**Determination of Annual Allocation of Effort**

**12-Month faculty**

This instrument is designed to assess each faculty member's annual allocation of effort in Instruction/Thesis and Dissertation Advisement, Scholarly Activity and Service.

In the table below, enter the classes you have taught during the 12- month evaluation period. Attach additional sheets as necessary.

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| --- | --- | --- | --- | --- | --- |
| Semester and year taught | Course Number | Course title | Number of credits | Graduate or undergraduate | Number of students |
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To determine your allocation of effort, double-click the table below and enter the appropriate information for the current evaluation period in the green boxes. Unless otherwise approved, all faculty have a 10% service allocation.



\* Enter the actual number of non-traditional instruction contact hours here. For example, if a faculty member had 10 non-traditional instruction events during the evaluation period, and each event resulted in 5 qualified contact hours, the faculty member would enter 50 in this portion of the table. The table will convert contact hours to equivalent credit hours for use in calculation percent instruction based on the following calculation: one (1) 3-credit undergraduate class is equivalent to 45 hours of communication of knowledge through planned, structured and evaluated instruction. Indirect contacts (*i.e*. newspaper, radio, publications, etc.) do not factor into the direct contact hour calculation. For promotion consideration, see section VII. Promotion Criteria, 1. Instruction, for information on non-traditional instruction activities. For tenure consideration see section IV. Criteria to be Considered in Tenure Recommendations, B. Standards for Achievement of Tenure, 1. Instruction, for information on non-traditional instruction activities.

Allocation percentages are based upon the following calculations:

100% undergraduate teaching load= 39 hours/year

100% graduate teaching load= 31 hours/year

Major professor for M.S. student = 6% each student (limit two years per student)

Major professor for PhD student = 9% each student (limit three years per student)

The above calculation of allocation of effort is used to determine annual thresholds for achievement. The publication and funding requirements are based on the percentage assignment in Scholarly Activity.  Scholarly Activity is composed of both Research and Extension activities.  It is calculated as the remainder of the time after the percentage calculated for instruction (classroom and non-classroom) and the static 10% service is subtracted. For example, using the table above, if the faculty member is required to have five publications for tenure consideration, and the faculty member had instruction activities that calculated to 30% instruction effort, then they would have 60% scholarly activity (100% - 30% (instruction) - 10% (service) = 60%).  So that faculty member would be required to have 3 publications (5 publications required x 0.60) to meet the requirement to be considered for tenure. Similar calculations are to be used to determine thresholds for extramural funding.

For the purposes of annual evaluation and promotion/tenure, if a 12-month faculty member spends the equivalent of 39 undergraduate credit hours in a year occupied in direct communication of knowledge through planned, structured and evaluated instruction, that person's effort will equate to a 100% instruction appointment, just like an academic faculty member. Direct contact hours are calculated independent of the size of the audience for the instruction; consideration will be given to time expended getting to the location of the instruction. So for example, if a faculty member presented a one-hour, planned, structured and evaluated talk held on the TSU campus, that faulty member would claim one direct contact hour (regardless of the size of the audience). If that same presentation was made in Clarksville, TN (one hour travel time from Nashville), the faculty member would claim three direct contact hours.