

# Faculty 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:

- A 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.
- An approved course buyout is **only valid IF** the specific proposal denoted on the request form is funded. A new course buyout request submission is needed if:
  - 1) 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
  - 2) the faculty member desires to change the buyout amount, semester, or course listed on the approved buyout form.

### PROCEDURES:

For faculty requesting a course buyout:

- Complete the Faculty 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](mailto:jenni.simonsen@utsa.edu)).
- Include the fully signed buyout request form as part of your grant proposal submission to the Research Service Center.

## COLLEGE OF BUSINESS 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 Evaluation Distribution:

Teaching:	_____	%
Research:	_____	%
Service:	_____	%
	100	%

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

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

\_\_\_\_\_

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

Indicate here any additional information pertinent to the buyout:

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](mailto: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.
- if the course buyout request is for a proposal, include the fully signed course buyout request form as part of your grant proposal submission to the Research Service Center.