



**UNIVERSITY OF
GEORGIA**
College of
Environment + Design

Course Buy-Out Policy

Policy

Research or instructional granting agencies, as well as other units of the University, sometimes seek to have faculty devote a portion of their time to a particular funded project. 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 CED faculty and administration. Additionally, the CED encourages and supports collaborative grant opportunities with other internal or external units. This practice does however exact a price on the instructional program of the College.

Where the research or instructional work is demonstrably significant and beneficial to the University, the College of Environment and Design (CED) may foster and approve such arrangements, provided that certain conditions are met. Course buy-outs are not automatic. Granting agencies, UGA centers and institutes, and programs initiated by the UGA administration cannot command faculty time without approval of the College.

Decisions about course buy-outs should balance the benefits and costs of additional research efforts with loss of instructional effort. It is essential that principal investigators or co-investigators confer with the relevant Program Coordinator and Dean's office well in advance in order to coordinate possible buy-outs and other administrative matters related to shared grant opportunities.

All buy-outs must be approved by the Dean. The impact on the instructional program 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 contribution. It is a balance that we seek. Faculty members may buy-out a maximum of one-half of their standard teaching load per year, unless exceptional circumstances are approved by the Dean.

Procedures

Proposed buy-outs must be brought to the attention of the appropriate Program Coordinator and Associate Dean prior to the time a grant proposal is submitted or prior to the time any other type of contractual agreement is entered into by a faculty member. A proposal must be submitted at least 120 days prior to the semester of the expected buy-out. The proposal needs to include the semester and year, the course(s), the confirmed cost, and the activities



**UNIVERSITY OF
GEORGIA**

College of
Environment + Design

that the faculty member will conduct. The Dean and Associate Dean will consider the potential scholarly value of the project, the benefit from past buy-outs by the applicant, and instructional needs. If the Dean and Associate Dean approve, and the proposal is successful, the Associate Dean, will make arrangements to fill the instructional needs. It is the responsibility of the Associate Dean and Program Coordinator to identify qualified replacement instructors. The source of such a buy-out should be from external grants and contracts or internal UGA programs.

All formal agreements must be in writing with signed copies distributed to the concerned faculty member, Program Coordinator, and Associate Dean of Academic Affairs.

Rates

The College of Environment and Design course buy-out rate is 10% of the faculty member's academic year salary, plus the current rate fringe benefit costs. When a course buy-out is approved, the College will retain the total funds. Some buy-out opportunities have fixed rates or caps, and these must be approved by the Dean.