

College of Arts & Sciences

Policy for Course Buyouts and Additional Pay (Adopted November 2021)

CAS Course Buyout Policy – General Principles

- Course buyouts are subject to the approval of the department head, should be approved in a written departmental policy, and must conform with all policies of the College. Faculty can only buy out of courses that are not critical to the needs of the department or where the department can arrange a replacement. Even when buying out of a course, every faculty member must still teach at least one course per year and are only eligible to buy out if they have earned an overall rating of at least “Meets Expectations” from their most recent APPR. Faculty do not have the right to buy out of a course at their sole discretion; the department head /school director must agree that it is in the best interests of both the faculty member and their academic unit.

CAS Course Buyout Policy – Cost & Process

- For faculty (typically in Natural or Social Sciences) preparing grant proposals to federal agencies (including, but not limited to, NSF, NIH, DoD, DoE) or contracts with for-profit entities (e.g., business), buyouts per course must be budgeted at a minimum of one-eighth (12.5%) of the faculty member’s base, 9-month salary. However, some funding sources may expect greater effort and therefore the actual buy-out cost may exceed 12.5%.
 - Buy-outs during the academic year (Fall and/or Spring semesters) should be pre-approved by the head and need to demonstrate the buy-out’s benefits that are accrued to the department. Typically, buy-outs would ONLY be approved if they are needed to fulfill research commitments for the faculty member’s funded projects.
- For faculty preparing proposals for fellowships or other sources of funding that do not fully cover the salary for the expected effort, buyouts per course must be budgeted to provide “sufficient funding” to pay for the faculty member’s teaching responsibilities during the leave period. For FY22, “sufficient funding” equals the greater of \$7500/course or the actual cost of replacement teaching including benefits (this amount is subject to change).
 - Faculty should first discuss their course buyout plans with their department head / school director and reach a mutual agreement.
- If the planned buyout results in no courses being taught in a semester, then a leave application specifying that a buyout resulting in a zero-teaching assignment (ZTA) must be submitted to the College. Ideally, the request should be submitted three semesters before the course is bought out, but the College understands that this much lead-time is not always available.

Course Buyout Additional Pay Policy

- Faculty who buy out of courses can request from their department additional pay up to 10% of the buyout amount or the remainder after the cost of replacement teaching has been disbursed from the buyout amount, whichever is smaller. Alternatively, the faculty member can request the equivalent amount of money returned to them as research incentive funds (e.g., for supplies, equipment, travel, etc.)