

Psychology Department Policy on Course Buyouts on Grants

Financial arrangements:

In order to be released from a course by “buying out” from a grant, the faculty member will need to provide money from the grant to replace their teaching according to current CAS policy (currently 10% of salary + benefits.)

Money from the grant for a buyout goes directly to the dean’s office since the dean’s office is the central administration point for salaries. The dean’s office will usually provide to the department, in return for the buyout money, a portion of that money in order to hire an adjunct at the standard rate.

Department policy:

Faculty may buy out of one course per semester from a grant within the following constraints:

- Faculty teaching load should not fall below a 1-1 level.
- The department must be able to find a suitable high-quality adjunct to teach the course. The faculty member who wants to take the release may be asked to participate in finding a suitable adjunct.
- The total proportion of adjuncted courses in the department for that semester cannot become excessive. The bulk of department courses at any given time must be taught by regular faculty.
- Faculty who are buying out don’t necessarily get to drop their least favorite or larger courses. The chair will determine what course(s) the faculty member is most needed to teach in a given semester. As always, the preferences of the faculty member will be honored to the extent feasible.
- Assistant and associate professors who hope for tenure and promotion especially need to be aware that at all levels of review (department, college, and university), evidence of a well-rounded teaching portfolio is important. This portfolio must demonstrate quality teaching at all levels and a sufficient total contribution to indicate engagement and commitment to the educational mission of the university. A faculty member who wants to buy out repeatedly should consult regularly with the chair and other department faculty to ensure that he or she is building a sufficiently strong portfolio. Full professors should also be aware that their teaching portfolio impacts merit evaluation.
- Releases granted for purposes of carrying major service responsibilities (such as Director of Graduate or Undergraduate Studies or Chair) should not count against the faculty member’s opportunity to buy out of a course on a grant in order to

accomplish the funded work. However, such faculty should also be aware of the need, across a period of several years, to maintain sufficient contribution to the educational mission of the university. Also faculty should be aware that a 1-1 teaching load (or lower) will most likely require a formal change to CAS faculty effort allocation.

- Occasionally opportunities arise (such as Career Development grants) under which a faculty member might have bought-out release of more than one course per semester for research purposes. Faculty are encouraged to pursue such opportunities but should discuss them with the chair before proceeding with an application.
- Faculty taking grant-funded course buyouts are expected to meet the usual standards of quality for their other teaching obligations and for service. The chair may deny a request for a buyout for any faculty member who fails to perform responsibly in these capacities.

Updated 6/15/2010