



## **SEFS Course Buyout Policy**

Faculty with sufficient financial resources and an explicit need to focus on research activities for a quarter may opt to “buyout” of a course or specific teaching obligation by putting a portion of the quarterly salary towards the cost of employing an auxiliary faculty or instructor to teach that class. All faculty interested in a course buyout will need to follow the procedure outlined below. Faculty members are also encouraged to consider the College of the Environment policy on Faculty Salary Recovery.

### **Approval Process**

Faculty should submit the following information directly to the Director of SEFS:

1. Year, quarter, and course name of proposed buyout
2. Reason(s) for buyout
3. Capacity and source of funds for buyout
4. Proposed auxiliary instructor for the course in question

In making a final decision on whether or not to allow a buyout, the Director will take into consideration a number of factors including: timing of the buyout, SEFS ability to replace the instructor or course, benefits of the course buyout, budget considerations, and availability of quality auxiliary faculty available to teach the course. The Director may request input from the Curriculum Committee and the Elected Faculty Advisory Council prior to making a final decision on the request.

### **Timing**

Faculty members should submit requests at least six months before the proposed course buyout to receive full consideration. A buyout with less than six months’ notice is possible, but approval may be dependent on the faculty member’s ability to find an appropriate replacement instructor.

### **Cost of Buyout**

Faculty can buyout of a course for 40% of their quarterly salary plus benefits.

### **How it works**

This salary cost is charged to the grant, gift, or other soft money held by the faculty member. The School uses buyout funds for replacement instructors or similar course costs. No more than one buyout is allotted per faculty member per academic year except under extenuating circumstances. Multiple buyout requests over a five-year period will be discouraged.

A course buyout does not release the faculty member from other obligations to the School. This is not equivalent to sabbatical and thus faculty are expected to maintain all other teaching, research, and service obligations. If the faculty member intends to be absent (e.g., in the field) for the duration of the quarter, they would pay 100% of their salary for the quarter (3 months). Faculty are encouraged to contact the SEFS Administrator with questions regarding this policy.