

Gevirtz Graduate School of Education

Faculty Course Buy-Out Program Guidelines

The Faculty Course Buy-Out Program has been established as a means for faculty researchers to enhance their research activities in exchange for some of their teaching duties. In addition, it serves to generate additional instructional funding to cover classes that will not be taught as a result of faculty diverting extra effort to research. The teaching program is preserved through the use of extramural funds in support of faculty research. This mechanism will enable GGSE to establish a transparent set of procedures that faculty, departments, Centers, and other grant administration units will follow.

Grant Planning

Principal Investigators are responsible for ensuring their grant budgets have the proper allocation and agency approvals that are needed for the buy-out. Budget updates may be required by some agencies for approval prior to instituting a course buy-out.

Guidelines

A. Senate Faculty may use extramural funds to buy-out courses as follows:

1. Faculty wishing to participate in the Faculty Course Buy-Out Program must complete the Course Buy-Out Request Form and submit it to the department chair for approval. After departmental approval(s) are obtained, the final approval will be made by the Dean. Requests should be made no later than 45 days prior to the effective date of the pay period for the quarter in which the buy-out is requested. [Pay periods are: July 1 for Fall Quarter; November 1 for Winter Quarter; and March 1 for Spring Quarter.]
2. Course buy-out may not exceed 50% of the faculty member's course workload as defined by the faculty member's home department.
3. Participants in the course buy-out program will teach at least two courses during the normal academic year. Summer or Extension teaching are not considered in this two-course count.
4. Course buy-out is equal to 12.5% of a faculty member's salary per course, up to two courses.
5. A course buy-out does not carry the privileges of a sabbatical leave. Participation in the program should in no way reduce the faculty member's departmental and campus service or mentoring graduate students efforts. The faculty member must remain on campus for the duration of the buy-out with the exception of standard leaves of absence within policy. Any exceptions require the Associate Vice Chancellor for Academic Personnel approval.
6. A course buy-out may not be used in combination with a sabbatical leave during the same quarter.
7. Exceptions may be considered under extraordinary circumstances (e.g., specific limitations in granting agencies guidelines, joint appointments outside the College, or significant campus service as department chair/Center Director) and requires Dean's endorsement as well as approval from the Associate Vice Chancellor for Academic Personnel, when appropriate.

Note to departments on funding

In order to maintain the quality of instructional programs, departments that have a course(s) bought out under these guidelines may request Temporary Sub 0 funds to replace the faculty member's uncovered course(s).

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Faculty Course Buy-Out Request Form

Requests are due to the Dean, Gevirtz Graduate School of Education, 45 days prior to the pay period of the release
(Fall qtr = May 15; Winter qtr = Sept. 15, and Spring qtr = Jan 15)

Name: _____ Department: _____

Quarter of Release: _____ Fall (7/1-10/31) _____ Winter (11/1-2/28) _____ Spring (3/1-6/30)

Please list your teaching load for the academic year in which the Course Buy-Out will take place. Faculty will continue to be responsible for teaching a minimum of two courses per year as determined by the department.

Teaching Load BEFORE Course Buy-Out Approval

Quarter	Course Number/Name (include cross-listed course information)

Teaching Load AFTER Course Buy-Out Approval

Quarter	Course Number/Name (include cross-listed course information)

Additional Comments: (If requesting an exception, please attach the request and justification)

Fund Source to Pay Salary and Benefits:

Agency Name: _____ Project Code: _____

I have read and understand the Gevirtz Graduate School of Education Faculty Course Buy-Out Program Guidelines.

Signature: _____ Date: _____

Chair's Approval: _____ Date: _____

Dean's Approval: _____ Date: _____

AVC for Academic Personnel's Approval (if necessary): _____ (date)

Note: After Department Chair has approved, send form to Kelly Hayton in the Dean's Office. Copy of this form will be sent to the Department after it has been approved by the Dean. Thank you.