



Arts & Sciences, Office of the Dean

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To: Faculty of Arts & Sciences
From: Kate Conley, Dean *KC*
Subj: Course Buy-Outs and Course Release

The expectations for tenure-eligible and tenured faculty are that they will teach a full load of courses, as determined in their department, while continuing to do research and service. Course buy-outs and course releases may be requested by faculty members in order to fulfill unusual professional or research responsibilities/opportunities. A Course Buy-Out involves the use of funds originating outside of the A&S Dean's Office. A Course Release is the reduction in teaching load with a commitment from the A&S Dean's Office for replacement faculty for the department. With the approval of the Dean, faculty members may buy out their time by using non-A&S funds (i.e. grants, fellowships, etc.) under the conditions listed below. This Arts and Sciences policy amplifies Faculty Handbook III.D.2 and "Academic Leave With-out Pay or At Reduced Pay" policies. This policy applies to all course buy-outs regardless of source of funds. The percentages set forth in this policy do not differ based on the cost of replacement faculty.

1. All course buy-outs, regardless of the funding source, must be approved by the Chair, or Chair and Director, Ewell Hall Dean and the Dean of the Faculty. Requests must indicate how the course buy-out will aid the faculty member's research, preparation for teaching, or professional service. **Any grant that requires a course buy-out must have the course buy-out approved by the Chair or Chair and Director, as well as the Dean, before the grant can be submitted to the Office of Sponsored Programs. The Dean of A&S and Director for Administration and Finance for A&S must be notified when external funding (i.e. a Grant) that involves a course buy-out is awarded.**
2. Non-college funds are defined as funds from a source outside of W&M. You may not use department funds, endowment funds, your salary, etc. for a course buy-out.
3. William & Mary (college) funds from outside the Arts & Sciences Dean's Office can be used for a course release with the approval of the Department Chair, Ewell Hall Dean, Dean of Undergraduate Studies and Dean of Faculty. *For example: A faculty member wishes to use funds from a Public Policy initiative to fund a course release, the proper approval is received for the release and the cost of the replacement faculty is directly charged to a Public Policy Index. Public Policy must provide the Index to be charged on the Faculty Appointment Form and ensure funds are available in the Index.*
4. All Course Buy-outs will be calculated as a percentage of the faculty member's time in relation to the number of courses taught by TE Faculty members in the faculty member's home department. The following formula will be used to determine the cost of course buy-out(s). **All course buy-outs will use this formula to determine the reimbursement required regardless of source of funds. Faculty members may buy-out of teaching and general research (as defined by A-21); they may not buy out of service. 80% represents the portion of a faculty member's time devoted to teaching and general research.**

$$\frac{\text{\# of courses to be bought out}}{\text{Standard department course load}} \times 80\% \times (\text{Faculty base salary} + \text{benefits}) = \$ \text{ value of buy-out}$$

Example: A faculty member in a department with a 5 course teaching load and a base salary of \$65,000 plus benefits at 28% desiring a one course buy-out:

$$\frac{1}{5} \times 80\% \times (65,000 + 18,200) = 16\% \times 83,200 = \$13,312$$

5. Under normal circumstances, faculty members will only be able to buy out of one course each semester and not be able to buy-out their entire teaching load in any semester.
6. A course buy-out may not be used in conjunction with SSRL, chair leave, administrative leave, or leave without pay. That is, a buy-out that is combined with other course release to create a full-year or semester appointment to perform research will be at the rate of full salary and benefits for that year or semester.
7. A course buy-out cannot be used in cases where a faculty member's teaching load has already been reduced for administrative reasons, such as service (i.e. department chair course release).
8. A faculty member buying out of a course will be expected to participate fully in service and administrative duties; the buy-out is strictly for teaching and must not be construed as approval for a full-time appointment to research.
9. If a faculty member's course load is not symmetric (i.e. not constant across semesters), a course buy-out cannot be done for the semester in which the course load is lighter. For example, if a faculty member teaches one course in one semester and two courses in the other, the one course buy-out must be for the semester in which the higher load is taught. Moreover, if a faculty member requests to buy out a course in a semester in which more than one course is taught, the buy-out cannot be for the largest class.
10. The course load is based on regular courses and does not include other teaching related duties; in particular, it does not include research-supervision courses.
11. Start-up funds may not be used to buy out courses.
12. Summer school teaching may not be used in place of or to buy out a course during the regular academic year.
13. Only under special circumstances can non-College funds for a course buy-out be combined with partial Leave Without Pay.
14. Course release is the reduction in teaching load with a commitment from the A&S Dean's Office for replacement faculty. The salary of the recipient of a course release will not be reduced for the purpose of the course release. The type of replacement faculty used (i.e. adjunct or NTE) will be at the discretion of the A&S Dean's Office and funded by the A&S Dean's Office.
15. Faculty members may use external research grants and fellowships, such as NEH, ACLS, etc. to support their salary and be released 100% from teaching, with the permission of the Department Chair/Program Director and the Dean of Arts & Sciences. Under normal circumstances, the grant or fellowship will be expected to cover at least 50% of their salary. If E&G funds are available, faculty members will receive supplemental salary funds from the Dean's office but may not be paid full time (100%). The Dean's Office will make every attempt to provide a compensation level that allows the faculty member to receive full benefits. Faculty members will be considered on 100% research leave. This practice of supplemental salary support is separate from the practice of course buy-outs.