

Course Buyout Policy & Procedures

The University of Texas at San Antonio
College of Business
Office of Faculty & Research

COURSE BUYOUT POLICY AND PROCEDURES

Course load reductions are explained in more detail in the COB Minimum Faculty Teaching Requirement Policy and subsequent supplements. This policy refers only to course buyouts – the use of externally-sponsored grant funds to cover part of a faculty member's salary.

OVERVIEW:

The College of Business strongly supports faculty efforts to secure external research funding. Faculty members who are seeking a course buyout as a result of a potential external funding award should discuss this matter with their department chair. The department chair oversees course scheduling and is in the **best position** to assess the impact of the PI or co-PI's proposed buyout(s) on curricular and other departmental concerns. Once approved by the department chair, the course buyout request should be submitted for approval from the Associate Dean of Research and the Dean of the College. Externally-funded research activity does not obligate the College to provide the course buyout if, in the judgment of the Dean, the teaching mission would be hampered in the semester in which it is requested and/or if the funded project does not support the faculty member's scholarly productivity.

POLICY:

- The course buyout request must be made at the time of the proposal submission to the RSC.
- The course buyout rate calculation is based on the faculty member's individual workload evaluation/distribution weights of each faculty member. For COB faculty, this weight is set at 40% teaching, 40% research, and 20% service.
- External grant award effort should normally not exceed 50% during the academic year. Faculty members are strongly discouraged from dropping below a 1-1 load or requesting a 2-0/0-2 course load. Additional justification is required in these instances.
- Externally-funded research activity is not a justification for a reduction in the teaching workload, and course buyouts will not be granted if the teaching mission would be hampered (e.g. dropping a significant/required course from the curriculum).
- Due to the nature of the COB commitment and support of internally-funded research, there will be a preference to apply external funding towards the research portion of a faculty member's salary/effort.
- Deviations from this policy require the approval of the department chair, the Associate Dean of Research, and the Dean of the College.

PROCEDURES:

For faculty requesting a course buyout:

- Complete the Faculty Course Buyout Request Form Worksheet.
- Discuss and have the department chair approve the request, noting any special conditions of approval.
- Submit this request for approval from the Associate Dean of Research.
- Send an electronic version of the fully signed course buyout request form to the College of Business Grants & Contracts Coordinator (Jenni Simonsen, jenni.simonsen@utsa.edu).
- Include the fully signed course buyout request form as part of your grant proposal submission to the Research Service Center.

COLLEGE OF BUSINESS FACULTY COURSE BUYOUT
REQUEST FORM

This worksheet calculates the % for one course in one semester and only needs to be completed when requesting a course buyout.

Faculty Member's Name: _____
 Department: _____
 Sponsor /Prime Proposer: _____
 Proposal Deadline: _____
 Total Proposal Amount: _____

Additional semesters? Y N If yes, how many? _____
 Additional years? Y N If yes, how many? _____

Please complete the following to determine your proposed workload with a course buyout:

Faculty Member's Evaluation Distribution:

Teaching: 40 %
 Research: 40 %
 Service: 20 %
 100 %

Course workload (# of courses taught):

Fall: _____
 Spring: _____

 40 % teaching workload ÷ total courses: = % of teaching effort for 1 course (A)

Enter proposed time/effort from UTSA Budget worksheet:

Proposed monthly time/effort from UTSA Budget: _____ %
 Effort for 1 course (enter A from above): - % (enter into B1 below)
 Remaining % to be deducted from research effort: % (enter into B2 below)

Distribute workload:

			B		
Evaluation Distribution			Grant		Result
1 Teaching time:	40%	-	<u> </u> %	=	<u> </u> % teaching time
2 Research time:	40%	-	<u> </u> %	=	<u> </u> % research time
Service time:	<u> 20 </u> %	-	<u> 0 </u> %	=	<u> 20 </u> % service time
Workload:	100%	=	<u> </u> %	+	<u> </u> %

Indicate here any additional semesters and/or information pertinent to the grant or course buyouts:

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This form has been reviewed and approved by:

_____	_____	_____
Faculty Member Name	Signature	Date
_____	_____	_____
Department Chair Name	Signature	Date
_____	_____	_____
Associate Dean of Research	Signature	Date

In the event of special circumstances, PIs/co-PIs are advised to consult with the department chair and the College of Business Grants & Contracts Coordinator (Jenni Simonsen, jenni.simonsen@utsa.edu).

Once this form has been reviewed and approved by all parties:

- send an electronic version of the fully signed course buyout request form to the College of Business Grants & Contracts Coordinator.
- include the fully signed course buyout request form as part of your grant proposal submission to the Research Service Center.

FACULTY COURSE BUYOUT EXAMPLES

Example #1

A tenure-track PI is requesting 22% effort/month during the academic year (from September 1 to May 31) to work on an externally-funded grant. This effort will include one course buyout during the spring semester. The individual has a 40% teaching, 40% research, and 20% service evaluation distribution and teaches 2 courses in the fall and 2 courses in the spring.

Course workload (# of courses taught):

	Fall:	<u>2</u>	
	Spring:	<u>2</u>	
40 % teaching workload	÷	total courses: <u>4</u>	= <u>10</u> % of teaching effort for 1 course (A)

Enter proposed time/effort from UTSA Budget worksheet:

Proposed monthly time/effort from UTSA Budget:	<u>22</u> %
Effort for 1 course (enter A from above):	- <u>10</u> % (enter into B1 below)
Remaining % to be deducted from research effort:	<u>12</u> % (enter into B2 below)

Distribute workload:

			B			
Evaluation Distribution			Grant			Result
1 Teaching time:	40%	-	<u>10</u> %	=	<u>30</u> %	teaching time
2 Research time:	40%	-	<u>12</u> %	=	<u>28</u> %	research time
Service time:	<u>20</u> %	-	<u>0</u> %	=	<u>20</u> %	service time
<i>Workload:</i>	<u>100</u> %	=	<u>22.0</u> %	+	<u>78.0</u> %	

At 22% level of effort over 9 months (September 1 – May 31), this translates into 1.98 person months of effort:
 $9 \text{ months} \times 0.22 \text{ effort per month} = 1.98 \text{ person months of effort}$

If the PI is a 9-month employee with an institutional base salary is \$75,000, their monthly salary is \$8,333.33:
 $\$75,000 \text{ total salary} / 9 \text{ months} = \$8,333.33$

Therefore, the 22% level of effort translates into a request for \$16,500 in externally-funded salary for the academic year:

$$\$8,333.33 \text{ per month} \times 1.98 \text{ person months of effort} = \$16,500^1$$

Of the total externally-funded salary requested, 45.5% (10/22nds) of the salary would be allocated to the teaching salary funding source used by the College and 54.5% (12/22nds) of the salary would be allocated to the research salary funding source, if they differ.

¹ Please note that for the sake of simplicity this example does not include benefits (fringe). Benefit rates change depending on the type of employee and applicable UTSA premium sharing rate: please consult the current fiscal year UTSA Internal Budget Template for an up-to-date benefit rate calculator.

Example #2

A tenure-track PI is requesting 22% effort/month during the academic year (from September 1 to May 31) to work on an externally-funded grant. This effort will include one course buyout during the spring semester. The individual has a 25% teaching, 70% research, and 5% service evaluation distribution and teaches 2 courses in the fall and 2 courses in the spring.

Course workload (# of courses taught):

$$\begin{array}{r} \text{Fall: } \underline{2} \\ \text{Spring: } \underline{2} \\ \text{25 \% teaching workload} \div \text{total courses: } \underline{4} = \underline{6.25} \% \text{ of teaching effort for 1 course (A)} \end{array}$$

Enter proposed time/effort from UTSA Budget worksheet:

$$\begin{array}{r} \text{Proposed monthly time/effort from UTSA Budget:} \quad \underline{22} \% \\ \text{Effort for 1 course (enter A from above):} \quad - \underline{6.25} \% \text{ (enter into B1 below)} \\ \text{Remaining \% to be deducted from research effort:} \quad \underline{15.75} \% \text{ (enter into B2 below)} \end{array}$$

Distribute workload:

	Evaluation Distribution		B Grant		Result	
1	Teaching time:	25%	-	<u>6.25</u> %	=	<u>18.75</u> % teaching time
2	Research time:	70%	-	<u>15.75</u> %	=	<u>54.25</u> % research time
	Service time:	5%	-	<u>0</u> %	=	<u>5</u> % service time
	Workload:	100%	=	<u>22.0</u> %	+	<u>78.0</u> %

Example #3

A tenure-track PI is proposing to work on an externally-funded project during the academic year (from September 1 to May 31). The individual would like to request sufficient effort (% of time spent on project) to cover one course buyout for the fall semester. The PI has a 30% teaching, 60% research, and 10% service evaluation distribution and teaches 2 courses in the fall and 2 courses in the spring.

Course workload (# of courses taught):

$$\begin{array}{r} \text{Fall: } \underline{2} \\ \text{Spring: } \underline{2} \\ \text{30 \% teaching workload} \div \text{total courses: } \underline{4} = \underline{7.5} \% \text{ of teaching effort for 1 course (A)} \end{array}$$

Technically, 7.5% effort on the project would cover one course buyout. However, the PI should not assume that this level of effort assigned to the project will guarantee a course buyout. Because of departmental concerns and/or the impact a course buyout may have on the instruction program, the recommendation may be to have the PI apply this 7.5% effort toward their research, rather than teaching, effort:

Distribute workload:

	Evaluation Distribution		B Grant		Result	
1	Teaching time:	30%	-	<u>0</u> %	=	<u>30</u> % teaching time
2	Research time:	60%	-	<u>7.5</u> %	=	<u>52.5</u> % research time
	Service time:	10%	-	<u>0</u> %	=	<u>10</u> % service time
	Workload:	100%	=	<u>7.5</u> %	+	<u>92.5</u> %

Example #4

A tenure-track PI is requesting 50% effort/month during the academic year (from September 1 to May 31) to work on an externally-funded grant. This effort will include one course buyout during the fall semester and one course buyout during the spring semester. The PI has a 30% teaching, 60% research, and 10% service evaluation distribution and teaches 2 courses in the fall and 2 courses in the spring.

Course workload (# of courses taught):

$$\begin{array}{r} \text{Fall: } \underline{2} \\ \text{Spring: } \underline{2} \\ \text{total courses: } \underline{4} \end{array}$$

30 % teaching workload ÷ 4 = 7.5 % of teaching effort for 1 course (A)

Since the PI has requested two course buyouts (one each in fall and spring), they are requesting 15% total teaching effort buyout:

Enter proposed time/effort from UTSA Budget worksheet:

$$\begin{array}{r} \text{Proposed monthly time/effort from UTSA Budget:} \quad \underline{50} \% \\ \text{Effort for 2 courses:} \quad - \quad \underline{15} \% \text{ (enter into B1 below)} \\ \text{Remaining \% to be deducted from research effort:} \quad \underline{35} \% \text{ (enter into B2 below)} \end{array}$$

Distribute workload:

	Evaluation Distribution		B Grant		Result
1	Teaching time:	30%	-	<u>15</u> %	= <u>15</u> % teaching time
2	Research time:	60%	-	<u>35</u> %	= <u>25</u> % research time
	Service time:	10%	-	<u>0</u> %	= <u>10</u> % service time
	Workload:	<u>100</u> %	=	<u>50.0</u> %	+ <u>50.0</u> %