered in setting allocation of effort toward teaching. The faculty member and supervisor will also determine allocation of effort toward scholarship and creative activities (including creative activities (including professional development activities), Extension and outreach (service), and leadership. Any category may contain a zero allocation of effort. The faculty member and supervisor will establish goals for all categories having an allocation of effort greater than zero. Goals should be realistic and obtainable. When completed, print the form, and both the supervisor and faculty member will sign and date the form under "Initial Review." A copy will be made for both the supervisor and the faculty member.

Revision – Faculty members must remain flexible to meet the needs of students and the institution. This will often cause a change in the faculty member's allocation of effort during the evaluation period. Should this occur, the faculty member should prepare a revised allocation of effort form in the same manner as the initial. The only difference will be the purpose will have "revision" checked. Once prepared and signed, this revised allocation of effort form will be stapled to the front of the initial form. Both the faculty member and the supervisor will maintain copies of the revised form with initial form attached. It is possible to have multiple revisions during the evaluation period.

Final – At the end of the evaluation period, the faculty member will prepare an allocation of effort form with purpose "final" checked. The faculty member will note course actually taught (if different than those anticipated), complete the enrollment for the course(s) as of census day, and write one to two sentences on goal attainment for each goal. More detail may be provided in the attached narratives. The faculty member may attach up to a two page narrative for each

evaluated category having an allocation of effort greater than zero. The employee will sign the form under "Final Evaluation." The supervisor will attach a written review with any commendations, concerns, and recommendations in each of the areas of performance in the allocation of effort statement. The supervisor will sign the form under "Final Evaluation." The initial evaluation, along with any revisions, will be attached to this final evaluation.

In the event that the faculty member cannot come to agreement on the initial, revision, or final allocation of effort form, the faculty member should check "disagree" and sign the form. In the event the faculty member refuses to sign the form, the supervisor should check "disagree," and write "refused to sign" where the faculty member would normally sign. In the case of disagreement, the allocation of effort form will be forwarded to the next higher supervisory level. This supervisor will interview the faculty member and their supervisor, and attach a written review of the investigation. This written review will state amendments (if any) to the allocation of effort statement. This statement will become a part of the allocation of effort form. If the form is an initial or revised allocation of effort statement, both the faculty member and supervisor will adhere to the stipulations of the attached statement. If the disagreement occurs as the result of a final submission, the attached statement by the next higher supervisor will become a part of the faculty member's final evaluation. If this is a final evaluation, and the faculty member is still not satisfied with the outcome, the faculty member may submit a rebuttal to the evaluation which will become a part of the annual review. The faculty member may appeal the evaluation also, utilizing the university appeals process.