



Course Buyout Policy

Purpose

A faculty member may be granted a course release to enable him or her to work on externally funded research or other professional activities. The cost of the buyout is funded by a grant, and the equivalent amount of work spent on the grant is calculated in percentage.

External Awards and Third-party Funding Buyouts

External awards funding and third-party buyouts include the following activities:

- Research
- Professional organization activities
- Writing and editing a book

Procedure

- The faculty member must fill out an NTU course buyout form with appropriate signatures.
- The start and end date of the buyout must be specified to enable the department to plan accordingly.
- A notice award must be received prior to the start date of the buyout.
- The description of scope of work (time and effort) to be spent on the grant must be specified.
- The course buyout needs to be approved by the academic dean at the time the proposal is written.
- The cost of the buyout must be budgeted in the proposal.
- The course buyout is funded by grants, contracts, or other external sources.
- A faculty member may be granted up to four (4) hours of course release per semester in exchange for externally funded research, and an adjunct faculty member will be hired to teach the courses for the faculty member that has been given a course reduction.
- The cost to hire an adjunct faculty member will be calculated based on eight percent (8%) of the faculty member's annual salary for one course and sixteen percent (16%) for two courses.
- Funding of a grant does not obligate NTU to offer a course reduction to a faculty member, but the best interest of the university in providing services to students must be considered as a priority.

Course Buyout Request Form

A course buyout request form is attached. It is available to faculty who do research and teach more than twelve (12) credit hours per semester.

Glossary

Course Buyout

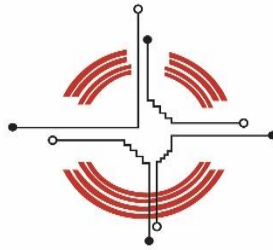
A faculty member may be granted a course release in exchange for externally funded research and an adjunct faculty member will be hired to teach the courses for the faculty member that has been given a course reduction. The number of course buyouts will depend on the amount of work that is involved to implement the grant. A portion of the grant money will be used to pay the adjunct faculty.

Course Release Time

An academic faculty member who writes proposals and conducts research can teach twelve (12) credit hours per semester (i.e., up to four (4) credit hours of course reduction), depending on the amount of work involved in the grant. This may not involve a course buyout.

Institutional Base Salary (IBS)

It is the salary paid to an employee for a nine- or twelve-month appointment at a university based on the time spent on research, teaching, administration, or other activities. IBS is used as a baseline for federal awards.



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Course Buyout Request Form

Requests must be received by the Academic Dean's Office at least **six (6) weeks** before the semester begins to have enough time to find an adjunct faculty member to teach the course(s) to be bought out.

Name and Title of Faculty Member: _____

Faculty Member's Signature: _____ Date: _____

Department: _____

Funding Source(s): _____

Start Date: _____

End Date: _____

Total Award Amount: _____

Anticipated Course(s) for Buyout

Semester: Fall _____

Spring _____

Course Title: _____ Course Number: _____ Credit Hours: _____

Course Title: _____ Course Number: _____ Credit Hours: _____

Course Title: _____ Course Number: _____ Credit Hours: _____

Approval Process

Chair's Signature: _____

Date: _____

Academic Dean's Signature: _____

Date: _____

HR's Signature: _____

Date: _____

References

https://www.brockport.edu/support/policies/adopted/aa_provost_course_buy-out.html, retrieved January 12, 2022.

<https://www.colorado.edu/asfacultystaff/personnel/policies-procedures/faculty-regular-tenure-tenure-track/course-buy-out>, retrieved May 26, 2021.

<https://www.engr.washington.edu/mycoe/hr/academic-personnel/course-buyout-policy>, retrieved on January 12, 2022.

<https://www.uis.edu/research/sponsored-programs/pre-award/course-buyouts/>, retrieved January 15, 2022.