

Course Buyout Calculation and Approval Form

Background on course buyout and academic salary

From *Section 3.7 Faculty Duties and Workload*:

The normal maximum teaching responsibility of a **full-time faculty** member engaged only in classroom teaching is **12 credit hours each semester**. Classroom teaching responsibility may be reduced by the department head for other justifiable reasons including student advising, active involvement in research and/or creative activities (with publications or other suitable forms of recognition), direction of graduate theses or dissertations, teaching non-credit courses or workshops, administrative duties, and institutional and/or public service.

For faculty on an academic year appointment, the academic year is defined as a nine-month period. A 9-month faculty member's monthly salary is his or her academic year salary divided by 9. One month of AY salary = 1/9 of AY salary = 11.11%. The average class is 3 credits. A full-time teaching load is 12 credits or 4 courses per semester, 8 total courses per academic year (or 24 total credits).

CEHHS is estimating Academic Year course buyout as follows:

1 course buyout = 12.5% of AY salary = 1.125 Academic Months
2 course buyouts = 25% of AY salary = 2.25 Academic Months
3 course buyouts = 37.5% of AY salary = 3.375 Academic Months
4 course buyouts = 50% of AY salary = 4.5 Academic Months

CEHHS Adjunct Costs \$4,000 for Undergraduate Class \$4,500 Graduate Class

This form needs to be completed for EACH course buyout requested

Faculty Requesting Course Buyout:

Department:

Course Type: Undergraduate Graduate

Semester: Fall Spring **Year:**

Reason for Course Buyout:

Cayuse Proposal (if applicable):

Principal Investigator Date Signed

Department Head Date Signed