Category 1. Teaching 0 assigned courses.
   a. Teaching … between 0% and 10% depending upon permissible effort
      assignment to individual study, research and other courses.
   b. Research … between 75% and 85%
   c. Service … 15%

Category 2. Teaching 1 assigned course; 3 lecture hours /wk (includes the case
   when 2 courses with different numbers but scheduled for the same hours are
   assigned).
   a. Teaching … between 25% and 45% depending upon permissible effort
      assignment to individual study, research and other courses.
   b. Research … between 40% and 60%
   c. Service … 15%

Category 3. Teaching 2 assigned courses; 6 lecture hours/wk
   a. Teaching … between 50% and 60% depending upon permissible effort
      assignment to individual study, research and other courses.
   b. Research … 30%
   c. Service … 10% to 20%

NOTE 1: Faculty should not sign up more students for individual study, research and
other such courses than they can handle within the prescribed teaching effort guidelines.
Teaching assignments will not be increased beyond the specified upper limits.

Category 1 Criterion.
   1. Must provide 25% AY support to Department (Note: those who are required to
      provide 25% AY support to be in Category 2 would need to provide a total of
      50% AY support to get into Category 1).
   2. A faculty member may be in Category 1 in only 1 semester of any academic year.

Category 2 Criteria.
To qualify for Category 2, a faculty member must either provide the Department 25% 
AY support or must satisfy all of the following requirements:
   1. Be making good progress toward next promotion. If already a full or
      distinguished professor, performing at rate expected for that rank.
   2. Have a well funded research program and be supervising quality PhD 
      dissertations.

Category 3 Criteria.
Those not in Categories 1 and 2 will normally be placed in Category 3. However, those 
with unsatisfactory annual evaluations in the area of research may, at the discretion of 
the Chair, be assigned more than 2 courses/semester. Faculty assigned more than 2
courses/semester will be ineligible for merit-pay consideration; their effort assignment will be 75% to 80% teaching, 10% research and 10% to 15% service.

NOTE 2: The overhead accounts of faculty who provide the Department the AY support required for their category assignment will be credited by 10% of the provided support. Those who provide support in excess of the required amount will get back 85% of the excess in addition to 10% of the required amount.

Exceptions.
The Chair may make exceptions in effort assignment, especially in the case of faculty with very significant service load (e.g., Associate Chair and Graduate Coordinator).

Promotion and Merit Pay Criteria
The criteria for promotion and merit pay are independent of the annual effort assignment and which of the above categories a faculty member may be placed. These criteria are published in separate documents <put URLs here>.

Annual Evaluation Criteria
Tenured and tenure-track faculty are expected to
1. Obtain good student evaluations for their courses.
2. Maintain a strong and well-funded research program that includes publishing in high-quality journals and conferences.
3. Currently supervise a number of Ph.D. students that is consistent with the Ph.D. students to tenured tenure-track faculty (TT faculty) ratio in the department.
4. Graduate Ph.D. students of quality and quantity consistent with the 5-year average for the department.
5. Publish, in quality journals and conferences, papers co-authored with their Ph.D. students.
6. Provide quality service to the Department, College, or University.
7. Provide quality service to the Profession. This service should include service to recognized professional societies such as IEEE and ACM and/or to federal agencies such as NSF, NIH, DARPA, ARO, DOE, ONR, and AFOSR.

The expectations for criteria 2-4 and 7 are slightly relaxed for those in Category 3 and significantly relaxed for those who have been assigned a teaching load of 3 or more courses per semester because of unsatisfactory research performance. However, the expectations for promotion, tenure and merit raise are the same for all tenured and tenure-track faculty regardless of their effort assignment.