**Academic Staff/Supervisor Distribution of Effort Agreement**

Name:

Title:

Period covered by this Evaluation:

July 1, 20      to December 31, 20

January 1, 20      to July 1, 20

Check one:

Instructional Academic Staff

Non-Instructional Academic Staff

Distribution of effort (expectation document) agreed upon between the Academic Staff member and their Supervisor.

Instructional Academic Staff

      % Teaching

      % Research of Other Scholarly Effort

      % Advising

      % Administration

      % Campus Service/Committees

      %

      %

100% Total

Non-Instructional Academic Staff

      % Performing duties as stated in position description

      % Teaching

      % Research or Other Scholarly Effort

      % Administration

      % Advising

      % Campus Service/Committees

      %

      %

100% Total

Chair

Signature Date

Academic Staff Member

Signature Date

Optional Statement of the Academic Staff Member with regard to accomplishments with special reference to agreed upon distribution of effort. (Attach additional sheets if needed.)