FACULTY TEACHING GRANT BUYOUT REQUEST
College of Arts & Sciences

Grant and Industrial Buyouts:
The external funds, whether from competitive research support (grants) or an industrial source, must provide at least 1/6th of the faculty member’s academic year salary, along with associated benefits, for each three credit-hour course reduction with appropriate proration. Faculty members may not reduce teaching below the equivalent of one course per academic year.

Buyouts are NOT leaves of absence. They do NOT authorize remote work nor do they remove any duties other than the course(s) included in the buyout.

Eighty percent (80%) of the external money generated by this kind of buyout will be returned to the department in the fiscal year in which it is received. Departments may manage these funds to provide necessary replacement teaching and undertake other activities.

Buyout Request:

Faculty Name __________________________ Personnel Number ____________

Academic Year of Buyout: ______________ Semester of Buyout ____________

No. of Courses ______ Credit Hours of Buyout _________

Academic Year Salary: $________________

Buyout Amount: $______________________ (1/6 X No. of 3-cr hr courses of buyout)*

*benefits will be assessed on top of this amount

Grant cost object: ________________ Grant Agency/Title: ____________________

Summary of responsibilities during period of course buyout:

Does the Buyout Amount meet the criteria for the College of Arts & Sciences Faculty Replacement Policy? Yes / No

Have alternate instructional arrangements been confirmed for the courses associated with this buyout? Yes / No

Salary Savings Summary and Distribution:

Total Buyout Amount 80% Department Share 20% College Share

$________________________ $________________________ $________________________

Faculty Signature __________________ Date ______________

Department Chair Approval __________________ Date ______________

College Dean Approval __________________ Date ______________

Buyouts must be in place by the beginning of the month prior to the term in which teaching will be reduced. (Example: August 1 for a fall semester buyout).