Faculty Summer Effort Commitments

Summer 20##

Employee Name: _____ **Dept:** _____

Dept PS#: _____

Daily Rate: _____ (annual salary divided by 210, i.e., 21 pay periods of ten days each)

NOTE: At no time can the daily payrate exceed that which is paid during the academic year. A 100% daily payrate during any period implies 100% commitment during that period.

If actual effort expended to a sponsored program diverges from the effort committed by more than 5% (of total effort), notify ORSP.

University-funded Contracts

Salary	Start Date	End Date	# of Days	Daily Rate	Position	Dept/Proj #

Sponsored Projects

Project Director	Src*	Project Title

*Source of Funds:
[F]unded by sponsor, [M]atching funds, [N]o special allocation (but time & effort required)

Employee Signature _____ Date _____

Chair Signature _____ Date _____

Dean Signature _____ Date _____

CAVEAT: You will be required by federal law to certify your effort based on these commitments (although adjustments may be made at that time). Inaccurate or fraudulent certifications discovered as the result of an audit may give rise to a False Claims Act lawsuit. For your own protection, please understand that an individual who is found to have violated this Act can be subjected to civil penalties; to criminal sanctions, if the violation was willful; and to an order to reimburse the government for three times the amount of damages.

Faculty Effort Planning Worksheet

(for multiple sheets covering a single semester)
Sheet _____ of _____
Dates: _____ to _____

Circle One: Fall Spring

NOTE: Contractually, "Fall" means mid-August to 31 December, "Spring" means 1 January to mid-June,

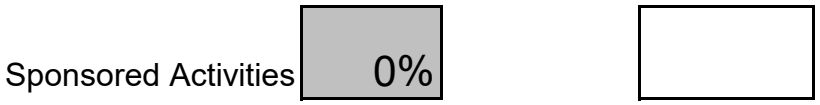
*NOTE: The percentages requested here are **not** the same as the weights used in the evaluation system.*

	Instruction (65-75%)	Prof. Dev. (15-25%)	Service (5-15%)	
1. *Base* Effort Distribution				0% Must equ
2. Instructional Units *Released*	of			
3. Instructional Units *Reassigned*	(####)			
Final Effort Distribution	**#DIV/0!**	**#DIV/0!**	**#DIV/0!**	#DIV/0!
4. Sponsored Activities				#DIV/0!
Unsponsored Activities	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!

Effort Distribution for Reporting

Rounded to nearest five:

Instruction	#####	
Unsponsored Prof. Dev./Service	#####	


Sponsored Activities
0%

al 100%

Faculty Effort Planning Worksheet

(for multiple sheets covering a single semester)
Sheet _____ of _____
Dates: _____ to _____

Circle One: Fall Spring

NOTE: Contractually, "Fall" means mid-August to 31 December, "Spring" means 1 January to mid-June.

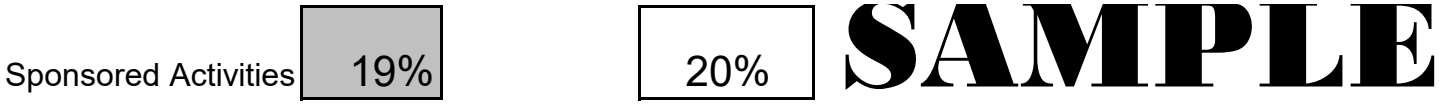
*NOTE: The percentages requested here are **not** the same as the weights used in the evaluation system.*

	Instruction (65-75%)	Prof. Dev. (15-25%)	Service (5-15%)	
1. *Base* Effort Distribution	75%	15%	10%	100%
2. Instructional Units *Released*	3 of 12			
3. Instructional Units *Reassigned*	(19%)	2	1	
Final Effort Distribution	**56%**	**28%**	**16%**	100%
4. Sponsored Activities		12%	7%	
Unsponsored Activities	56%	16%	9%	100%

Effort Distribution for Reporting

Rounded to nearest five:

Instruction	56%	55%
Unsponsored Prof. Dev./Service	25%	25%


Sponsored Activities
19%
20%
SAMPLE