

BUY-OUT GUIDELINES

Approved by College of Architecture Executive Committee on September 30, 2002

Purpose

This guideline acknowledges that a balance of teaching, research and service are interrelated goals for all faculty. At the same time, it can be important for individual faculty to take advantage of extraordinary research, scholarly or creative opportunities that may present themselves. The purpose of this guideline is to provide a structure and incentives that encourage permanent faculty to buy-out their teaching when these opportunities arise and when a buy-out arrangement is feasible for the faculty member's department.

A buy-out of teaching implies that faculty will remain on campus and will fulfill all other faculty duties and responsibilities.

Eligibility

This guideline is primarily oriented toward the needs of tenured faculty. It is usually inadvisable for most tenure-track faculty to buy-out their teaching.

Two-Step Application Process

Step 1: At least *one calendar year in advance of the buy-out*, faculty members must convey in writing their intent to request a future buy-out from their department head. This must include a) the course or courses that they intend to buy-out and b) the length of time of the buy-out. This generally corresponds to the pre-proposal stage of a research project.

Step 2: At least *one semester in advance of the buy-out*, faculty members must request in writing a buy-out to their department head even if the details of the buy-out (e.g., approval of research funding) have not yet been finalized. The request must include a) the course or courses that they intend to buy-out and b) the length of time of the buy-out.

Funding Process

The department head is responsible for approving the buy-out request and for hiring a replacement. For some faculty, particularly tenure-track faculty, it may be impossible to locate a qualified replacement for the cost of the buy-out. In these cases the department head is encouraged to request additional funding from the dean.

The amount of funding required to buy-out a 3-credit hour course ranges between \$12,000 and \$15,000 per semester.

Limitations on the Number and Length of a Buy-Out

There is no limit on the number of courses or semesters that a faculty member may buy-out. However, the department head may limit the number of buy-outs when, in his/her judgment, they will negatively impact the department's teaching capabilities.