

College Buyout Policy

Faculty normal load in EIT is 12 IUs as determined in consultation with the department chair and the dean. As external funding for a specific faculty increases, that faculty has the opportunity to buy out and reduce their teaching load (by reducing a single course).

In order to reduce their course load, the faculty can provide funding to the college (from extramural grants) to "buy out" from a course under the following guidelines:

- Form must be submitted with all approvals (chair and dean) a minimum of 30 days PRIOR to the class start.
- Form may only be submitted when funding agency budget includes AY buyout (or funding agency has been notified of and approves change in budget).
- Chair must approve the form. In approving the form, the Chair must identify an instructor who will replace the faculty as the instructor of record for which the buyout is being sought.
- Dean must approve the form (this typically means the dean is aware and has discussed impact with chair).
- Incentive payout¹ AND teaching buyout MAY occur in the same semester, but the same funds CANNOT be used to draw incentive pay as well as buyout of teaching.
- Faculty MUST teach a minimum of two classes in one academic year (Academic year does NOT include summers). It is recognized that there may be unusual circumstances when the minimum may be lower; in those circumstances, an MOU needs to be in place between the faculty member, Department Chair and the Dean. Further, the minimum teaching expectation needs to be met regardless of whether course buyout and incentive payout are occurring in the same year.
- Buyout shall be in the amount of 3% per Credit Hour (normally 9% of 9 month salary for one three credit hour class).

Form notes:

- Must include last two years "load reports" or at least IUs from those reports
- Must include written evidence from sponsor that the grant funds can be used for the buyout.

¹ <http://ualr.edu/policy/home/facstaff/faculty-and-non-classified-professional-staff-salary-funding-incentive/>

EIT Course Buyout

Form must be submitted with all approvals (chair, director of finance/ administration and dean) a minimum of 30 days PRIOR to the class start.

Faculty Member's Name: _____ Date Submitted: _____

Department: CPSC CNMG ERSC ET IFSC SYEN

GRANT INFORMATION:

Name of grant that funds will be taken from: _____

Funding Agency: _____

Amount:* _____ Duration of buyout: _____
* See College buyout policy

Suggested teaching alternatives for proper coverage of core courses (optional): _____

History of other instructional releases in the past 2-3 years: _____

This form must include last two years "load reports." Attached? Yes No

This form must include written evidence from sponsor that the grant funds can be used for the buyout.** Attached? Yes No
** A memo from ORSP will suffice.

Any other comments that may impact the decision: _____

Department Chair:

Approved? Yes No

Class to release: _____ Name of instructor who will teach the course: _____

Signed _____ Date: _____

Executive Director of Finance and Administration:

Approved? Yes No

Signed _____ Date: _____

Dean:

Approved? Yes No

Signed _____ Date: _____

Lawrence E. Whitman, PhD

Revision date: 2016-08-16