

Draft Course Buy-out Policy

A primary goal of the School of Social Work (SSW) is to support its faculty in their continual and lifelong development as teachers, scholars, and public servants. Research or instructional granting agencies often are willing to buy out a portion of a faculty member's teaching time so that he or she may devote more than budgeted research time to a particular funded project. Where the research or instructional work is demonstrably significant and beneficial to the SSW, the SSW may foster and approve course buy-outs. *Course buy-outs are not automatic.*

The practice of buying-out instructional time in support of research and other scholarly activities is recognized as a necessary and valued one by the SSW faculty and administration. This practice does, however, exact a price on the instructional program of the School. Decisions about course buy-outs should balance the benefits and costs of additional research effort with loss of instructional effort. Therefore, we set forth the following policies governing buy-out of instructional time. We have examined and incorporated information from policies in several units including the Franklin College, College of Education, and School of Public and International Affairs (in addition to examining policies at some peer and aspirational institutions).

Procedure

Faculty must request in writing to buy-out a portion of their budgeted time as soon as possible during the proposal development process. Proposed buy-outs must be brought to the attention of the Dean prior to the time a grant proposal is forwarded from the school or prior to the time any other type of contractual agreement is entered into by a faculty member. Proposals related to Curriculum and Instruction must be reviewed and approved by the appropriate curriculum committee as well. The Dean and Associate Dean will consider the potential scholarly value of the project, the benefit from past buy-outs by the applicant, and the school's instructional needs including classroom, advising, and curricular work. If the Dean approves, and the proposal is successful, the faculty member will inform the Associate Dean who will make arrangements to fill the instructional needs and to find a qualified classroom instructor. It is the responsibility of the Associate Dean to find qualified replacement instructors. If there is an overlap in the beginning of the grant period, however, faculty may be requested to begin their buy-out period in a subsequent semester if instructional needs are compelling.

All buy-outs must be negotiated with the Dean. The impact on the instructional program of the School will determine the number of buy-outs, if any, that can be accommodated. There are retirements, leaves of absence, etc. to consider, as well as the instructional programs need for the faculty members involvement.

The SSW strongly encourages and supports collaborative grant opportunities with other internal or external units. However, it is essential that principal investigators or co-

investigators confer with the Dean's office well in advance in order to coordinate possible buy-outs and other administrative matters related to shared grant opportunities.

Rates

The purchase of release time from instructional duties through any grant is set at 10% of salary for one course or its equivalent plus the corresponding fringe benefit costs.

Distribution of Buy-Out Funds/Replacement Teaching

Replacement teaching cost must be covered by this percentage. The Dean will determine how the remaining funds are expended subject only to the existing rules for expenditures.