Course Buy-out Request Form

For use in departments reporting to the Dean of the Faculty. Please submit a copy to your department manager and give a copy to your chair to sign and send to the DOF.

Course buy-outs are available to faculty who normally teach a three- or four-course load. Teaching loads may not normally be reduced below one course per semester. Salary and benefits for course buy-outs should be run through the University.

Handbook of Academic Administration, chapter 5.4.2. Course Buy-Out

The normal teaching load must be more than one course in a given semester, and faculty members are generally expected to teach during each semester of the academic year. However, it may also be possible to use funds from grants and contracts or GIF to reduce teaching obligations during the academic year. The funding required to buy out teaching is calculated from the faculty member's salary and benefits, their teaching load, and the effort allocated to teaching required of different faculty positions, schools, and divisions. The buy-out is subject to the following conditions:

1. Proposals must be made using the Buy-Out Request Form available on the DOF website. The department Chair must assess the impact of the proposal on the department's curriculum. Buy-outs will only be approved if the department's curricular needs can be met.

2. For tenure-track faculty, this equates to 15% of their academic-year salary and benefits. For instructional faculty (Teaching Professor-track and Professor of Practice-track), this equates to 20% of salary and benefits.

3. 3. Course buy-outs should generally be funded by external grants or GIF. In no cases may startup funds or annual research funds be used to pay for buy-outs.

Name: Date:

Academic Unit:

Year and Semester of Requested Buy-Out:

Course to be cancelled:

Anticipated actual teaching load (e.g.

Grants/Funding Source(s):

Grant Numbers

Are any of these grants running through PSTC? Yes ◯ No ◯

Signature

Chair or Director

Dean or Associate Dean