**IU School of Liberal Arts at IUPUI**

**Effort Reallocation Report**

*Approved by SLA Budget & Resource Planning Committee, December 2019*

This entire form should be filled out in no more than three pages and attached to the supplemental section of your Digital Measures and Activity Insight (DMAI) report.

Name: Academic Year:

Title associated with reallocation:

Department/Office/Center/Institute providing reallocation:

**Faculty Service Duties**:

Service, by definition, is not covered by an effort reallocation for administrative duties and constitutes 20% of a faculty member’s effort. Outline service done as part of your faculty responsibilities outside of the administrative duties associated with the effort reallocation addressed with this form.

Program/Department:

School:

Campus:

Community:

Professional:

**Effort Reallocation information**:

Title of position associated with the reallocation:

Brief (no more than 3 sentences) description of the work associated with the reallocation:

Reallocation amount (e.g. # of courses per semester or year; note frequency):

One course is deemed to constitute approximately 140 hours of work. Time expectations*, on average* for Aug 1 – May 31: One course every other year (2-3 hours/week); One course per year (4-5 hours per week); One course per semester (8-10 hours/week; Other (indicate).

**Is there an MOU or appointment letter for the effort reallocation associated with this position?** If so, please attach.

**Does this position have a stated term?** If so, please note; If not, please list initial date when reallocation was granted.

**Is this position reviewed? If so, who (Director, Chair, associate dean, dean, etc.) reviews the position? what is the frequency of the review?**

**Current contractual workload for the academic year listed above before the reallocation is applied**:

Research (%):

Service (%):

Teaching (% & number of courses taught per semester):

**Outstanding obligations**: Do you “owe” the School any courses because of prior sections being cancelled due to low enrollment?

**Position Duties**:

What are the major duties/functions of this position? (If you have a job description, you can insert that here.) Provide a “detailed explanation of how the planned responsibility/project is comparable to one three-credit course” per semester/year/etc. Where possible, please provide specific data and evidence (met with an average of 12 students per month, successfully oversaw 10 MA students complete their degrees, represented this program at 16 different campus and community events, etc.).

**Major Function 1** (% of course reallocation time):

**Major Function 2** (if necessary, % of course reallocation time):

**Major Function 3** (if necessary, % of course reallocation time):

**Supervisory Load**: (if relevant, list people and positions/rank supervised/coordinated)

**Accomplishments and Goals in the Position**:

Key Accomplishments:

What was achieved during the review year?

Key Goals:

What are your goals for the next calendar year in this position?

**Looking Ahead**

Please explain whether or not you believe this position will merit additional/fewer/same number of course reallocations in the coming academic year.