


The College of Social and Behavioral Sciences

	Policy:	
	Buying Out Course Assignments	
	Revision:	Effective:
	17 January 2000	17 January 2000

Policy

In general the College of Social and Behavioral Sciences expects its faculty members to fulfill their normal teaching assignments, and discourages faculty from buying out their course obligations using funds available from grants or other extramural sources.

However, occasionally it is in the overall best interests of the university to permit a faculty member to buy out a course obligation. In such a case, an arrangement may be made with the advance written approval of the department head/director and the dean. In considering an individual's application for permission to buy out a course obligation, the department head/ director and the dean will take into account, among other factors, the unit's ability to provide a full complement of tenure-track faculty teaching at all levels in the unit's curriculum, and in particular its ability to meet Arizona Board of Regents' goals for provision of regular faculty teaching at the lower division.

The rate at which a *tenure-track* faculty member may buy out a single course, assuming that he or she continues to fulfill **all** other instructional, advising, service, and research responsibilities, is specified as follows.

Case (A): If the faculty member must provide, from the external source, both coverage for his or her salary and coverage for the cost of his or her E.R.E. expenses, then the buy-out rate is either the normal cost of replacing that faculty member with another qualified instructor in the course, or 10 per cent of the faculty member's academic year salary, whichever is greater. The faculty member is also responsible for providing funds from the outside source to

cover the costs of his or her E.R.E. on the replaced portion of the full salary. At this rate, the total cost of salary replacement plus E.R.E. will normally approximate 12 per cent of the faculty member's salary.

Case (B): If the faculty member needs to provide coverage for his or her salary only, but not E.R.E. expenses, then the buy-out rate is either the normal cost of replacing that faculty member with another qualified instructor for the course, or 12 per cent of the faculty member's academic year salary, whichever is greater. (This case might occur if a faculty member goes on fractional temporary leave of absence.)

Examples: A faculty member's academic year salary is \$60,000. The cost of replacing one course is \$5,500. 10 per cent of the faculty member's salary is \$6,000; 12 per cent of the faculty member's salary is \$7,200. The E.R.E. rate for faculty members is 19 per cent. **Case (A) Salary plus E.R.E. must be provided by outside source:** The cost to the faculty member of buying out one course will be \$6,000 (10 per cent of the salary), plus \$1,140 (the cost of E.R.E. on \$6,000), for a total of \$7,140. \$6,000 from the faculty member's state line will be swept by the Dean's Office and used to support the Temporary Hiring Plan. Of the funds provided by the outside source, \$6,000 will be used to replace the faculty member's salary, while \$1,140 will be used to cover the faculty member's E.R.E. costs on the replaced portion of the salary. **Case (B) Salary but not E.R.E. must be provided:** The cost to the faculty member of buying out one course will be \$7,200 (12 per cent of the salary). \$7,200 from the faculty member's state line will be swept by the Dean's Office and used to support the Temporary Hiring Plan.

In cases in which the course which a faculty member wishes to buy out is rated, under departmental guidelines, as constituting a heavier teaching assignment than the normal course, the buy-out rate will be proportionately higher.

The buy-out rate for tenure-track faculty members wishing to purchase release from more than one course, or from additional responsibilities, will be higher, and will be negotiated on a case-by-case basis with the department head/director and the dean.

The buy-out rates for other categories of faculty will be negotiated on a case-by-case basis with the department head/director and the dean.

This rate does not apply to cases in which the faculty member's instructional responsibilities are relieved as a result of receiving certain kinds of intramural support for which the college has independently approved special rates, including Social and Behavioral Sciences Research Fellowships, Junior Faculty Professional Development grants, or Udall Fellowships.

IMPORTANT NOTE: All salary monies released through a buy-out are gathered by the Dean's Office to support the overall College Temporary Hiring Plan. The amount returned to the home department is negotiated on a case-by-case basis with the department head or director, and is normally less than the full salary savings. Faculty should not assume that salary dollars released through a buy-out will be available to support activities associated with their externally-funded activity.

Knowledge