



# 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. 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.

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.

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.

### **Procedures**

Faculty shall request in writing to buy-out a portion of their budgeted instructional time. The source of such a buy-out may only be from external grants and contracts or internal UGA programs.

Proposed course buy-outs must initially be brought to the attention of the Program Coordinator and Associate Dean as soon as possible during the proposal development process and prior to the time a grant proposal or any other type of contractual agreement is submitted by a faculty member. 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. Approval is contingent upon the timing and ability to find a suitable replacement instructor.

If the proposal is approved the relevant Program Coordinator will make recommendations to the Associate Dean of Academic Affairs the name(s) of a qualified classroom instructor capable of filling

the instructional need. 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 13% 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.

Example: Academic year salary of \$100,000. The buy-out amount at the rate of 13% is \$13,000. The fringe benefit amount at the rate of 26% is \$3,380 ( $\$13,000 \times .26$ ). The total buy-out amount is \$16,380.