



DISTRIBUTION OF EFFORT AGREEMENT
 UNIVERSITY OF KENTUCKY
 Lexington Campus

Assignment Period From: _____ To: _____

SSN _____ Last Name _____ FI _____ MI _____

College _____ Department _____

HRS Pos. Number _____ Title/Rank _____ Contract Basis _____

SECTION I. INSTRUCTION

Non-Sponsored Instruction

A. General Academic Instruction

1. Courses

100-299 _____ 1 _____ % Effort

300-499; 500-599; 800-899 _____ 2 _____

600-799; LAW 800-999 _____ 3 _____

2. Supervision of Theses, Dissertations and Post-doctoral Students _____ 4 _____

B. Preparation and Curriculum Development _____ 5 _____

C. Continuing Education _____ 6 _____

D. Student Guidance-Advising Activities _____ 7 _____

Non-Sponsored Instruction (Subtotal 1-7) _____ 8 _____

Sponsored Instruction

Account Number: _____ 9 _____

Total Instruction (8 + 9) _____ 10 _____

SECTION II. RESEARCH

Individual, Non-Sponsored Departmental Research

Organized Research

Account Number: _____ 12 _____ % Effort

Account Number: _____ 13 _____

Account Number: _____ 14 _____

Account Number: _____ 15 _____

Account Number: _____ 16 _____

Organized Research (Subtotal 12-16) _____ 17 _____

Total Research (11 + 17) _____ 18 _____

The signatures certify to an understanding that this agreement represents the assignment of activities for the entire academic year, and that should a significant change (5% or more) occur during the academic year, the appropriate change must be reported.

Signature (Faculty Member) _____ Date _____

Signature (Dean) _____ Date _____

Signature (Department Chairperson) _____ Date _____

Payroll Distribution (to be completed by department)

Account Number Sponsored	Total % of Effort	% Effort Charged	Cost Sharing Account Number Only	% Effort Cost Sharing
1	_____	_____	_____	_____
2	_____	_____	_____	_____
3	_____	_____	_____	_____
4	_____	_____	_____	_____
5	_____	_____	_____	_____
Non-Sponsored				
6	_____	_____	_____	_____
7	_____	_____	_____	_____
8	_____	_____	_____	_____
9	_____	_____	_____	_____
Total	100 %	_____	_____	_____

SECTION III. SERVICE

Non-Sponsored Service

A. Public Service _____ 19 _____ % Effort

B. Service to the Academic Community _____ 20 _____

Types of Activities (list committees, special assignments, etc.) _____

Sponsored Public Service

Account Number: _____ 21 _____

Account Number: _____ 22 _____

Account Number: _____ 23 _____

Sponsored Public Service (Subtotal 21-23) _____ 24 _____

Total Service (19 + 20 + 24) _____ 25 _____

SECTION IV. ADMINISTRATION AND PROFESSIONAL DEVELOPMENT

Sector, College, and Departmental Administration _____ 26 _____ % Effort

Brief description of administrative activity _____

Personal Professional Development

Sabbatical Leave _____ 27 _____

Other Non-Sponsored _____ 28 _____

Total Administration and Professional Development (26 + 27 + 28) _____ 29 _____

SECTION V. AVERAGE WEEKLY HOURS OF EFFORT

_____ 30 _____ Hrs.