The Gupta College of Science

FACULTY COURSE BUYOUT/RELEASE PROCEDURES

While teaching is the primary focus of the Gupta College of Science, we have embraced and are committed to the teacher-scholar model. Through this approach, faculty weave together active scholarship and engaged teaching to provide the best STEM education possible for our students. Due to demands in scholarship, it is not unusual for public comprehensive institutions like CCU to provide opportunities like course buyouts/releases that help faculty pursue active scholarship through mentoring, active research experimentation, securing external funding, and publication.

As is currently practiced at CCU, course buyouts represent a strategy to help encourage faculty to actively pursue research and scholarship opportunities, especially through securing external grants. This process is also seen as favorable by granting agencies. This practice is supported by the Provost and used, in general, across the University.

To that end, here are the guidelines that must be followed for GCOS faculty to receive a course buyout/course release.

Guidelines:

• Faculty may fund course buyouts/releases from external grants. The use of funds for this purpose must follow sponsor guidelines for allowable costs for a grant.
• Faculty may not buyout courses below a 2-2 load for a given academic year.
• The funds required for a 3-credit hour course buyout are determined by the rates used to hire a TA for that same course (this is typically at least $4116 for the a 3-credit hour course). These rates are determined by the University.
• As stated in the Faculty Manual, teaching loads for faculty are determined by the College Dean.

Process for requesting a course buy-out/release:

• The course buyout funds must be part of the approved and currently funded grant proposal and available for disbursement before the request can be considered.
• The faculty member must request to the department chair the buyout/course release at least one semester before the semester where the course release will be granted.
• The department chair will submit that request to the dean for approval and will state how the course will be covered.
• The dean will work to either approve or deny the request for a given semester and will notify the chair of the decision.
• Once approved, the department chair will work with the faculty member to obtain the grant account number that contains the funds for the buyout(s).
• The funds must be tied to the hire of someone that will teach the course(s). That is a university requirement. The department admin should work with the dean’s office to make sure that the funds are moved from the grant account to the university account to cover the cost of the TA.
  *The grant must be active during period in which funds will be transferred.*