Course Buyout Guideline

(Approved by BOD in September 12, 2013)

The University permits full-time faculty to reduce their teaching load by buying out up to two courses annually. There are two types of buyouts:

1. **Internal** buyouts from other academic units: the cost is lecturer replacement funding only.
2. **External** buyouts from extramural grant funding: the cost is 1/8th of the faculty member's nine month annual salary and benefits per one three credit course buyout. In some situations where the buyout cost is pre-approved in an external grant/contract application and/or justification is provided on case-by-case basis, buyout cost can be equivalent to the cost of lecturer replacement.

The policy for buyouts is as follows:

1. Request of course buyout should **normally** be submitted no later than three months prior to the academic semester in which the buyout is being requested.
2. Any buyout must be cleared against departmental curricular needs and requires the Chair's and Dean's approval. The approval is primarily based on course schedule, number of faculty on leave, course enrollments, and availability of suitable teaching replacement.
3. A maximum of one three-credit course buyout is permitted per semester for full-time faculty.
4. The faculty member must have extramural funding to pay for external buyouts.
5. The cost of a buyout per course is 1/8th of the faculty member's nine-month annual salary and benefits.

The salary savings accrued from external course buyouts will be used to fund replacement lecturers for the courses the faculty member is buying out, and to contribute towards the Department research or operating costs.