Faculty Course Buyout Policy

The Faculty Course Buyout Policy has been established for tenured, tenure track, and fixed-term faculty.

It is designed to support the administrative aspects of a faculty member’s research in exchange for release from some of their teaching duties. In addition, it provides a mechanism for SOS to cover classes that will not be taught as a result of faculty diverting extra effort to research. In order to reduce their course load, the faculty member provides funding to the college (from extramural grants) to "buy out" from a course or courses under the following guidelines:

* A course buyout form must be submitted a minimum of three months PRIOR to the class start with all approvals from (1) the GIOS Director of Finance and Administration and (2) the SOS Dean.
* The course buyout form must be accompanied by evidence from the faculty member’s project sponsor that budgeted funds can be used to buyout of one or two classes (or funding agency must be notified of and evidence is shown that the a change in the budget has been approved).
* The faculty member works with the Dean to identify an instructor or instructors who may replace the faculty member as the instructor of record for classes in question.
* For tenured and tenure-track faculty, buyouts shall be in the amount of 13.33% of faculty member’s academic year salary plus employee related expenses (i.e., fringe benefits) for one course; 26.66% plus employee related expenses for two courses.
* For fixed-term faculty with an 8 course teaching load, buyouts shall be in the amount of 10% of their academic year salary plus employee related expenses (i.e., fringe benefits) for one course; 20% plus employee related expenses for two courses.
* Faculty MUST teach a minimum of one class per academic year (the academic year does NOT include summer).

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*Form must be submitted to the Dean with evidence from sponsor that the grant funds can be used for a buyout a minimum of 3 months PRIOR to the class start.*

Faculty Member’s Name: Date Submitted:

GRANT INFORMATION:

Name of grant that funds will be taken from:

Funding Agency:

Amount:\*

Budgeted Annual Year FTE (to be charged to grant):

*\* For tenured and tenure-track faculty, buyouts shall be in the amount of 13.33% of faculty member’s academic year salary plus employee related expenses (i.e., fringe benefits) for one course; 26.66% plus employee related expenses for two courses. For fixed-term faculty with an 8 course teaching load, buyouts shall be in the amount of 10% of their academic year salary plus employee related expenses (i.e., fringe benefits) for one course; 20% plus employee related expenses for two courses.*

This form must include written evidence from sponsor that the grant funds can be used for the buyout. Attached? ⃝ Yes ⃝ No

COURSE INFORMATION:

Course I: **Semester** **Session**

⃝ Fall ⃝ Spring ⃝ A ⃝ B ⃝ C

Course II: **Semester** **Session**

⃝ Fall ⃝ Spring ⃝ A ⃝ B ⃝ C

Suggested instructor alternatives for proper coverage of core courses: ­ ­ ­

History of other instructional releases in the past 3 years: ­ ­ ­ ­

Courses taught over the previous 2 years: ­ ­ ­ ­ ­

Any other comments that may affect the decision: ­ ­ ­ ­

­ ­ ­ ­ ­ ­ ­

**Faculty**

Signature: ­ ­ ­ ­ Date: ­ ­

**Dean**

Signature: ­ ­ ­ ­ Date: ­ ­

**Senior Financial Accounting Manager**

Signature: ­ ­ ­ ­ Date: ­ ­

*Instructions:*

1. *Sign form and email to Dean*
2. *Meet with Dean to discuss buyout plan*
3. *Dean emails completed form to Senior Financial Accounting Manager*
4. *After review, faculty will be notified of final decision*