

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. Additional information on course buy-out policies can be found in the Handbook of Academic Administration, chapter 7.4.2.

Name:

Date:

Academic Unit:

Year and Semester of Requested Buy-Out:

Course to be cancelled:

Anticipated actual teaching load (e.g. 1-2):

Funding Source(s):

The cost of buyouts is your annual salary and benefits, divided by two-times the standard course load of your department, unless the funding is run through PSTC, in which case the cost is always 1/8 of your annual salary and benefits.

Are any of these grants running through PSTC?

Yes

No

Signature

Chair or Director

Dean or Associate Dean