

Course Buy-out Request Form

For use in departments reporting to the Dean of the Faculty.

Submit one copy to your department manager and one 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):

Are any of these grants running through PSTC?

Yes

No

Signature

Chair or Director

Dean or Associate Dean