

**Faculty Buy-Out of Teaching Time
Administrative Procedures**

A faculty member may have the opportunity to fund additional research by obtaining outside grants that would require them to substitute research for some of their teaching duties. This practice would be permitted under the following guidelines.

Any faculty member wishing to buy-out general fund time with the use of grant money is required to work in consultation with their department chair. The department chair has the authority to approve or deny the request based on what is in the best interest of the department and the maintenance of a quality undergraduate instructional program. Any adjustment to a faculty member's workload due to a buy-out would have to be reflected on a revised workload plan.

The Assistant Dean for Business Operations must be notified of all buy-outs approved by the department chairs.

A tenure-track faculty member may be permitted to buy-out their teaching time down to a minimum of .2 FTE. No tenure-track faculty positions will be allowed to fall below that level which is equivalent to teaching one course (min. of 3 credits) per year and maintaining the student advisory role typical of faculty members in their department.

Salary savings resulting from such a buy out would remain in the department and be used at the discretion of the department chair.