Policy 2-06: Course Buy-Out

Same as "5. Course Buy-Out" in College Workload Policy

It is important for individual faculty to take advantage of extraordinary research, scholarly or creative opportunities that may present themselves. The purpose of this section is to provide a structure and incentives that encourage faculty to buy-out their teaching when these opportunities arise and when a buy-out arrangement is feasible for the faculty member's academic unit. A buyout of teaching implies that faculty will remain on campus and will fulfill all other faculty duties and responsibilities.

Limitations

Course buyouts may be funded from sponsored projects, internal research funds, donor/restricted funds, or other college-approved sources only when the expense is allowable under the specific funding source, consistent with university policy. Funding availability alone does not guarantee approval of a course buyout.

The number of courses or semesters for which a faculty member may receive a course buyout is limited only by the requirement that all full-time faculty members teach at least one-half of their standard annual teaching load. However, the Chair may deny or limit course buyouts if they would adversely affect the teaching needs or instructional capacity of the academic unit.

Course buyouts may not be used to release faculty members from teaching responsibilities for the purpose of accepting another academic appointment, temporary outside employment, a fellowship, or a similar position. Faculty seeking leave for such activities should follow the eligibility requirements and procedures outlined in University Rule R6-314C: Leaves of Absence without Pay and Leaves of Absence with Partial Pay.

Budgeting Implications

There are three different buyout scenarios:

1. Internal grants: Buyout amounts vary widely and are often predetermined. Faculty must apply for buyout approval before submitting the internal grant application.
2. External grants: The buyout rate for the first course is 12% of the faculty member's total salary plus benefits and shall be no less than $12,000. These rates apply to the first buyout.
3. Additional course buyouts: The buyout rate for a second course is 15% of the faculty member's total salary plus benefits and shall be no less than $15,000.

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 academic unit 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. Faculty may use funds from internal and external grants, fellowships and residencies to buy-out of courses.

Approval Process

Any buyout request must be approved by both the Chair and Dean.