



DISTRIBUTION OF EFFORT AGREEMENT
UNIVERSITY OF KENTUCKY
University Libraries

Assignment Period		From:	To:	
SSN	Last Name	FI	MI	
Job Title		Department		
HRS Pos. Number	Rank	Contract Basis		

SECTION I. PRIMARY ASSIGNMENT

Non-Sponsored

A. Reference/Information Service	1	_____	% Effort
B. Technical Support	2	_____	
C. Library Instruction	3	_____	
D. Collection Development	4	_____	
E. Administrative Activities	5	_____	
(Unit/Department/Division)			
F. Other Primary Activities	6	_____	
Non-Sponsored (Subtotal 1-6)	7	_____	
Sponsored Primary Assignments	8	_____	
Account Number:		_____	
Total Primary Assignment (7 + 8)	9	_____	

SECTION II. RESEARCH

Individual, Non-Sponsored Departmental Research

Organized Research	10	_____	% Effort
Account Number:		_____	
Organized Research (Subtotal 11 + 12)	11	_____	
Account Number:		_____	
Organized Research (Subtotal 11 + 12)	12	_____	
Account Number:		_____	
Organized Research (Subtotal 13 + 14)	13	_____	
Account Number:		_____	
Total Research (10 + 13)	14	_____	

The signatories certify to an understanding that: 1) this agreement represents the assignment of activities for the entire fiscal year; and 2) if a significant change (5% or more) occurs during the year, the appropriate change must be reported through a revised DOE.

Signature (Faculty Member) _____ Date _____

Signature (Department Head) _____ Date _____

Signature (Asst./Asso. Director) _____ Date _____

Signature (Director of Libraries) _____ Date _____

SECTION III. SERVICE

Non-Sponsored Service

A. Public Service:

_____	15	_____	% Effort
_____	16	_____	
_____	17	_____	

B. Institutional Service:

1. Library Service

_____	18	_____	
_____	19	_____	
_____	20	_____	

2. University Service

_____	21	_____	
_____	22	_____	
_____	23	_____	

C. Professional Service:

_____	24	_____	
_____	25	_____	
_____	26	_____	

Non-Sponsored Service (Subtotal 15-26)

Sponsored Service

Account Number: _____

Total Service (27 + 28)

27 _____

28 _____

29 _____

SECTION IV. PROFESSIONAL DEVELOPMENT

Personal Professional Development

A. Sabbatical Leave _____ 30 _____ % Effort

B. Other Non-Sponsored _____ 31 _____

Total Professional Development (30 + 31)

32 _____

SECTION V. AVERAGE WEEKLY HOURS OF EFFORT

33 _____ Hrs.