Donaghey College of Science, Technology, Engineering, and Mathematics
UNIVERSITY OF ARKANSAS AT LITTLE ROCK

College Buyout Policy

Course buyouts funded by extramural grants · DCSTEM

The normal faculty workload in DCSTEM is 15 IUs per semester, as determined in consultation with the department chair or school director and the dean.

Faculty with external grant funding may reduce their teaching load by buying out one course. To do so, they must use funds from an extramural grant to reimburse the college for the course buyout, following the guidelines below.

Eligibility and Approval Requirements

- The completed form, with approvals from the department chair or school director and dean, must be submitted at least 30 days before the course start date.
- The form may only be submitted if the grant budget includes funding for an academic-year (AY) course buyout, or if the funding agency has approved a budget revision to include the buyout.
- The department chair or school director must approve the request and identify the instructor who will teach the course being bought out.
- The dean must approve the request, indicating awareness of and agreement with the impact of the course buyout.
- A faculty member may receive both an incentive payout and a teaching buyout during the same semester.
- Faculty must teach a minimum of two courses during the academic year (summer terms are not included). Exceptions may be approved in unusual circumstances through a memorandum of understanding (MOU) signed by the faculty member, department chair or school director, and dean. This minimum teaching requirement applies even if the faculty member receives both a course buyout and an incentive payout during the same academic year.

Buyout Cost

ACADEMIC-YEAR BUYOUT	ONE-SEMESTER BUYOUT
0.20 × 9-month salary	**0.10 × 9-month salary**

Required Attachments

The following must be submitted with the form:

- The last two years of "load reports," or at least the IUs from those reports.
- Written evidence from the sponsor that the grant funds can be used for the buyout (a memo from ORSP will suffice).
- A signed MOU, if the buyout would result in the faculty member teaching fewer than two courses during the academic year.

Related Policy

UA Little Rock Faculty and Non-Classified Professional Staff Salary Funding Incentive Policy

This policy was approved by the DCSTEM Executive Council. The Executive Council, chaired by the Dean, consists of the Department Chairs and Directors, the Associate Dean, and the Executive Director of Finance and Administration.

DONAGHEY COLLEGE OF SCIENCE, TECHNOLOGY, ENGINEERING, AND MATHEMATICS

Course Buyout Form

Deadline — This form must be submitted with all approvals (chair or school director, executive director of finance and administration, and dean) a minimum of 30 days prior to the class start date.

FACULTY INFORMATION

Faculty Member's Name

Date Submitted
MM/DD/YYYY

Department / School

GRANT INFORMATION

Grant Name

Funding Agency

Buyout Amount *
$

Duration of Buyout
○ Academic Year ○ One Semester

Semester & Year
e.g., Fall 2027

* Formula: 0.20 × 9-month salary for an academic-year buyout; 0.10 × 9-month salary for a one-semester buyout.

TEACHING COVERAGE

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

History of other instructional releases in the past 2–3 years

REQUIRED ATTACHMENTS

ATTACHMENT	ATTACHED?
Last two years of "load reports" (or the IUs from those reports).	○ Yes ○ No
Written evidence from the sponsor that grant funds can be used for the buyout. **	○ Yes ○ No
MOU required? Yes, if this buyout would result in the faculty member teaching fewer than two courses during the academic year.	○ Yes ○ No
If required, signed MOU from the faculty member, department chair or school director, and dean.	○ Yes ○ No ○ N/A

** A memo from ORSP will suffice.

ADDITIONAL INFORMATION

Any other comments that may impact the decision

APPROVALS

Department or School Leader

Name

Approved? ◯ Yes ◯ No

Class to Release

Instructor Who Will Teach the Course

Signature

Date MM/DD/YYYY

Executive Director of Finance and Administration

Name

Approved? ◯ Yes ◯ No

Signature

Date MM/DD/YYYY

Dean

Name

Approved? ◯ Yes ◯ No

Signature

Date MM/DD/YYYY

Submit the completed form, with all three approvals, at least 30 days prior to the class start date.