



## Faculty Course Buy-Out Request Form

**Instructions:** Complete form. Email unsigned form to [facsbu@uga.edu](mailto:facsbu@uga.edu) for processing. Must be submitted at least 6 weeks prior to semester in which buyout is applicable.

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:

Faculty Appointment:	%	%	%	%
	Instruction	Research	PSO/Extension	Service

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.*

Proposed alternate instructor and cost:

*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:

\_\_\_\_\_

CBO Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Department Head Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Assistant Dean for Academic Programs Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Associate Dean for Research Signature

\_\_\_\_\_

Date