GUIDANCE ON COURSE BUY-OUT FROM EXTERNAL GRANTS

Course buy-outs from external grants refer to the percentage of salary required for time purchased and will be negotiated with the department chair based on the faculty member's specific workload profile and tenure status. The timing of the course release(s) must also be negotiated with the department chair and is dependent upon curricular and other relevant departmental, college, and university needs. Normally, course buy-outs do not exempt faculty members from their regular service responsibilities. Likewise, course buy-outs are normally for a limited portion of a faculty member's teaching responsibilities during a given academic year. In most situations, faculty should teach at least one course per year.

Funds obtained through course buy-outs will remain in the departmental budget and must be used to first replace the loss in the classroom with well-qualified replacements (refer to the Fruits of Labor memo). Remaining funds may be used to cover the cost of Graduated Research Assistant Support or mandatory classroom replacement costs, with approval from the department chair. The remaining funds should be spent for the Unit's public good (refer to the Fruits of Labor memo).

The percentage cannot exceed (12.5%) of the faculty member's salary for each course release, and the faculty course load should not fall below one course per academic year. If less than 12.5%, the Dean's Office is not responsible for any deficit.

Current course buy-out calculation (based on a minimum of 12.5%):
A standard research faculty assignment grid consists of eight tasks: four teaching tasks, research time, and service, which add up to 100%. 100% divided by 8 is 12.5% per task or per course buy-out.

References:
Ferguson, C. 2020. Slide 4 of PowerPoint presentation on “Understanding and Managing Effort.”


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