



GUIDANCE AND PROCESS FOR COURSE BUYOUTS

Overview

The buyout rate for a single course shall be no less than 1.5 months (or 1/6th) of the faculty member's 9-month salary plus fringe, or 16.7% of the funding agency's salary cap, where appropriate. For purposes of this course buyout policy, Texas A&M programs (such as FDL, PDL, GCHR fellowships, etc.) and other award programs (such as Intergovernmental Personnel Act releases) do not count as course buyouts. Any payments made under these programs towards replacement teaching costs are not governed by these buyout processes and are not a guide to course buyout rates.

Process

All course buyouts must be approved by both the Department Head and the Dean of Arts and Sciences. Course buyouts are for formal courses, not courses associated with research hours (e.g., 491 or 691) or directed studies (e.g., 485 or 685). Note, per College of Arts and Sciences guidelines for endowed positions, endowed funds may not be used for course buyouts.

Buyouts shall be requested in the form of a memorandum through the Department Head to the Dean at least 60 days prior to the start of a buyout semester. A template for the memo request is provided below. Requests must include the following:

- (1) Assigned teaching for the year of request and courses taught for the previous year,
- (2) Reason for requesting course buyout,
- (3) Buyout funding source,
- (4) Department Head recommendation, and
- (5) Department Head plan for handling courses and/or replacement teaching.

All course buyout requests will be subject to the following criteria:

- Overall teaching needs of the department, as determined by the Department Head,
- Buyouts reducing a faculty member's formal course teaching load to zero in any semester will require special justification,
- Buyouts reducing a faculty member's formal course teaching load to zero for an academic year are not allowed, and
- A faculty member buying out of all courses in a given semester is expected to remain involved in service, as well as undergraduate and graduate student mentoring and advising.

Salary savings generated by course buyouts will automatically revert and be retained by the College of Arts and Sciences. In normal circumstances, funds will be made available to cover replacement teaching needs created by approved course buyouts. Requests for salary savings to cover replacement teaching shall be made by the Department Head to the Dean or designee for approval.

In some circumstances, funds from course buyout salary savings may be made available for initiatives that further the department's strategic goals. Requests shall be made by the Department Head, with clear justification for funding the initiative, to the Dean for approval.

Exceptions to this policy may only be approved by the Dean.



OFFICE OF THE DEAN

Template for Memorandum Requesting Dean's Approval for Course Buyout

[Date]

MEMORANDUM

TO: [Dean], College of Arts and Sciences

THROUGH: [Department Head], [Department]

FROM: [Faculty Name], [Department]

SUBJECT: Course Buyout Request for [Semester & Year]

In accordance with the College of Arts and Sciences Course Buyout policy, I am requesting your consideration of my request for a course buyout in [Semester & Year]. If this request is approved, I affirm that I will account for my time appropriately in the Time and Effort system.

To Be Completed by Faculty Member

Faculty Name: Faculty UIN:

Faculty Rank: Full-Time Equivalent (FTE) Percent of Effort:

If the faculty member has a substantive joint appointment, please provide split information.

- 1.5 months of 9-month salary plus fringe
- or
- 16.7% of the funding agency's salary cap

Monthly Base (FTE) Salary:

Buyout Cost:

Assigned teaching for year of request and teaching performed in previous year:

Include course numbers, past and projected enrollments

Reason for requesting course buyout:

Funding source: *Include grant name, account number, etc., as appropriate for funding source.*

To Be Completed by Department Head

Department Head recommendation:

Plan for covering courses and/or replacement teaching: CC: [Business Staff]