



**DISTRIBUTION OF EFFORT AGREEMENT**  
**UNIVERSITY OF KENTUCKY**  
**College of Agriculture**

Assignment Period From: \_\_\_\_\_ To: \_\_\_\_\_

SSN \_\_\_\_\_ Last Name \_\_\_\_\_ FI \_\_\_\_\_ MI \_\_\_\_\_

College \_\_\_\_\_ Department \_\_\_\_\_

HRS Position Number \_\_\_\_\_ Title/Rank \_\_\_\_\_ Contract Basis \_\_\_\_\_

**SECTION I. INSTRUCTION**  
**Non-Sponsored Instruction**  
 A. General Academic Instruction  
 1. Courses  
 100-299 \_\_\_\_\_ % Effort  
 300-499; 500-599; 800-899 \_\_\_\_\_  
 600-799 \_\_\_\_\_

B. Preparation and Curriculum Development  
 C. Student Guidance - Academic Advising Activities  
 1. Undergraduate Level \_\_\_\_\_  
 2. Graduate Level \_\_\_\_\_

**Non-Sponsored Instruction (Subtotal 1-6)** \_\_\_\_\_

**Sponsored Instruction**  
 Account Number: \_\_\_\_\_ % Effort \_\_\_\_\_  
 \_\_\_\_\_ % Effort \_\_\_\_\_  
**Total Instruction (7 + 8)** \_\_\_\_\_ % Effort \_\_\_\_\_

**SECTION II. RESEARCH**  
**Individual, Non-Sponsored Departmental Research**  
**Organized Research**  
 Account Number: \_\_\_\_\_ % Effort \_\_\_\_\_  
 Account Number: \_\_\_\_\_ % Effort \_\_\_\_\_  
 Account Number: \_\_\_\_\_ % Effort \_\_\_\_\_  
 Account Number: \_\_\_\_\_ % Effort \_\_\_\_\_  
 Account Number: \_\_\_\_\_ % Effort \_\_\_\_\_  
**Organized Research (Subtotal 11-15)** \_\_\_\_\_ % Effort \_\_\_\_\_  
**Total Research (10 + 16)** \_\_\_\_\_ % Effort \_\_\_\_\_

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 (Department Chairperson) \_\_\_\_\_ Date \_\_\_\_\_

Signature (Dean) \_\_\_\_\_ 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                    | _____     | _____             | _____            | _____                            | _____                 |
| <b>Non-Sponsored</b> |           |                   |                  |                                  |                       |
| 6                    | _____     | _____             | _____            | _____                            | _____                 |
| 7                    | _____     | _____             | _____            | _____                            | _____                 |
| 8                    | _____     | _____             | _____            | _____                            | _____                 |
| 9                    | _____     | _____             | _____            | _____                            | _____                 |
| <b>Total</b>         | _____     | 100 %             | _____            | _____                            | _____                 |

**SECTION III. PUBLIC SERVICE**  
**Non-Sponsored Public Service**  
**Sponsored Public Service**  
 Account Number: \_\_\_\_\_ % Effort \_\_\_\_\_  
 Account Number: \_\_\_\_\_ % Effort \_\_\_\_\_  
 Account Number: \_\_\_\_\_ % Effort \_\_\_\_\_  
 A. Cooperative Extension Service  
 Account Number: \_\_\_\_\_ % Effort \_\_\_\_\_  
 Account Number: \_\_\_\_\_ % Effort \_\_\_\_\_  
 B. Regulatory, Diagnostic, and Other Service Activities  
 Account Number: \_\_\_\_\_ % Effort \_\_\_\_\_  
 Account Number: \_\_\_\_\_ % Effort \_\_\_\_\_  
**Sponsored Public Service (Subtotal 19-24)** \_\_\_\_\_ % Effort \_\_\_\_\_  
**Total Public Service (18 + 25)** \_\_\_\_\_ % Effort \_\_\_\_\_

**SECTION IV. ADMINISTRATION**  
**A. Sector, College, and Departmental Administration**  
 Brief description of administrative activity \_\_\_\_\_ % Effort \_\_\_\_\_  
 \_\_\_\_\_ % Effort \_\_\_\_\_  
 \_\_\_\_\_ % Effort \_\_\_\_\_  
**B. University-Wide Administration**  
 Brief Description of administrative activity \_\_\_\_\_ % Effort \_\_\_\_\_  
 \_\_\_\_\_ % Effort \_\_\_\_\_  
 \_\_\_\_\_ % Effort \_\_\_\_\_

**Total Administration (27 + 28)** \_\_\_\_\_ % Effort \_\_\_\_\_

**SECTION V. SABBATICAL LEAVE**  
 \_\_\_\_\_ % Effort \_\_\_\_\_  
**Total Administration (27 + 29)** \_\_\_\_\_ % Effort \_\_\_\_\_

**SECTION VI. AVERAGE WEEKLY HOURS OF EFFORT**  
 \_\_\_\_\_ Hrs.  
 \_\_\_\_\_ Hrs.