

College of Engineering
Guidelines for Teaching/Course Buyout

May 24, 2006

Background

There is a need, on occasion, to reduce a faculty member's teaching load during the academic year in cases where a faculty member has assumed unusual obligations in the areas of research and/or professional/university service. This is viewed as exception and not the rule since faculty are expected to devote effort during the academic year to all three areas: teaching, research and professional/university service. In an effort to establish a process that is fair and equitable to individual faculty members, their Department and the College, while protecting the quality of our undergraduate and graduate educational programs, the following teaching/course buyout guidelines have been adopted by all departments in the College of Engineering. First and foremost, each department chair can and should decide whether to allow or disallow teaching/course buyouts in their department. If course buyouts are allowed in a department the following guidelines apply. *Note that exceptions are possible but individual cases will need to be submitted and reviewed by the Dean within a reasonable time period prior to the course offering.*

Teaching/Course Buyout Guidelines

- 1) Only one course per academic year can be bought out by a faculty member.
- 2) The buyout cost for a course will be 1/8th (12.5%) of the faculty member's academic year salary (including the associated benefits).
- 3) There must be equivalent expertise available as a replacement so that the quality of our academic programs is not compromised. The responsibility to find a suitable replacement and getting departmental approval rests with the faculty member requesting the buyout. The department chair is responsible for approving the replacement based on consultation with departmental faculty. Approval of replacement faculty and the teaching/course buyout should occur at least 3 months prior to the beginning of the quarter in which the course will be offered.
- 4) All buyout funds go back to the department.
- 5) Course buyouts for untenured faculty are not encouraged and will generally not be approved.
- 6) A course buyout will not reduce a faculty member's responsibilities in university service.