

College of Family and Consumer Sciences
Instructional FTE Buyout Policy
Adopted: November 1, 2021

Research/scholarly activities and outreach are highly valued. Therefore, faculty in the College of Family and Consumer Sciences are allowed to buy out instructional time in support of outreach, research, and scholarly activities. However, this does impact our instructional programs, which are also highly valued, so we have set the following policies governing the buy-out of instructional time in order to balance these priorities.

Procedure

- Faculty member submits request [[link FACS Instructional Buyout Request Form](#)] to buy-out a portion of their budgeted instructional time to their department head.
 - 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.
- Instructional buy-out must be approved by the department head. Department Head will determine whether the buy-out can be accommodated by the department by:
 - Evaluating the impact on the instructional program for the proposed semester
 - Weighing the benefits for the requesting faculty member (related to annual review, promotion, post tenure review).
 - Determining whether quality replacement teaching is available and that it is available at a rate that can be accommodated by the buy-out policy.
 - Considering the potential scholarly value of the project
 - Reviewing benefits of past buy-outs by the applicant
- The Dean must approve.
- BFO will notify the department via email of approval.
- BFO will submit the necessary position funding change(s) to release the state funds.
 - These released funds will then be distributed out as outlined in the policy and approved buy-out form.
- If approved, it is the responsibility of the department head to identify and hire a qualified replacement instructor.

Teaching Load

Faculty members can buy out a maximum of one-half of their standard teaching load per year. The department head can choose to calculate the teaching load over a one- or two-year period.

Source of Funding

The source of a buy-out may only be from external grants or contracts. Funds expire for use in the same fiscal year as distributed, no carry forward is allowed.

Instructional FTE Buy-out Rates

The rate for an externally funded instructional buy-out is set at 1/10th of an academic-year salary or 1/12th of a fiscal-year salary per three-credit course, or its equivalent, plus the corresponding fringe benefit cost. The FACS Salary Savings and F & A Return policy will apply to any remaining distributions.

Distribution of Buy-out Monies/Replacement Teaching

Funds from an external instructional buy-out, at the rate of 1/10th (or 1/12th) per course or its equivalent, are distributed as follows: 80% to the department and 20% to the college. Replacement teaching cost must be covered by the department's 80%. Any remaining department funds are at the discretion of the head of the unit.