

Section: Salary

Policy Number: 1-3

Policy Name: Instructional Buy-Out

Date: March 1, 2012

Revisions: Version 1 – 7/27

I. PURPOSE

To allow faculty in the College of Engineering to reduce their teaching workload, increase their research workload, and provide funds for temporary teaching.

II. POLICY

Faculty in the College of Engineering with salary budgeted in sponsored projects (awards) may “buy-out” a course to reduce teaching workload and increase research workload.

III. BUYING OUT

The instructional time of our regular faculty is highly valued therefore, appropriate compensation must be provided for the loss of instructional contributions. Faculty members wishing to buy out of course teaching responsibilities should realize that:

1. A one-course reduction requires payment of 12.5% of the faculty member’s nine month salary plus fringes.
2. Reductions of more than one course per year are unusual. Requests will vary by department and should be made through the Department Chair to the Dean.

Requests for exceptions to this policy should be made through the Department Chair to the Dean.

PLEASE NOTE: This policy does not change existing workload policies of units. It is a policy to clarify pricing, and as such is intended to reflect the cost of instructional time.

IV. TIMING

Instructional buyout requests must be made in writing to the chair by the 10th day of the preceding semester (or sooner as required by department

procedure). Later requests can be considered depending on the flexibility of the department's course schedule and the availability of appropriate instructors for an affected course.

V. FUNDS

The funds provided for release time will revert to the College of Engineering Dean's Office and be used for allocations for temporary teaching funds or other instructional obligations generated by the faculty member's absence from the classroom. The Chair and Dean will determine the appropriate distribution of funds to support the teaching and other needs created through this buyout.

VI. ELIGIBILITY

Faculty members with a 2/1 or greater teaching load may take advantage of instructional buyout at a rate of 12.5% of their salary, plus fringe, for each course, until their teaching load reaches 1/1.

Instructional buyout for faculty with a 1/1 teaching load (whether as assigned workload or as a result of instructional buyout) can only occur after release time has been charged to the grant. Such a faculty member would first have to provide 75% of salary and benefits for release time before being allowed to reduce his or her load to 1/0 by paying an additional 12.5%. Only in truly exceptional cases will the load be further 'bought out' to 0/0 with 100% salary and benefits charged to grants.

Faculty members with a 1/1 teaching load who serve as principal investigators on federal center grants with significant management and reporting requirements may also be eligible for instructional buyout at the rate of 12.5%, plus fringe as approved by the Department Chair and the Dean.

VII. APPROVALS

Any requests for instructional buyout must be approved by the Department Chair. Approval will be considered based on the teaching needs and resources of the department and the availability of suitable instructors for the courses affected by an instructional buyout.

VIII. DEFINITIONS

1. ***Workload:*** Per the faculty handbook, Article XI, section 11.3: Workload is defined as teaching, including instruction in regular academic year courses with assigned credit hours and mutually agreed upon instructional assignments, such as thesis, dissertation, seminar and special problems supervision (workload of faculty members on ten month or fiscal year contracts may include summer session courses); research, including sponsored research; advising; committee work; and University-administered, consultative, and organized activities, not only inside but also outside the University, when such activities by mutual agreement bring benefit and/or prestige to the University.
2. ***Sponsored Activity Projects:*** Funds provided to the university by a sponsor for activity related to research, public service or instruction. These projects have specific budgets designated for the scope of work and are managed separately; these are also referred to as organized research.