

Policy 2-06: Course Buy-Outs

This guideline acknowledges that a balance of teaching, research and service are interrelated goals for all full-time faculty members. At the same time, it is important for individual faculty to take advantage of extraordinary research, scholarly or creative opportunities that may present themselves. The purpose of this guideline is to provide a structure and incentives that encourage permanent faculty to buy-out their teaching when these opportunities arise and when a buy-out arrangement is feasible for the faculty member's department. A buy-out of teaching implies that faculty will remain on campus and will fulfill all other faculty duties and responsibilities.

1. Eligibility

This policy is primarily oriented toward the needs of tenured faculty. It is usually inadvisable for most untenured, tenure-track faculty to buy-out their teaching.

2. Application Process

At least *one semester in advance of the buy-out*, faculty members must convey their intent to request a future buy-out to their department chair. This must include: a) the course(s) that they intend to buy-out; b) the length of time of the buy-out; and c) the means by which the buy-out will be funded. Within two weeks of receipt, the chair is to give a response to the request (see staffing implications below).

3. Budgeting Implications

There are two different buyout scenarios: one in which the buyout is funded by a grant or project on which a school faculty member is the principal investigator (PI) and the other when the grant or project has a PI from outside the school.

CA+P PI

When the PI of the grant or project which is funding the buy-out is a faculty member within the college, the following budgeting will be utilized:

1. For one course offered for 1-3 credits, course buyouts will equal 1/9 of the faculty member's total salary + benefits, but shall be no less than \$6000 and no more than \$15,000. This may be requested for a maximum of two courses per academic year.
2. For one course offered for 4 or more credits, course buyouts will equal 1/7 of the faculty member's total salary + benefits, but shall be no less than \$9000. This may be requested for a maximum of one course per year.

Non-CA+P PI

When the PI of the grant or project which is funding the buy-out is not a faculty member within the college, the following budgeting will be utilized:

1. For one course offered for 1-3 credits, course buyouts will equal 20% of the faculty member's total salary + benefits. This may be requested for a maximum of two courses per year.
2. For one course offered for 4 or more credits, course buyouts will equal 25% of the faculty member's total salary + benefits. This may be requested for a maximum of one course per year.

4. Limitations

The only limit on the number of courses or semesters that a faculty member may buy-out is that every full-time faculty member must teach at least two courses per year. However, the department chair may limit the number of buy-outs when, in his/her/their judgment, they will negatively impact the department's teaching capabilities.

Buyouts may not be paid to release faculty for engaging in paid professional services. The mechanisms for that would include either negotiated reduced workload, sabbatical or leave-without-pay as is appropriate.

5. Staffing Implications

The department chair is responsible for approving the buy-out request and for hiring a replacement. The department chair is responsible for committing to the buy-out request within 30 calendar days of receiving the request. If the chair does not respond in that time period, the faculty member may assume that the buyout request has been approved. Any buyout request must be approved by the dean whose decision is final.