

**Guidelines on Allocation of Effort for Merit Review
School of Informatics and Computing – Bloomington
February 6, 2015**

The default allocation of effort for tenure-line faculty members is 40% research, 40% teaching, and 20% service. The default allocation of effort for lecturers is 70% teaching, 10% pedagogical research/personal development, and 20% service. Allocations of effort are reflected in the weighting of performance in the three components when assigning merit review scores.

To assure that merit ratings accurately reflect faculty contributions when post-tenure faculty are assigned duties clearly resulting in non-default allocations, the SoIC permits adjustment of effort percentages to reflect their assignments. For example, if a faculty member asks to be assigned a 4-course teaching load instead of the standard 3-course load, the effort allocation would reflect this increased teaching. Similarly, a faculty member whose teaching load is reduced from 3 courses to 2 due to research student supervision would be expected to have a reduced teaching weighting and an increased research weighting.

Faculty starting assignments requiring adjusted effort allocations should discuss this with their chairs as soon as plans for the new assignment are finalized.

During sabbaticals or other research leaves, allocation of effort will normally include only research and professional service. Allocation of effort for other types of leaves should be discussed with the chair in advance.

An allocation of effort must be set for each calendar year, for the merit review process. If different effort allocations apply for spring and fall (e.g., for a 1-semester sabbatical), the two semesters' allocations will be averaged.

All effort allocations normally fall into one of the following categories:

R	T	S	
40	40	20	3-course teaching load post-tenure or 2-course pre-tenure. Faculty may choose to keep this allocation even if teaching an overload course
53	27	20	1 course reduction from buyout/release due to RA support
67	13	20	2 course reduction from buyout/release due to RA support
40	27	33	1 course reduction for assigned service role (e.g., OCC for program director)
27	53	20	1 course increase above normal load
20	20	60	Major service role (chair, assoc dean, EAD), 1 course reduction from role
20	10	70	Major service role, 2 course reduction from role
90	0	10	Sabbatical/paid leaves (sole service is external professional service)