

## School of Education Course Buy-out Policy

### Rationale/Purpose of the Policy

This policy aims to provide clarity and consistency regarding the administration and approval for course buy-outs in the School of Education. By establishing clear guidelines, it ensures faculty members can allocate time for scholarly work and research activities.

### Definitions

Course Buy-out: a release from teaching granted to an individual faculty member in exchange for extramural funding.

### Scope

The policy applies to both tenured and tenure-track faculty members using extramural funding as a source for the course buy-out. This policy is effective for proposals submitted on or after July 1, 2024, and will be monitored, reviewed, and updated by May 1st annually.

Faculty are responsible for complying with all University and Sponsor policies pertaining to effort commitments and the Employee Compensation Compliance (ECC) policy: salary charged to a sponsored project must be allocable and align with activity on the project. As such, the course buy-out should occur in the same semester as the grant is charged for salary and must be proportionate to activity on the grant.

### Policy Details

- For extramural projects with an annual budget over \$100,000 total direct costs, SoE's course buy-out rate is 20% of institutional base salary per course. Corresponding fringe benefits will also be charged to the source project.
- For a course buy-out funded by multiple projects, SoE's course buy-out rate is 20% of institutional base salary per course regardless of the individual projects' annual budgets. Corresponding fringe benefits will be charged to the source projects proportionate to the salary split.
- For extramural projects with an annual budget under \$100,000 total direct costs, SoE's course buy-out rate is 12.5% of institutional base salary per course. Corresponding fringe benefits will also be charged to the source project.
- Requests for use of a lower buy-out rate will be considered on a case-by-case basis and will require a strong justification (i.e. if a sponsor dictates faculty effort, while also capping salary).
- The faculty member buying out of a course will be expected to participate fully in service and administrative duties; the buy-out is strictly for teaching and must not be construed as approval for a full-time appointment to research.

**Approvals**

Requests for a lower buy-out rate must be written to the Dean, reviewed and approved before proposal submission.

**Policy Administration**

**Approval Authority**

School of Education Dean

**Policy Manager**

Sponsored Programs Divisional Administrator

**Policy Contact(s)**

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<b>Policy History</b>	
<b>Effective Date</b>	07/01/2024
<b>Next Review</b>	05/01/2025
<b>Revised Dates</b>	
<b>Reviewed Dates</b>	