

# DEPARTMENT OF BIOLOGY COURSE BUY-OUT POLICY

*July 1, 2015*

**PREAMBLE.** As a department, we view the concept of teaching buy-outs as a justifiable means of furthering the collective goals of the department (approved 7 March 2000), particularly the goals of stature, research, and faculty hiring and development. At the same time, we recognize that a buy-out policy has costs as well as benefits; buy-outs could be detrimental to the collective goals of teaching and departmental environment (i.e. morale). Further, we recognize the educational value of having research-active faculty as instructors, especially of upper division courses. We therefore support the concept of course-buyouts but with limitations.

**IMPLEMENTATION.** The department's interests will be best served by a flexible buy-out policy that gives the department head (DH) the freedom to accommodate individual needs and unusual circumstances.

**POLICY.** Course buy-outs are allowed with the following constraints and limitations:

- a) A buy-out request must be approved by the DH. Requests may include a buy-out plan extending over multiple terms. In approving a buy-out plan, the DH will take into consideration (1) the impact of the plan on the Department's research and teaching missions and (2) the needs of the faculty member making the request.
- b) The maximum buy-out frequency is 1 course per year. However, exceptions are allowed subject to (a)
- c) A written buy-out request must be received by the DH by January 15 of the academic year before the buy-out would begin.
- d) Per CAS policy, a buy-out shall cost 20% of the faculty member's 9-month annual rate, i.e. 20% of what that faculty member would cost the department at full-time that year, plus the associated ope (benefits).
- e) The cost of a buy-out will, in most cases, exceed the cost of hiring a replacement instructor. This is a deliberate decision by CAS to make course buyouts possible under appropriate circumstances, but also mildly discourage buyouts since they have costs for the educational program that are real, though difficult to quantify.
- f) The DH shall consult with the curriculum director before approving a buy-out request.
- g) Institute and program directors must agree to provide office space for the replacement instructor.
- h) The DH would need to sign-off on grant proposals that include buy-out money in the budget.
- i) Faculty members who take a sabbatical leave that does not cover all academic terms (Fall, Winter, and Spring), will be expected to teach one course during any academic term not covered by the sabbatical. Summers are excluded.
- j) Institute Directors will receive one course release annually for their administrative responsibilities.
- k) A PI writing a Training Grant proposal will be eligible for one course release during the year in which the proposal is submitted.
- k) The department shall re-evaluate this buy-out policy as needed.