



Faculty Course Buy-Out Request Form

Faculty name:

Department:

Date of Request:

Proposed buy-outs must be brought to the attention of the department head prior to the time a grant proposal is submitted or prior to the time any other type of contractual agreement is entered into by a faculty member.

Course Number/Name:

Credit Hours:

Semester/Year of Buy-Out:

Funding Source:

Justification:

Consider the impact on the department's instructional program for the proposed semester. Weigh the benefits of the buyout for the requesting faculty member related to annual review, promotion, and/or post tenure review. Assess past buy-outs by the faculty applicant if applicable. Describe the potential scholarly value of the project. Additional backup can be submitted.

Proposed alternate instructor and cost if known:

Consider whether quality replacement teaching is available and that it is available at a rate that can be accommodated by the buy-out policy.

Approvals:

Department Head Signature

Date

Associate Dean for Academic Programs Signature

Date

Dean Signature

Date