College of Letters and Science Course Buyout Policy
November 1, 2018

As part of our commitment to support and balance both research excellence and high quality instruction, the College of Letters and Science permits full-time faculty members to reduce their teaching load by buying out up to two courses per academic year, provided that the buyout fits within departmental curricular needs. This two-course limit for course buyouts is reduced annually on a one-to-one basis by any course releases that a faculty member receives during that academic year (e.g., course releases for administrative service as chair, vice chair, etc.), so receiving one course release means that only one buyout is permitted, and receiving two course releases means that there can be no buyout.

There are two types of buyouts:

A) Internal buyouts are those funded from other campus departments or units, and the cost is instructor replacement funding only (salary and benefits). For example, the funds for Hellman Fellowships can be used for an internal buyout, the Davis Humanities Institute buys out a course for faculty receiving a Faculty Research Fellowship, and the Academic Senate buys out a course for the Chair of the Committee on Academic Personnel. Internal buyouts are normally limited to one per academic year and must be approved in writing by the Office of the Dean.

B) External buyouts are those funded from extramural funding sources, such as grants and contracts. The cost per course buyout is 1/9th of the faculty member's nine-month annual salary and benefits. External buyouts are limited to two per academic year and are not permitted using external fellowship funding.

Inquiries about the release time provided by external fellowships should be directed to the Office of the Dean.

The policy for buyouts is summarized as follows:

1. Any buyout must fit within departmental curricular needs and requires written approval from the department chair.
2. The maximum number of combined buyouts and course releases, from any source, is two per academic year for full-time faculty.
3. Requests for internal buyouts must be approved in writing by the Office of the Dean.
4. The faculty member must use extramural funding (but not external fellowships) to pay for external buyouts.
5. The cost of an external buyout per course is 1/9th of the faculty member's nine-month annual salary and benefits.
6. Requests for course buyouts by faculty members whose appointment is less than full-time, or who are on partial leave, will be addressed on an individual basis.
7. Course buyouts are not permitted using recruitment or retention funds, unless explicitly authorized in the Dean’s letter granting such funds.

The campus and the College expect all faculty members to make meaningful, ongoing contributions to undergraduate education. Therefore, in cases where a faculty member has bought out one or two courses in an academic year, that individual should be assigned at least one course during that year with undergraduate teaching that significantly contributes to the major (e.g. required courses) and/or represents significant service (e.g. large survey courses). We are happy to consult with department chairs who may have questions about this expectation.

This policy replaces the former DSS Course Buyout Policy (Revised August 2015), the HArCS Course Buyout Policy for Senate Faculty (November 2013), and the MPS Course Buyout Policy (Revised September 2011)