

# **Faculty Course and Research Buyout Policy and Procedures**

**Carlos Alvarez College of Business**  
*The University of Texas at San Antonio*

Office of Faculty  
Success and Research

## **COURSE AND RESEARCH BUYOUT POLICY AND PROCEDURES OVERVIEW**

At the Alvarez College of Business (ACOB), it is priority to support faculty efforts to secure external research funding. As a first step, faculty members seeking to buyout a course or research time using funds from extramural awards should discuss this possibility with their department chair. The department chair oversees the teaching schedule and determines workload assignments, so they are in the best position to assess the impact of the principal investigator's (or co-PIs) proposed buyout(s) on departmental needs. If the department chair approves the request of a buyout, the next step is for the PI (or co-PIs) to submit the request (using the form at the end of the document) to the Associate Dean of Research and the Dean of the College for consideration.

While every effort will be made to accommodate the request, the ACOB may not be in a position to authorize the buyout if, in the judgment of the Dean, the teaching mission of the department and the college would be hampered in the semester in which it is requested (e.g., a significant/required course from the curriculum is requested to be bought out and there is no adequate substitute), and/or if the funded project does not support the faculty member's scholarly productivity.

This policy refers only to buyouts using externally sponsored grant funds to cover part of a faculty member's salary. Course load reductions are explained in more detail in the ACOB Workload Policy. Tenure-track (TT), Tenured (T) and Fixed-Term Faculty (FTT) are covered in this policy.

### **POLICY**

1. Faculty can apply funds from extramural grants to cover summer salary, buyout courses and/or research time in a manner that best supports their work and effort needs on a project.
2. The course or research time buyout rate calculation is based on the faculty member's individual workload weights and the number of courses taught in an academic year. For example, for a typical faculty member in a research workload, this weight is set at 40% teaching, 40% research, and 20% service, with an assignment of 4 courses per academic year. This example would allocate 10% effort per course.
3. A course buyout requires the calculated effort allocation per individual faculty to be used to determine the total amount of the course buyout request. Course buyout requests will have the salary request capped at \$15,000 (plus the associated benefits).
4. If the grant budget will contain a line item for a course buyout, the PI must use the Faculty Buyout Request Form Worksheet (see below) to ensure the adequate amount of funds are requested, and to prevent future confusions with the funding agencies (i.e., requesting the sponsoring agency to make a budget change is difficult and undesirable).
  - a. The PI must inform, and coordinate with the department chair, the desire to request a course buyout before submitting a request form. No course buyout request forms will be approved without the department chair's consent.
5. An approved course or research time buyout is only valid if the specific proposal denoted on the request form is funded. A new buyout request submission is needed if:
  - a. the proposal denoted on the request form is denied funding (i.e., the faculty member seeks to buy out the previously approved course from a different funding source);
  - or

- b. the faculty member desires to change the buyout amount, semester, or course listed on the approved buyout form.
- 6. Deviations from this policy require the approval of the department chair, the Associate Dean of Research, and the Dean of the ACOB.
- 7. PIs can request a course buyout on an existing award that does not contain a course buyout budgeted line item, when award budget and guidelines allow for such.

## **PROCEDURES**

Faculty requesting a course buyout must:

- 1. Discuss and have the department chair approve the request, noting any special conditions of approval.
  - ☐ No course buyout request will be approved without department chair's consent.
- 2. Complete the Faculty Buyout Request Form Worksheet.
- 3. Send an electronic version of the fully signed buyout request form to the Alvarez College of Business Research Program Manager with copy to the Senior Associate Dean of Faculty Success and Research, and Assistant Dean of Fiscal Administration.

## FACULTY BUYOUT REQUEST FORM

Date of Request: \_\_\_\_\_  
 Faculty Member's Name: \_\_\_\_\_ Department: \_\_\_\_\_  
 This buyout request relates to a(n): \_\_\_\_\_

Proposal Title: \_\_\_\_\_  
 UTSA Proposal ID: \_\_\_\_\_ Sponsor or Prime Proposer: \_\_\_\_\_  
 Proposal Deadline: \_\_\_\_\_ Total Proposal Amount: \_\_\_\_\_  
 Proposed Start Date: \_\_\_\_\_ Proposed End Date: \_\_\_\_\_

--or--

Project Title: \_\_\_\_\_  
 PI(s): \_\_\_\_\_  
 UTSA ProjectID: \_\_\_\_\_ Sponsor or Prime Proposer: \_\_\_\_\_  
 Award Start Date: \_\_\_\_\_ Award End Date: \_\_\_\_\_

### Requested Buyout Details

Semester of buyout: \_\_\_\_\_ Year: \_\_\_\_\_

Amount of buyout: \_\_\_\_\_

Institutional Base Salary	# of Months	Percent of Effort	Person Months	Fringe Rate	Salary	Fringe Benefits	Total Salary & Fringe

*Note: salary buyout may need to be adjusted if proposed institutional base salary does not reflect actual compensation rate at time buyout is taken. Buyout will reflect the effort associated with the individual's work on the project.*

I am requesting the above buyout be put toward my:

#### Faculty Member's Workload Weights and Number of Course Assignments:

Teaching: \_\_\_\_\_ %  
 Research: \_\_\_\_\_ %  
 Service: \_\_\_\_\_ %  
 Administration: \_\_\_\_\_ %  
 Total: \_\_\_\_\_ %  
 Assigned number of teaching courses for academic year: \_\_\_\_\_

9-mo. \_\_\_\_\_ time to be funded  
 effort by buyout source \_\_\_\_\_ time  
 \_\_\_\_\_ % = \_\_\_\_\_ %

If a teaching buyout is requested, what is the name & number of the course you are requesting be bought out?

\_\_\_\_\_

Semester to be taught: \_\_\_\_\_ Year: \_\_\_\_\_

Faculty Member Name	Signature	Date
Department Chair Name	Signature	Date
Associate Dean For Faculty Success and of Research	Signature	Date

Send an electronic version of the fully signed buyout request form to the Alvarez College of Business Research Program Manager with copy to the Senior Associate Dean for Faculty Success and Research, and Assistant Dean of Fiscal Administration.