This College policy outlines all procedures and requirements for faculty requesting an external funder to compensate them for their effort during the nine-month contract period. It applies to all tenured, tenure-track, and non-tenure track faculty. It becomes effective January 1, 2019 and replaces any previous policies on this issue including the COPP Course Buyout Policy enacted in February 2016.

Faculty preparing a sponsored research project must complete a budget template (available from the Research Service Center) as part of the process. Any faculty requesting an external funder to compensate them for their nine-month effort must reflect this request on this template as a line item in the Personnel section. This request may be applied to reduce the faculty member’s teaching and/or research workload effort as supported by state funds. Below are the policies governing the salary savings generated from this activity.

**Teaching Effort**

A reduction in teaching effort (i.e., a course buyout) will be charged at a rate of 10% of the faculty member’s nine-month salary. This rate does not include fringe benefits or indirect costs. Each course buyout request for a semester should appear on a separate line and indicate 4.5 months and 20% of effort over that period. Faculty are encouraged to indicate the preferred semester for teaching reduction. The faculty member’s home department chair and the College must approve all course buyouts.
All course buyout salary savings generated from sponsored projects will be allocated in the following order:

1. Hiring a teaching replacement
2. 75% will remain with the department to re-allocate for research related and student support activities according to department policy
3. 25% will be transferred to the College for research related and student support activities; this transfer should occur at the conclusion of the semester in which the course buyout was initiated

**Research Effort**

Any salary savings generated from a reduction in a faculty member’s research effort during the nine-month contract will be allocated in the following manner:

1. 75% will remain with the department to re-allocate for research related activities according to department policy
2. 25% will be transferred to the College for support of research related activities; this transfer should occur at the conclusion of each semester

The faculty member’s home department chair and the College must approve all reductions in research effort.