

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

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## 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).**