

EBERLY COLLEGE OF ARTS AND SCIENCES  
EXTERNALLY SPONSORED COURSE BUYOUT POLICY

REVISED October 2012

## I. INTRODUCTION

In the Eberly College of Arts and Sciences (ECAS), external funding is regularly secured to perform research activities. Externally funded projects can require faculty to expend effort above and beyond their research assignment. Under this scenario, faculty may seek to modify their workload by requesting a course release. ***In all cases, such arrangements are subject to approval by the unit chair and the associate dean for faculty at the time a grant proposal is submitted to the agency, and well in advance of the semester in which the buyout is to occur.***

Because there is appreciable cost associated with a research active faculty member reducing their commitment to the teaching mission of ECAS, an equivalent buyout of research time must occur. This approach acknowledges that a portion of each of the teaching and research assignments are being allocated to perform work specifically to the sponsor providing the external funds.

An alternative to a course buyout is the opportunity to maintain a full teaching load and participate in the Academic Activity Incentive Program.

## II. REQUESTING A COURSE BUYOUT

In order to request a course buyout, the faculty member should speak with the unit chair regarding how such a workload modification will impact the faculty's assignment and that of the other members of the department. Once a faculty member has received a course release approval from the unit chair, the chair needs to forward the course buyout proposal to the associate dean for faculty for final review and approval. The faculty member should request funding from the external sponsor to support the percentage of their released salary including fringe benefits, and facilities and administration expenses (F&A). The college cap for a course buyout is \$16,000 per course.

## III. CALCULATION

Determine the faculty member workload assignment (e.g., 40% teaching, 40% research, 20% service). Multiply the teaching percentage by the base salary. The product is then divided by the number of courses taught per year. An equivalent buyout of research time must occur; therefore, the total amount is multiplied by two.

- 1) Faculty assignment is X% teaching
- 2) X% teaching \* base salary = Y
- 3) Faculty teaching assignment is Z courses per academic year
- 4) Y/Z = \$ per course
- 5) \$ per course \* 2 = Total Course Buyout

#### IV. EXAMPLES

**One course buyout:** Faculty assignment is 40T/40R/20S with a teaching assignment of four courses per academic year and a base salary of \$60,000.

$$40\% * \$60,000 = \$24,000$$

$$\$24,000/4 \text{ courses} = \$6,000 \times 2 = \$12,000$$

$$\text{Buyout Cost} = \$12,000 + \text{fringe benefits} + \text{F\&A}$$

**One course buyout:** Faculty assignment is 30T/50R/20S, with a teaching assignment of three courses per academic year and a salary of \$90,000.

$$30\% * \$90,000 = \$27,000$$

$$\$27,000/3 \text{ courses} = \$9,000 \times 2 = \$18,000$$

$$\text{Buyout Cost} = \$16,000 \text{ (per course maximum)} + \text{fringe benefits} + \text{F\&A}$$

**Two course buyout:** Faculty assignment is 40T/40R/20S, with a teaching assignment of five courses per academic year and a salary of \$70,000.

$$40\% * \$70,000 = \$28,000$$

$$\$28,000/5 \text{ courses} = \$5,600 \times 2 = \$11,200 \text{ per course}$$

$$\$11,200 \text{ per course} \times 2 \text{ courses} = \$22,400$$

$$\text{Buyout Cost} = \$22,400 + \text{fringe benefits} + \text{F\&A}$$

#### V. EXAMPLES OF PER COURSE BUYOUT PERCENTAGES

$$40\% \text{ teaching}/5 \text{ courses per academic year} = 8\% \text{ Course} + 8\% \text{ Research} = 16\% \text{ of base}$$

$$40\% \text{ teaching}/4 \text{ courses per academic year} = 10\% \text{ Course} + 10\% \text{ Research} = 20\% \text{ of base}$$

$$40\% \text{ teaching}/3 \text{ courses per academic year} = 13.33\% \text{ Course} + 13.33\% \text{ Research} = 26.66\% \text{ of base}$$