



Course Buyout and Release Policy

This policy establishes the minimum funding required for a tenure-track faculty member to buy out teaching responsibilities. It applies to all funding sources and assumes a standard teaching load of two courses per semester (2/2).

Buyout Requirements

Minimum buyout amounts are calculated as a percentage of Institutional Base Salary (IBS), and the corresponding salary and fringe benefits must be covered. If a budget was prepared using an earlier IBS amount, the approved effort commitment remains in effect even if the faculty member's IBS changes.

Courses Bought out per Academic Year	Minimum Buyout Required
1	12.5%
2	25%
3	50%
4	80%

If a faculty member's salary exceeds the NIH salary cap, buyouts charged to funding sources subject to that limit will be calculated using the capped salary amount.

Approvals

Department Chair/Director approval is required for all buyouts and releases. Faculty must obtain the Chair's/Director's approval before submitting a related funding proposal.

The Department Chair/Director is responsible for ensuring that the department can provide appropriate coverage and meet its teaching needs.

Dean approval is required for any non-funded release that is not included in the faculty member's offer letter, or for any buyout or combination of releases and buyouts that would reduce the faculty member's teaching load by more than one course in a semester.

Semester Reporting

Each Fall and Spring semester, the Department Chair/Director must submit all faculty buyouts and releases through the established business process to ensure that funding is verified and that college leadership is aware of the releases.

Lapsed Funding and Spending Authority

If a buyout was not included in budget development, the department's spending authority will be reduced by the amount of the lapse, while the funds remain in the department. Spending authority will be granted for the instructional coverage required for the buyout if that coverage was not included in budget development.

Additional Provisions

The Dean reserves the right to approve any exceptions to this policy based on unique circumstances.

Buyouts charged to sponsored funds must comply with all applicable sponsor requirements.