

INSTRUCTIONS FOR REPORTING AWP PERCENTAGES

Row 1 (From 2020-2021 AWP):

- This row should total 50%.

If on sabbatical in FALL 2020:

- % Teaching: Report percentages from classes taught in SPRING 2020.
- % RCA: Report your AWP % minus 50%.
- % Service: Report your AWP % from SPRING 2021.

If not on sabbatical in FALL 2021:

- % Teaching: Report percentages from classes taught in SPRING 2021.
- % RCA: Report half of the total RCA for the year.
- % Service: Subtract the % of Teaching and the % of RCA from 50 and report the figure.

Rows 2 & 3 (2021-2022 and 2022-2023 AWP):

- Simply report the numbers from those AWP.
- These rows should add up to 100%.

Row 4 (From 2023-2024 AWP):

- This row should total 50%.

If on sabbatical in SPRING 2023:

- Report % Teaching from classes taught in FALL 2023.
- Report % RCA by subtracting 50% from AWP %.
- Report % Service by subtracting % Teaching and % RCA from 50.

If not on sabbatical in SPRING 2023:

- Report % Teaching from classes taught in FALL 2023.
- Report % RCA as half of the total RCA for the year.
- Report % Service by subtracting % Teaching and % RCA from 50.

If on sabbatical in FALL 2023:

- Report % Teaching from classes taught in SPRING 2023.
- Report % RCA by subtracting 50% from AWP %.
- Report % Service by subtracting % Teaching and % RCA from 50.

Row 5 (Average across 3 years):

- For each column, add up the numbers from rows 1-4 and divide by 3.
- Ensure the total across columns adds up to 100.