Effective May 10, 2022

1. Overview

The School of Information allows full-time faculty members in tenured or tenure-track positions wishing to reduce their teaching load in order to concentrate their efforts on externally supported research by buying out up to one course annually, thus reducing their normal 2-1 teaching load to 1-1. They must obtain written approval from the Dean prior to submitting any grant/contract application with a course buyout to the sponsor.

2. Cost

The cost of a one course buyout is 22.22 percent (2/9) of the 9-month academic salary (plus associated fringes, and indirect cost if allowed by the sponsor). At this rate, the course buyout reduces the faculty member's teaching responsibilities but does not relieve them from other school responsibilities such as committee service.

The cost of a one semester Externally-Funded Faculty Development Leave (EFDL) is 50 percent of the 9-month academic salary (plus associated fringes, and indirect cost if allowed by the sponsor). At this rate, the course buyout reduces the faculty member’s teaching responsibilities and also relieves them from service and administrative responsibilities for the term of the EFDL. Please note that EFDLs are not automatically awarded based on available external funds: the Faculty Development Leave process must be followed, involving application, review by the Faculty Development Leave Committee, and a decision from the Dean and Provost.

Only extramural funds can be used to pay for a course buyout.

3. Application Procedure

A faculty member requesting a course buyout must:

- Submit a written request to the Dean, copying in the Associate Dean for Research and the Associate Dean for Education, detailing the context of the request. This context should include the funder, timing of the course release, expected outcomes of the research, and overall benefit to the School. This request must be made at least 3 weeks prior to any submission deadlines. The submission deadline must be made clear in the request.
- Faculty members who are not appointed full-time or are in non-tenure track positions should detail how the request will impact their overall contributions to the School; it may be advisable to discuss their requests with the Dean on an individual basis prior to submission.
- The faculty member will discuss the request at a meeting with one or all of the deans, focusing on how the buyout is in the best interests of the School.
- The Dean will provide a written decision either supporting or denying the request prior to the grant submission deadline.